



**Collegiate Student Handbook
2026 – 2027**

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Introduction

Welcome to the San Francisco Conservatory of Music located in the San Francisco Civic Center arts and cultural community. We are thrilled to welcome you home, where together we will continue to nourish the Bay Area with beautiful music.

We have been educating many of the world's most gifted music students since SFCM's founding in 1917. SFCM is the creation of generations of gifted faculty and students who have dedicated their lives to the achievement of artistic excellence. The distinctive vitality, creativity, and beauty of the San Francisco Bay Area are manifested in SFCM's personality—an intimate and supportive environment that enables each student to find a distinctive musical voice.

This *Student Handbook* complements the *Collegiate Catalog* (www.sfc.edu/collegiate-catalog) and other publications. Together they serve as your guide to the programs, policies, procedures, requirements, and resources of SFCM. In addition, each year's *Student Handbook* will be a useful reference to answer questions which may arise during your student career.

Statement Concerning Politics and Global Affairs

As an institution dedicated to the development and artistry of its students and all musicians, the Conservatory shall refrain from public comment on national, global, and/or political matters. This does not preclude the Conservatory from notifying the community of related support and resources. Such support and resources will be available for all students and, in some instances, the faculty, staff, and broader community.

This Student Handbook is subject to change at any time. Only the President and the Provost may provide authorized final interpretation of the contents of the Student Handbook and determine its appropriate application to the circumstances of any individual matter. Tuition, student fees, courses and course contents, curricular requirements, and other matters referenced or set forth in these documents or otherwise related to students are subject to change at the discretion of SFCM at any time, during or after registration or course enrollment, and with or without notice or written confirmation.

Directory

OFFICE OF THE PRESIDENT

Suite 208

David H. Stull, *President*

Devin Garnick, *Chief of Staff*

(415) 503-6251, dgarnick@sfcmm.edu

SENIOR STAFF

Suites 208, 408 & 414

David H. Stull, *President*

Jonas Wright, *Provost and Vice President of Academic Affairs*

Samantha Leo, *Vice President of Advancement*

Regina Lee, *Vice President for Finance and Administration*

Michael Patterson, *Associate Vice President for Human Resources and Administration*

OFFICE OF THE PROVOST

Jonas Wright, *Provost and Vice President of Academic Affairs*

Ryan Brown, *Dean*

Keelin Davis, *Associate Dean and Executive Director of Pre-College and Continuing Education*

Timothy Dunn, *Associate Dean for Student Affairs*

James Encarnación, *Assistant Dean of Admissions*

Jason Hainsworth, *Associate Dean for Diversity, Equity, and Inclusion*

Kristen Klehr, *Assistant Dean for Professional Development and Engagement*

Victoria Paarup, *Associate Dean for Artistic Operations*

Devin Garnick, *Chief of Staff*, (415) 503-6251

Kaliegh O'Connor, *Executive Office Assistant*

(415) 503-6230

OFFICE OF THE DEAN, ACADEMIC AFFAIRS, AND REGISTRAR

Ryan Brown, *Dean*, rbrown@sfcmm.edu

(415) 503-6217, Office 208

Rebecca Sorell, *Senior Director of Institutional Effectiveness and Registrar*, registrar@sfcmm.edu

(415) 503-6298, Office 406

Veronica Bassano, *Academic Operations Manager*, vbassano@sfcmm.edu

(415) 503-6330, Office 408

Iese Esera, *Academic Program Coordinator*, iesera@sfcmm.edu, Office 409

The Office of the Dean, Academic Affairs, and Registrar is responsible for maintaining students' academic records. This office coordinates registration for each fall and spring semester, scheduling of classes and juries, statistical reporting, transcript preparation and issuance, class and grade rosters, and directory preparation. The office, in conjunction with the Financial Aid Office, also completes necessary forms for the Veterans' Administration. Students must report any change of local or permanent address, phone numbers, and email addresses to the Office of Academic Affairs and the Registrar. The office supplies the following documents: leave of absence or withdrawal, academic petition, transcript request, and others.

Ensembles

Keeley Brooks, *Ensemble Operations Manager & Head Performance Librarian*, kbrooks@sfcmm.edu

TBD, *Performance Library Coordinator*

The Ensembles Department oversees all operations for large ensembles, which include orchestra, new music ensemble, opera, wind ensemble, musical theater orchestra, and Baroque ensemble. This office communicates with conductors, faculty, students, and other departments to ensure all ensemble rehearsals and performances run smoothly. The Performance Library also ensures that all music is distributed in a timely manner and in good quality. Students should be in touch with the Ensemble staff and refer to the ENS 200 syllabus with issues regarding any questions or concerns with attendance, seating assignments, sheet music, and instrument loans.

Student Academic Enrichment Center (SAEC)

Suite 302 (Bowes Center)

Edward Joaquin, PhD *Coordinator*, ejoaquin@sfcmm.edu

(415) 503-6258, saec@sfcmm.edu

The Student Academic Enrichment Center (SAEC) is the tutoring center. It's your place to gather and work either one-on-one or in groups with a specialized tutor on each subject matter. We're here to empower you to become a responsible, active, and interdependent learner who can adapt to new challenges and thrive in the pursuit of your career. <https://sfcmm.edu/saec>.

ADMISSIONS

Suite 622 (Ann Getty Center)

James Encarnación, *Assistant Dean of Admissions*, jencarnacion@sfcmm.edu

Lee Anne Frahn, *Director of Admissions*, lfrahn@sfcmm.edu

Updated: August 13, 2026

Abby Bush, *Admissions Counselor*, abush@sfcmm.edu
Office of Admissions: (415) 503-6271, apply@sfcmm.edu

The Office of Admission guides students through the full application process, from inquiring about programs to matriculating at SFCM. Working closely with faculty, the Office of Admission enrolls new students each fall and spring semester, with the majority of students enrolled starting in a fall semester.

Current SFCM students considering earning another degree or certificate or changing majors at SFCM must apply and audition for admission. Current SFCM students and alumni will have the application fee reduced or waived and be considered for pre-screening and transcript upload waivers.

The Office of Admission also assists current students with requests for private teacher changes. Department Chairs, the Office of the Provost, and Assistant Dean of Admissions work closely together on guiding students through this process.

Auditions are held at SFCM in the late fall for spring enrollment and in January through February for fall enrollment. Please consult SFCM's website at sfcmm.edu/admissions for specific dates and audition requirements.

ADVANCEMENT

50 Oak Street - Suite 414

Bowes Center - Suite 301

Samantha Leo, *Vice President for Advancement*

Mike Peluse, *Associate Vice President of Advancement*

Kati Platt, *Associate Vice President of Advancement Operations*

Danielle Blechle, *Data and Operations Coordinator*

Kaleigh O'Connor, *Stewardship and Donor Relations Coordinator*

Claire Amaral, *Director of Annual Giving*

Nic Meredith, *Director of Legacy Giving*

Lanlian Szeto, *Director of Individual Philanthropy*

Thea Hashagen, *Director of Proposal Development & Advancement Communications*

Derek Jandu, *Major Gift Officer*

Akemi Yamaguchi, *Director of Donor Engagement & Special Events*

Mia Macaspac, *Senior Donor Events Manager*

The Advancement Office is responsible for identifying, cultivating, soliciting, and stewarding all charitable contributions to SFCM. Fundraising is an important component of community engagement that enriches SFCM at every level. Contributions from individuals, foundations, and corporations, as well as from our alumni and parents, support a variety of SFCM programs, including student scholarships, professional development funds, master classes, and community outreach.

It may surprise you to know that tuition does not fully cover the cost of educating our students. Therefore, the efforts of the Advancement Office are integral to the ongoing success of SFCM and the level of excellence our students are able to achieve.

Some of you may hear directly from Advancement in regard to your scholarships. You are expected to participate and provide any or all of the following information:

- a quote and profile information
- thank-you letters to scholarship funders
- a thank you video
- an in-person or zoom meeting

There are also opportunities for students to participate in events and activities that further SFCM's relationship with its donors and help ensure continued financial support in the future.

Alumni Relations

For over 100 years, SFCM alumni have made musical history as performers, composers, and conductors. Many hold positions in musical organizations across the globe, as well as in the Bay Area's very own San Francisco Symphony, Opera, and Ballet orchestras. Alumni also teach and direct music schools and programs throughout the world. Others have chosen to continue their love of music while pursuing such varied professions as medicine, law, and business. Alumni news, opportunities, and performance announcements are featured on SFCM Alumni Connect, the official networking platform for SFCM alumni. Additional alumni information is also available on the SFCM website. For more information, contact alum@sfcml.edu.

ARTISTIC OPERATIONS

Tori Paarup, *Associate Dean of Artistic Operations*

Lorena Garcia, *Artistic Operations Coordinator*

Benjamin Brown, *Director of Production Services*

Daven Tjaarda-Hernandez, *Production Manager*

Manuel Calderon, *Production Coordinator*

TBD, *Concert Operations Manager*

TBD, *Box Office Coordinator*

Hannah Gibson, *Rental Events Manager*

Michael Disque, *Director of Piano Services*

Brian Lee, *Piano Technician*

General Production-related Inquiries: production@sfcml.edu

General Reservation/Booking-related Inquiries: bookings@sfcml.edu

General Recital-related Inquiries: programs@sfcml.edu

Concert Operations & Production

Updated: August 13, 2026

The Concert Operations and Production Offices produce SFCM's recitals and events, in addition to some off-campus events. See "Recital Information" and "Practice Room Policy" for more information. Students should be in touch with Production staff regarding specific piano requests, lighting requests, and stage set-up requests for reserved rehearsals and performances. These offices also oversee and enforce rules and regulations for the performance halls.

Bookings

The Bookings Office is responsible for scheduling use of all SFCM performance halls, classrooms, academic spaces, and practice rooms. The Bookings Office works to keep reservations up to date and to coordinate with the appropriate parties to ensure events are recorded and processed properly. See "Student Bookings of Classrooms and Performance Halls" and "Practice Room Policy" for more information.

Box Office and Directory

(415) 503-6275 (Box Office line); (415) 864-7326 (Directory line) boxoffice@sfc.edu

During the school year, the SFCM Box Office is open Monday-Friday during the hours of 10 AM to 5 PM, as well as one hour before ticketed concerts and events. Tickets can be purchased or picked up during those hours only, as well as reserved through the SFCM website at sfc.edu. Please see "Complimentary Ticket Policy" for more information.

Piano Maintenance

Piano maintenance requests must be submitted via the Piano Maintenance Request Form (<https://bit.ly/3gW6awS>), a Google Form distributed by the Director of Piano Services or their assistant. An email with the link to this form is sent to all students at the beginning of each semester.

For all piano-related inquiries, please contact our Director of Piano Services:

Michael Disque
Room C11, Ann Getty Center
415-503-6305
mdisque@sfc.edu

FINANCE & ADMINISTRATION

Suite 408
Regina Lee, *Vice President for Finance and Administration*
Michael Patterson, *Associate Vice President for Human Resources and Administration*
Amanda Shields, *Human Resources Manager*
Sharon Lau, *Controller*
Jessica Chang, *Payroll Specialist*, payroll@sfc.edu
Paige Robinson, *Assistant Controller*

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Sandy Tang, *Accounting Support Specialist*, studentaccounts@sfcmm.edu
Colette Bettencourt, *Account Manager (CBRE)*

Facilities

Michelle Symons - *Account Manager*
Amerina Chu - *Operations Manager/Contract support*
David Mitchell - *Union Chief engineer*
Zachary Horton - *Union Assistant Chief engineer*
Jason Sunga - *Union Stationary Engineer*
Matthew Thorstad - *Union Utility engineer*
Facilities email: Facilities@sfcmm.edu

Facilities provides support related to the maintenance and operation of SFCM buildings and grounds. Please contact the Facilities Department for any questions or concerns regarding the facilities. Any security or facility-related issues that require immediate attention should be reported to Security.
<https://sfcmm0.sharepoint.com/SitePages/Facilities.aspx>

Human Resources

Human Resources is responsible for employee benefits, policy administration, workers compensation, staffing, recruiting, training, and employee concerns.

Payroll

Pay dates are the 15th and last day of the month, but if either of these dates falls on a weekend or holiday, payday is the last working day before the 15th or 30th/31st.

Security

As an institution located in San Francisco's urban arts and tech district, we take safety and security seriously. Our closed campus configuration allows access only to students, faculty, staff, and guests throughout normal operating hours. It's important we know who is coming and going so that we can provide the safest environment for learning. You may report any facilities or safety-related matters to the security desk at the Ann Getty Center or the Bowes Center.

Ann Getty Center Security Desk
(415) 503-6280
Bowes Center Security Desk
(415) 503-6206
security@sfcmm.edu

Student Accounts

Suite 408
Sandy Tang, *Accounting Support Specialist*
(415) 503-6236, studentaccounts@sfcmm.edu

INVOICE AND PAYMENTS

Students and authorized payers may access detailed statements and submit payments via [NelNet](#).

Payment Deadline: All payments for semester invoices must be received by the Business Office no later than **the due date**. [SFCM Student Billing](#)

Accepted Payment Methods:

Online Payment – process payment securely via [NelNet](#).

Check Payment –

- Make checks payable to: **San Francisco Conservatory of Music**
- Mailing address: 50 Oak Street, Rm. 408, San Francisco CA 94102
- Drop-off: Business Office at 50 Oak Street, Rm. 408, San Francisco CA 94102

Payment Plan –

Students may enroll in an installment plan via [NelNet](#) during the designated enrollment period [SFCM Student Billing](#)

A \$50 non-refundable deposit (per term) is required for plan enrollment

Direct ACH/Wire – please contact us at studentaccounts@sfc.edu for further information

529 Plans – Please check with your 529 plan administrator to determine how and when to request the release of funds. To ensure funds are applied to the correct student, please include students' full name and student ID number. Once your plan payment has been initiated, please forward a payment confirmation to studentaccounts@sfc.edu.

FINANCIAL EMPOWERMENT & ACCESS

Suite 408
Kellie Gaines, EdD, *Director*
Vanessa Picton, *Counselor*
(415) 503-6391, finaid@sfc.edu

Please see the Financial Empowerment and Access website at <http://sfc.edu/admissions/cost-aid> for all policies relating to scholarship retention as well as the rights and responsibilities of receiving federal and state aid. The Office of Financial Empowerment and Access is here to help students and their

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families manage the cost of attending SFCM through a wide variety of sources. The office staff is available to assist students and parents with any questions regarding scholarships, loans, grants and Federal Work-Study. The Office of Financial Empowerment and Access also works closely with the Department of Education and the State of California verifying that all forms are completed in a timely manner and that aid is received for students that are eligible.

SFCM scholarships have been awarded to students for four years of undergraduate study, two years of graduate study, or one year of postgraduate study.

Students who are graduating, taking a leave of absence or withdrawing from SFCM and have received a Federal Direct Loan are required by law to complete an Exit Loan Counseling session. This should be done online at <https://studentaid.gov/exit-counseling/>

If you are thinking of taking any form of leave, please be sure to contact the Office of Financial Empowerment and Access to find out how a leave may impact your award eligibility.

Please note that until an Exit Loan Counseling session is completed, graduating students will not be cleared by the Office of Financial Empowerment and Access.

INFORMATION TECHNOLOGY SERVICES

Lance Jabr, *Acting Director of IT Services*
Room 421, (415) 503-6405, ljabr@sfcmm.edu

Walter Palacios, *Network Systems Engineer*
Room 418, (415) 503-6404, wpalacios@sfcmm.edu

Brandon Vuong, *Systems Administrator*
Room 418, bvuong@sfcmm.edu

Joshua Thatcher, *Service Desk Analyst/Lead*
Room 416, (415) 503-6444, jthatcher@sfcmm.edu

Maxim Tikhonov, *IT Support Technician*
Room 416, (415) 503-6444, jshratte@sfcmm.edu

The Information Technology Services team is responsible for all technology support, including all data systems used on campus such as administrative, student information, and academic-related systems. The IT Services team also collaborates with the Recording Services and TAC teams to ensure all technology is fully operational, including the computer labs, studios, meeting rooms, and classrooms on campus. All technology issues and requests should be directed to our ITS Help Desk Portal <https://help.sfcmm.edu/> or email it@sfcmm.edu or call (415) 503-6444.

LIBRARY

Updated: August 13, 2026

Room 620
Jeong Lee, *Director of Library Services*
Andrew Barnhart, *Library Supervisor*
Lisa Braider, *Library Supervisor*
Clayton Luckadoo, *Evening Weekend Supervisor*
Nathan Crowe, *Evening Weekend Supervisor*
(415) 503-6213, library@sfcmm.edu

Hours

Monday-Thursday: 9:00 AM to 7:00 PM
Friday: 9:00 AM to 5:00 PM
Saturday: 9:00 AM to 5:00 PM
Sunday: Closed

The library door will be locked ten minutes before closing time. The library is closed on holidays, Thanksgiving weekend, and winter break. When school is not in session, the library is closed evenings and weekends. Hours are subject to change during exam weeks, and semester breaks. Please refer to the library website (www.sfcmm.edu/library) for the latest update.

Checking Out Library Materials

Students must present their SFCM ID to the circulation desk to borrow items. Materials must be checked out no later than five minutes before closing time.

Loan Policies

Books and printed music	6 weeks; 1 renewal (3 weeks)
Media (CDs, DVDs, etc.)	1 week, NO renewal
Course Reserve items	2 hours/24 hours, NO renewals Select Reserve materials may be checked out before closing and kept overnight. These items are due back the following morning. Ask a desk worker about details.
Reference books	Library use only
In-house recordings (SFCM concerts & master classes)	Library use only, 4 hours

Semester-long Check Outs

Students may check out music and books for the entire semester for works they are performing or research being completed. Please send an email request to library@sfcmm.edu.

Overdue, Lost or Damaged Materials

- Students are responsible for returning and renewing all library materials by the due date.
- Students can renew items by login to “My Library Account” online (<https://sfcmlib.worldcat.org/myaccount>) or call the library (415-503-6213).

Materials	Overdue fines
Books and printed music	\$0.20/day; \$10 maximum
Media (CDs, DVDs, etc.)	\$1/day; \$10 maximum
Course Reserve items	\$1/hour
In-house recordings (SFCM concerts & master classes)	\$1/hour

Please note: After a certain overdue date, students will be charged for the replacement cost of the item and a \$15 billing/processing fee. If the item is returned, then there will only be the maximum overdue fine of \$10. Students with excessive overdue materials and outstanding balances may lose the borrowing privileges.

Finding Library Items/Accessing Online Resources

To find any library holdings, students are required to utilize our online catalog called **Worldcat Discovery**, <https://sfcmlib.worldcat.org/discovery>. The library catalog can also be accessed remotely and is compatible with mobile devices. To access online streaming resources and information, please refer to the library resources page (<https://sfcmlib.edu/resources-and-form>). For further information, we encourage you to visit your library, where a team of friendly and dedicated staff members is ready to assist you with any inquiries or requests you may have.

MARKETING AND COMMUNICATIONS

Tim Records, *Associate Vice President of Marketing and Communications*

Carlo Dionisio, *Senior Graphic Designer*

Alex Heigl, *Editorial Content Manager*

Corbin Henderson, *Associate Director of Digital Content and Social*

Wade Bennett, *Marketing Manager*

Matthew Washburn, *Photographer/Videographer*

marcom@sfcmlib.edu

The Marketing and Communications Office guides strategic messaging across internal and external platforms to build awareness for the institution, cultivate trust in the organization and increase SFCM's ability to advance the cause of music. Students and faculty are encouraged to inform the team of compelling stories that can potentially be shared across SFCM's channels.

PRE-COLLEGE AND CONTINUING EDUCATION

Keelin Davis, *Associate Dean and Executive Director of Pre-College and Continuing Education*

Laura Reynolds, *Associate Director of Pre-College & Summer Programs*

Madeline Major, *Program Manager, Pre-College and Continuing Education*

Jessica Serrano, *Program Associate, Pre-College & Continuing Education*

precollege@sfcmm.edu | continuinged@sfcmm.edu

The **Pre-College Division** provides music instruction to students between the ages of 0 and 18. The Division consists of three programs, including our Early Childhood Program, which offers introductory private instruction and Smart Start training; Bridge to Arts and Music (BAM), an afterschool program that provides free instrumental music instruction, access to musical instruments, and academic support for low-income students of color between the ages of 6 to 12 in partnership with the Third Baptist Church and Music Mission SF; and the Academy Program, which provides immersive and rigorous musical training for highly committed musicians. Most Pre-College classes and lessons take place on Saturdays from 8:00 AM to 5:00 PM, with select classes and lessons taking place on weekdays. Pre-College division students also perform in SFCM performance venues throughout the academic year.

The **Continuing Education Division** provides lifelong learning for adults seeking personal enrichment, professional development, and community in music. Classes, workshops, and lessons are available throughout the year on campus and online. Classes and workshops are designed for adult learners and take place primarily during the weekday evenings.

PROFESSIONAL DEVELOPMENT AND ENGAGEMENT CENTER (PDEC)

pdec@sfcmm.edu

Suite 204 (Bowes Center)

Kristen Klehr, *Assistant Dean, Professional Development and Engagement Center*

(415) 503-6258

TBA, *Community Engagement Manager*

Bowes 208

(415) 503-6297

TBA, *Hire SFCM Musician Contractor*

Bowes 208

(415) 503-6297

TBA, *Professional Development Coordinator*

Bowes 208

(415) 503-6297

The Professional Development and Engagement Center empowers SFCM musicians to discover and achieve their unique career goals and to become fully engaged citizens of the world. The PDEC provides individual career advising; training and review of student grant applications, biographies, cover letters, resumes, graduate school and fellowship applications, branding, marketing, web design, startup advising, internships, and much more. The PDEC also offers relevant programming throughout the academic year. The PDEC is the hub for community engagement initiatives, providing opportunities to teach and perform throughout the Bay Area. Advising is available by appointment Monday-Saturday.

The PDEC website (www.sfcm.edu/pdec) is an excellent resource for your professional needs. It includes PDF copies of all PDEC handouts as well as information on events, internships, and everything you need for the Professional Development Grant. PDEC is also the central point for both on- and off-campus employment. The website (sfcm.edu/gigs) includes listings of all open on-campus positions, as well as local (i.e., Californian) opportunities for musicians, sorted by instrument, including “general opportunities,” most of which involve arts administration or teaching.

Professional Development Grant

[The Professional Development Grant](#) (PDG) is a reimbursement-based grant providing financial assistance for projects that directly enhance a student’s professional development. The PDG is split into three tiers, which are applied for separately. Tier 1 includes funding up to \$1,000 for large-scale creative projects; Tier 2 funds up to \$500 for smaller expenses and is a less involved application process than Tier 1 (see PDEC site for complete details). The Sky Hi Award funds \$1,000 to support the collaborative creation of new music for performance works. Applications are accepted twice a year, in the Fall and Spring semesters, with deadlines being announced early in each semester. Awardees must wait one semester before applying again.

Conservatory Connect / Hire SFCM Program

Hire SFCM gives Conservatory students a taste of the performing musician’s life, providing the opportunities they need to succeed. Musicians are always in demand to perform at private functions throughout the year, running the gamut from weddings to corporate celebrations or graduations. Students accepted into the Hire SFCM program are automatically accepted into the Conservatory Connect class, which takes live music into schools, hospitals, retirement homes, children’s facilities, and other places where people of limited means and mobility are seldom reached. Those accepted will be required to enroll in the Community Performances workshop, a pass/fail course which meets every Wednesday from 10:00am to 11:50am. Accepted students will complete three Conservatory Connect visits each semester as part of the course and will also be eligible for paid Hire SFCM gigs.

Hire SFCM is an optional program. Returning students will receive an email from the program director to sign-up for an audition time during Orientation. New students eligible for the program will be able to sign-up for an audition time during Orientation. The audition is not open to freshmen, sophomores, classical-only double bass players, classical-only percussionists, or harpists/bassists/percussionists who lack access to a car.

Historically Hire SFCM was coupled with Conservatory Connect (PDV Courses); however, this is now evolving. Accepted students will receive more information regarding the Hire SFCM Program scheduling and Hire SFCM compensation.

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Conservatory in the Schools

The Conservatory in the Schools program provides SFCM students with invaluable classroom training while supporting music education in San Francisco's public-school system. Those accepted into the program are assigned to teach two to six hours a week at a San Francisco public school. This is a paid position, and new Student Mentors are hired each semester. Attendance at seminars featuring guest educators is required.

Conservatory Engage / Teach SFCM Program

Teach SFCM offers Conservatory students the opportunity to gain experience running their own private lesson studios, with access to resources and guidance within PDEC and PDV classes such as finance management, branding and marketing, and tools within pedagogy. Students must complete the prerequisite Conservatory Engage coursework prior to joining the Teach SFCM roster. Those accepted will be required to then enroll in the Conservatory Engage class, a pass/fail course. Students then will also be eligible to receive payment for teaching private lessons through Teach SFCM's portal.

Teach SFCM is an optional program. Students can complete the Conservatory Engage coursework and not join the roster of Teach SFCM. Returning students will receive an email from the program manager regarding an information session during Orientation. New students eligible for the program will be able to sign up for prerequisite coursework during Orientation. This program is not open to freshmen and sophomore students at this time. In addition, Teach SFCM students who complete their degree in good standing will be eligible to continue teaching their private students personally, thus creating a runway to earn income post-graduation and launch their private lessons studio immediately.

Accepted students will receive more information regarding Conservatory Engage, portal scheduling, and Teach SFCM compensation.

RECORDING SERVICES

Jason O'Connell, *Senior Director of Recording Services*, jason.oconnell@sfcml.edu
(415) 503-6266

Emma Markowitz, *Recording Studio Manager*, emartkowitz@sfcml.edu

Lilly Conley, *Recording Services Studio Coordinator*, lconley@sfcml.edu

SFCM offers video recordings of various events, including collegiate ensemble concerts, master classes, and required student recitals. Please note that non-required and off-campus recitals are not automatically recorded. If you would like to obtain an electronic copy of a recording, you can request it by submitting a copy request form on the [SFCM Recording Studio website](#).

Please be aware that due to copyright restrictions, recordings of master classes, large ensemble concerts, and faculty recitals cannot be distributed. However, recording sessions and non-required student recitals can be recorded upon request. To schedule a recording session or request a recording

of a non-required recital, please visit the SFCM Recording Studio's website at least two weeks prior to the performance date.

For recording request forms, general information, and pricing details, please visit the SFCM Recording Studio website at <http://www.sfcm.edu/recording-services>

STUDENT AFFAIRS

Bowes Center, Suite 116

Timothy Dunn, JD, *Associate Dean for Student Affairs*, tdunn@sfcm.edu

Sydnee Johnson, *Manager of International Student Services and Community Belonging*,
sjohnson@sfcm.edu

Ervin Keeling, *Director of Residence Life*, ekeeling@sfcm.edu

Revi Airborne-Williams, *Director of Counseling Services*, rawilliams@sfcm.edu

Leslie J. Donohue, MPT, *Director of Physical Therapy*, ldonohue@sfcm.edu

General Office of Student Affairs inquiries: osa@sfcm.edu

Dining Services inquiries: dining@sfcm.edu

Residential Life inquiries: reslife@sfcm.edu

International Student Services inquiries: international@sfcm.edu

The Office of Student Affairs oversees and facilitates the integration of students' artistic, academic, emotional, and physical well-being. Student Affairs manages residential life and housing, dining services, counseling services, physical therapy, international student services, and the student health insurance program, health and wellness programs, student conduct, disability support services, student safety on- and off-campus, and the MUNI class pass program.

Counseling Services

At SFCM, short-term counseling services are available to help students achieve and maintain a sense of well-being. In counseling, the student and counselor work together to define goals and explore strategies for issues such as stress, relationship difficulties, managing stress, relationship difficulties, and gaining adaptive skills to overcome challenging moods such as depression or anxiety. Counseling can often lead to better interpersonal relationships, improved academic performance, solutions to specific problems, reductions in the student's feelings of distress, and an overall expansion of the student's potential. See "Healthcare, Psychological Counseling & Physical Therapy."

Dining Services

A dining plan is required for all full-time collegiate students enrolled at SFCM. See the "Dining Plan Requirement Policy." The dining plan contract is for an academic year and is billed by semester. Students will be automatically enrolled in the minimum dining plan that is required based on their campus residency status and class year. Students may choose to enroll in a larger dining plan option. A dining plan selection from the fall will automatically be assigned in the spring and be billed accordingly.

sfcm.edu/dining-services

International Student Services

The international student advisor is responsible for completing and submitting necessary forms for a student to obtain and maintain valid F-1 nonimmigrant status and F-2 nonimmigrant status for any dependents. For questions regarding international student status, please contact international@sfc.edu. See “International Student Services” at sfc.edu/student-resources/international-students.

Physical Therapy

Avoiding musculoskeletal overuse injuries is vital to the long-term success of all professional musicians. SFCM Physical Therapy offers injury screenings to any SFCM instrumental student who is currently playing with pain or who thinks they may have an injury. Each screening will last approximately 30 minutes and provide the student with an opportunity to consult with a physical therapist in a private and confidential manner. The physical therapist will provide recommendations that may include referral to a primary care physician, recommendation for a full physical therapy evaluation, or even no further treatment. These injury screening sessions are offered to students at no cost to the student. See “Healthcare, Psychological Counseling & Physical Therapy.”

Residential Life and Housing

The Office of Student Affairs coordinates room assignments and the residential life program within the Bowes Center. First, second, and third-year undergraduates are required to live on-campus per the “Residency Requirement for Student Housing.” Students not required to live on-campus but wishing to do so may apply. See both sfc.edu/erezlife.com and sfc.edu/residential-life and contact reslife@sfc.edu.

Campus Activities

The Office of Student Affairs arranges for activities throughout the school year. Students are encouraged to reach out to Madison Roesler (mroesler@sfc.edu), the Director of Student Development and Belonging, with any event or activity ideas that they may have.

Student Council

The Student Council serves as the voice of the student body and liaison to the faculty and the administration. Members are elected on an annual basis. The Student Council meets regularly with academic staff, including the Director of Student Development and Belonging, and communicates student concerns to the administration and responds to issues raised by the administration. The Council also meets occasionally with faculty committees. Students are encouraged to bring their concerns to their elected representatives. sfc.edu/student-resources/life-campus/student-council

Student Health Insurance Plan

All full time students are required to maintain health insurance that covers primary care, emergency care, and mental health. Students are required to enroll in the SFCM student health insurance program or waive the insurance by providing proof of adequate health insurance. See “Healthcare, Psychological Counseling, & Physical Therapy” as well as “Health Insurance Policy.”

Student Services Center

The Office of Student Affairs oversees the Student Services Center (SSC), part of the Student and Patron Services Desk at Bowes Center. The SSC is your one-stop-shop to have your questions answered and provide referrals to other offices as needed. The Student Service Center manages activity sign-ups and ticket sales, assists Residential Life with support services, and distributes free health and wellness items.

Disability Support Services

See “Disability Services” and “Emotional Support Animal Policy.”

Academic Honor Code

As students come together to form a community of performers, composers and scholars, they must accept the obligation to uphold the integrity of this community by behaving truthfully and responsibly towards each other in every aspect of their endeavors at SFCM. Students must further recognize that honesty, and the trust which it engenders, lie at the core of a successful course of study.

All students will sign the following pledge upon enrollment at SFCM and such shall constitute the code of academic conduct at SFCM.

Understanding also that honesty in the pursuit of knowledge is the only reliable context in which to measure learning, I hereby acknowledge that I am expected to honor and uphold the following academic standards:

- *I will neither give nor receive aid on exams or other required in-class or take-home work, unless otherwise instructed.*
- *I will not plagiarize in any form. Plagiarism is taking over the ideas, methods or written words of another, without acknowledgment and with the intention that they be credited as the work of the deceiver. Since plagiarism includes copying and pasting work from generative artificial intelligence (AI) tools, I will not use generative AI applications for work I submit as my own unless otherwise specified by an instructor.*
- *I will not refer to any material during an exam or during in-class or take-home work when reference to such material is not authorized.*
- *I will strictly adhere to SFCM's and the teacher's other examination policies.*
- *I will not reuse original work from other classes, including previous attempts at the same class, without instructor permission.*
- *I will not, in any other manner, engage in dishonest actions in regard to my academic and performance activities and obligations while a student at SFCM.*

As students come together to form a community of performers, composers and scholars, they must accept the obligation to uphold the integrity of this community by behaving truthfully and responsibly towards each other in every aspect of their endeavors at SFCM. Students must further recognize that honesty, and the trust which it engenders, lie at the core of a successful course of study.

All students will sign the following pledge upon enrollment at SFCM and such shall constitute the code of academic conduct at SFCM.

Standards of Usage for Artificial Intelligence at SFCM

These standards aim to guide the ethical and effective use of Artificial Intelligence (AI) tools at SFCM, fostering responsible innovation and upholding the integrity of teaching, learning, and administrative responsibilities. These standards apply to all members of the SFCM community, including students, faculty, and staff.

I. Academic Integrity

- **Transparency and Disclosure:** The use of AI tools in work of any kind must be explicitly acknowledged.¹ Students must clearly state which tools were used, how they were used, and what portions of the work were generated or influenced by AI. This includes, but is not limited to, assignments, research papers, presentations, applications, compositions, images, and musical performances. The level of detail required for disclosure may vary depending on the assignment and the AI tool used. In all cases, it is the student's responsibility to clarify with the instructor when in doubt. Faculty should speak with the Dean; staff should speak with their direct supervisor.
- **Original Thought and Ownership:** AI tools can be valuable aids, but they should not replace original thought and intellectual contribution. Submitting AI-generated work as one's own, without the disclosure described above, is plagiarism. Students are responsible for developing their own understanding of the subject matter and demonstrating their own learning. With permission, AI can be used to augment, not replace, this process.
- **Appropriate Use:** Instructors should provide specific guidelines for the use or prohibition of AI tools. Some courses and assignments may explicitly prohibit the use of certain AI tools, while others may allow or even encourage their use. Students are responsible for understanding and adhering to these guidelines, as well as the validity of the results

II. Ethical Considerations

- **Bias Awareness:** AI models can perpetuate and amplify existing biases present in the data they are trained on. Users must be aware of these potential biases and critically evaluate the outputs of AI tools. Efforts should be made to use AI tools responsibly and mitigate the impact of bias.
- **Privacy and Security:** When using AI tools, users must respect the privacy and security of themselves and others. Do not input sensitive or confidential information into AI tools unless explicitly permitted and appropriate security measures are in place. Be mindful of the terms of service and data usage policies of the AI tools being used.
- **Intellectual Property:** Users must respect intellectual property rights when using AI tools. Do not use AI to infringe on copyrights, trademarks, or patents.

¹ The headings, and some subcategories, for these standards were generated by Gemini, a Google AI application.

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III. Responsible Use

- **Data Security:** The use of AI tools by SFCM community members must not violate official policies set forth by IT Services. Applications may not be installed within the SFCM network or on SFCM equipment without authorization from IT Services. Additionally, sensitive data concerning SFCM community members and data owned or managed by SFCM may not be input into an external system that is not managed by SFCM, such as an AI chatbot. IT Services may at any time restrict the access of external tools or applications to data within the SFCM domain.
- **Critical Evaluation:** AI-generated content should always be viewed with a critical eye. Users must evaluate the accuracy, validity, and relevance of AI outputs. AI is a tool, and its outputs should be treated as such.
- **Learning and Development:** AI tools should be used to *enhance* learning and understanding, not to circumvent it. AI can be appropriately used to explore concepts, generate ideas, and improve critical thinking skills.
- **Continuous Learning:** The field of AI is constantly evolving. Members of the SFCM community are encouraged to stay informed about new developments and best practices for using AI ethically and effectively.

IV. Enforcement

Violation of these standards may be subject to disciplinary action. For students, details on the consequences of inappropriate use of AI should be described in the course syllabus. For faculty, disciplinary action is at the discretion of the Provost or Dean. For staff, disciplinary action is at the discretion of their direct supervisor.

These standards are intended to be a living document and will be reviewed and updated periodically as AI technology and its applications evolve. Feedback from the SFCM community is encouraged to ensure these standards remain relevant and effective.

Policies and Procedures

1. Students who are aware of infractions should report the infraction to the Office of Academic Affairs and the Registrar. The Office of Academic Affairs and the Registrar will investigate the report and notify any faculty members involved to assist. The office keeps information related to potential violations confidential but does not accept anonymous reports.
2. A student accused of a violation of the Academic Honor Code is unable to drop the course in which the alleged infraction occurred until completion of all meetings, hearings, and appeals in regards to the allegation. A student accused of a violation should continue to attend the course in which the alleged infraction occurred.
3. When a faculty member finds evidence of a possible violation of the Academic Honor Code, the instructor must promptly contact the Office of Academic Affairs and the Registrar. The Office of Academic Affairs and the Registrar will review records to see whether the student has previously been sanctioned in any way for an alleged violation of the Academic Honor Code.
4. If the student has not been sanctioned in any way for an alleged violation of the Academic Honor Code:
 - a. The faculty member will promptly meet with the student and discuss the alleged violation. Penalties for the violation, listed below, should be discussed. If the student accepts responsibility for the violation and agrees to the penalty, then the faculty member may implement the penalty, unless the Dean determines otherwise. The faculty

- member must complete an *Academic Honor Code Incident Report* and send the report, along with copies of the student's assignment in question, to the Office of Academic Affairs and the Registrar within five business days. Both the instructor and the student sign the *Academic Honor Code Incident Report*.
- b. At any time during the discussions between instructor and student, whether in person or electronically, the faculty member and/or student can refer the alleged violation to an Academic Integrity Hearing Board by contacting the Office of Academic Affairs and the Registrar.
5. All alleged infractions of the Academic Honor Code for students previously sanctioned for an alleged violation and for otherwise unresolved allegations are adjudicated by the Academic Integrity Hearing Board. Additionally, all contested cases of first-time violations are adjusted by the Academic Integrity Hearing Board.
- a. When in session during the academic year, the faculty members of the Academic Affairs Committee (AAC) will serve as the Academic Integrity Hearing Board. When the AAC is not in session, or at the discretion of the Dean, the Office of Academic Affairs and the Registrar may appoint an ad hoc Academic Integrity Hearing Board consisting of no less than three faculty members.
 - b. In all Hearing Board cases, a designee will serve as Hearing Board Secretary and may utilize a recording device to assist in keeping a record. Notes and audio recordings are only kept during the statement and questioning stages of the hearing. Deliberations of the Academic Integrity Hearing Board are confidential; notes and audio recordings are not kept during the deliberation. Retention of notes and recordings is specified below.
 - c. The faculty member will submit all materials regarding the alleged infraction to the Office of Academic Affairs and the Registrar. These materials comprise the case documentation and include:
 - i. *Academic Honor Code Incident Report* form
 - ii. A copy of the assignment in question
 - iii. A copy of, lines to, or reference list to, any source materials
 - d. The Office of Academic Affairs and the Registrar will send the student written notification of the allegation including the hearing time and location.
 - e. The student has the option of appearing at the hearing in person, or submitting a written statement. Any statement, written or verbal, should explain the grounds on which the student contests the alleged violation.
 - f. After the statement, the Academic Integrity Hearing Board has the opportunity to question the student.
 - g. After questioning, the Academic Integrity Hearing Board will excuse the student and advisor to begin deliberations. During deliberations, the Academic Integrity Hearing Board will review all materials submitted by the faculty member, the student's statement, the student's answers to questions from the board members, and any previous cases in which the student was found guilty. A final determination of responsible or not responsible for the alleged violation will be made based on the evidence. Penalties will be selected from those listed below.

Fundamental Fairness

The standards for fundamental fairness for non-academic disciplinary hearings at the San Francisco Conservatory of Music will also govern academic honor code hearings, as follows:

Updated: August 13, 2026

1. All charges must be in writing and presented to the respondent at the time of notification of the hearing. Respondents are expected to read and respond to email correspondence.
2. Charges shall be reasonably specific as to the nature, time, and place of the alleged misconduct.
3. The respondent shall be informed of their rights under this document at the time the respondent is charged.
4. The respondent shall be afforded at least a seven-day notice of the hearing in writing.
5. Hearings are normally scheduled within 14 business days after notification to the respondent.
6. The respondent may indicate a preference for an open or closed hearing. (Open hearings can be attended by members of the SFCM community, and information about the incident and hearing can be made available to members of the SFCM community). In the absence of an indicated preference, hearings are closed. Final determination of whether a hearing will be an open or closed hearing shall be made by the Dean.
7. The respondent shall have the right to be accompanied by an advisor who may confer with and assist the respondent but may not speak for the respondent as an advocate. The advisor must be a member of the SFCM community who is not an attorney.
8. Hearings are audio recorded. A recording of the hearing will be available in the event of an appeal but remains the property of SFCM.
9. The respondent shall have the opportunity to answer the charges and to submit the testimony of material witnesses on the respondent's behalf. Witnessed statements, reports, other statements under oath—scheduled with the Dean and respondent—shall be acceptable as documentation submitted to a board. All other documentation is subject to review by the Dean prior to the time of the hearing.
10. All evidence and testimony, including the relevant reports, the text of statements made by the respondent prior to the hearing and used at the hearing, and any physical evidence, shall be presented at the hearing in the presence of the respondent; however, legal rules of evidence shall not apply.
11. Upon request, relevant reports, documents and other evidence may be reviewed by the respondent in the Office of Academic Affairs and the Registrar prior to the hearing. Copies of any such material may not, however, leave the office.
12. The respondent shall have the opportunity to indirectly question (through the Board) all witnesses present during the hearing. This does not necessarily include the right to confront witnesses in the same room.
13. The respondent and all other participants are expected to cooperate during the hearing and be truthful in their testimony and responses to questions. A respondent may choose to refrain from providing testimony or answering questions; however, the respondent may not then provide a statement on their own behalf. Depending on all the evidence presented, a respondent who refuses to give testimony or answer questions may nonetheless be found responsible for the alleged violation, but such responsibility shall not be determined based upon evidence that is principally the fact of the failure of the respondent to testify.
14. The hearing board shall determine by a majority vote whether by a preponderance of the evidence that the respondent engaged in the alleged violation.
15. The findings and recommendations of any of the hearing will be forwarded to the Dean, copy to the respondent. The respondent may, within 7 days, request in writing to appeal to the Dean the recommendation of the Hearing Board. The Dean shall decide whether or not to grant the

appeal and/or to accept the findings or recommendations of the hearing board. The Dean will notify the respondent in writing of the decision.

16. The Dean has discretion to interpret and apply these standards to the circumstances of a particular case.

Penalties

Faculty members may choose one or more of the following penalties:

1. Failure on a specific portion or question within an assignment.
2. Failure in the assignment
3. Resubmission/completion of the assignment for educational benefit, but with a failing grade in the assignment
4. Failure in the course

The Academic Integrity Hearing Board and the Dean may choose from one or more of the following penalties:

1. Warning letter
2. Failure in the assignment
3. Resubmission/completion of the assignment for educational benefit, but with a failing grade in the assignment
4. Failure in the course
5. Reduction or elimination of SFCM scholarship
6. Suspension
7. Dismissal
8. Restriction or elimination of SFCM privileges

All penalties of suspension or dismissal are automatically reviewed by the Dean.

Records

1. Case records of academic integrity proceedings are kept by the Office of Academic Affairs and the Registrar. Records are retained for a minimum of five years after which they may be destroyed. Case records do not become part of the student's general academic file.
 - a. If a student is found innocent, records, notes, and recordings are not retained. However, a summary of the case that redacts the name of the student may be maintained by the Dean's Office and Office of Academic Affairs and the Registrar.
 - b. If a student is found guilty, all case records, notes, and recordings are maintained by the Office of Academic Affairs and the Registrar as specified above.
2. Transcript notations for course failure are maintained per normal procedure.
3. Transcript notations for suspension are maintained per normal procedure.
4. Transcript notations for dismissal due to an academic integrity violation are permanently attached to the transcript.

Code of Student Conduct

Definitions and Nomenclature

1. "Student" refers to any person or group who is or was enrolled during an academic period in which misconduct occurred, or between academic periods for continuing students.
2. "San Francisco Conservatory of Music," "SFCM," and "the Conservatory" are used interchangeably throughout this document.
3. "Jurisdiction of the Code" refers to conduct that allegedly occurred in one or more of the following:
 - 3.1. On the campus or premises of SFCM including the Ann Getty Center at 50 Oak Street, the Bowes Center at 200 Van Ness, the sidewalks immediately adjacent to these properties, and any additional properties controlled by SFCM;
 - 3.2. At SFCM-related settings such as SFCM-related performance, travel, and meetings;
 - 3.3. In the course of use SFCM telecommunication facilities such as phone, internet, and other electronic services of SFCM;
 - 3.4. At SFCM-related social functions or other activities directly related or arising from such activities;
 - 3.5. Any off-campus conduct that significantly impacts the on-campus learning environment.
4. "Respondent" refers to a student charged with a violation of the Code of Conduct.
5. Academic and Non-academic Conduct
 - 5.1. Academic Misconduct is that which occurs in the course of the respondent's curriculum-related activities and is of the kind that is regulated by the "Academic Honor Code."
 - 5.2. Non-Academic Misconduct is all misconduct other than academic misconduct. Non-academic misconduct is regulated by Code of Student Conduct.

SFCM and Criminal Law

The San Francisco Conservatory of Music is not a sanctuary from criminal law and does not promote or condone criminally unlawful behavior. SFCM cooperates with law enforcement authorities in a manner consistent with its legal duties and the interests of the SFCM community.

Students under investigation or prosecution for alleged violation of criminal law are not thereby exempt from SFCM judicial proceedings. The fact, nature, or disposition of the criminal law matter shall have no bearing on SFCM judicial proceedings..

Students may be subject to SFCM judicial proceedings for allegations of criminally unlawful conduct that is within the jurisdiction of the Code of Conduct and for such conduct occurring beyond the jurisdiction if, in the judgment of SFCM, it gives rise to substantial danger to the SFCM community.

Division of Jurisdiction and Responsibility

Authority to administer proceedings under the Code of Conduct as to non-academic misconduct is assigned to the Associate Dean for Student Affairs.

Authority to administer proceedings as to academic misconduct is assigned to the Dean. Academic misconduct policies and procedures can be found in the "**Academic Honor Code.**"

Further delegation of authority to discipline students may be made to disciplinary hearing teams, Conservatory officials, and officers on the Community Judicial Board, as defined in Section 9.

Discretionary responsibility for handling extreme cases, where such action is essential for maintaining the orderly process of SFCM, is retained by the Provost and the Dean.

Other officers and agents of SFCM may promulgate rules and regulations applicable to students in particular situations independent of these procedures and guidelines. These officers and agencies shall report serious violations of such rules and regulations to the Associate Dean for Student Affairs.

Rights and Expectations

Students who choose to attend the San Francisco Conservatory of Music have committed themselves to adhering to academic and social standards which are essential to the well-being of the community. Any student charged with misconduct will be entitled to the processes set forth in this document.

Fundamental Fairness

A student may be subject to sanctions for non-academic misconduct if:

- The student has had a disciplinary hearing; or
- The student has waived the right to a hearing through the responsible plea option as defined in Section 8; or
- The Associate Dean for Student Affairs has taken interim disciplinary action (interim sanction pending a hearing); or
- Discretionary responsibility for resolving the matter has been retained by the Provost, Dean, or a delegate.

The criteria for fundamental fairness for disciplinary hearings at the San Francisco Conservatory of Music consist of the following standards:

1. All charges must be in writing and presented to the student at the time of notification of the hearing. Students are expected to read and respond to email correspondence.
2. Charges shall be reasonably specific as to the nature, time, and place of the alleged misconduct. Charges shall be signed by the Associate Dean for Student Affairs.
3. The student shall be informed of their rights under this document at the time the student is charged and in the preliminary meeting with the Associate Dean for Student Affairs.
4. The respondent shall be afforded at least a seven-day notice of the hearing in writing.
5. Hearings are normally scheduled within 14 business days after notification to respondent; however, the Associate Dean for Student Affairs may extend timelines to accommodate academic calendar or other extenuating circumstances.
6. The respondent may indicate a preference for an open or closed hearing. (Open hearings can be attended by members of the SFCM community, and information about the incident and hearing can be made available to members of the SFCM community). In the absence of an indicated preference, hearings are closed. Final determination of whether a hearing will be an open or closed hearing shall be made by the Associate Dean for Student Affairs.

7. The respondent shall have the right to be accompanied by an advisor who may confer with and assist the respondent but may not speak for the respondent as an advocate.
8. Hearings are audio recorded. A recording of the hearing will be available in the event of an appeal, but remains the property of SFCM.
9. The respondent shall have the opportunity to answer the charges and to submit the testimony of material witnesses on the respondent's behalf. Witnessed statements, security reports, residential life incident reports, and other statements under oath—scheduled with the Associate Dean for Student Affairs and respondent—shall be acceptable as documentation submitted to a board. All other documentation is subject to review by the Associate Dean for Student Affairs prior to the time of the hearing.
10. All evidence and testimony, including the relevant security reports, the text of statements made by the respondent prior to the hearing and used at the hearing, and any physical evidence, shall be presented at the hearing in the presence of the respondent; however, legal rules of evidence shall not apply.
11. Upon request, relevant reports, documents and other evidence may be reviewed by the respondent in the Associate Dean for Student Affairs' office prior to the hearing. Copies of any such material may not, however, leave the office.
12. The respondent shall have the opportunity to indirectly question (through the members of the Community Judicial Board) all witnesses present during the hearing. This does not necessarily include the right to confront witnesses in the same room.
13. The respondent and all other participants are expected to cooperate during the hearing and be truthful in their testimony and responses to questions. A respondent may choose to refrain from providing testimony or answering questions; however, the respondent may not then provide a statement on their own behalf. Depending on all the evidence presented, a respondent who refuses to give testimony or answer questions may nonetheless be found responsible for the alleged misconduct, but such responsibility shall not be determined based upon evidence that is principally the fact of the failure of the respondent to testify.
14. The hearing board shall determine by a majority vote whether by a preponderance of the evidence that the respondent engaged in the alleged misconduct.
15. The findings and recommendations of the hearing board will be forwarded to the Associate Dean for Student Affairs. The Associate Dean for Student Affairs shall decide whether or not to accept the findings or recommendations of the hearing board. The Associate Dean for Student Affairs will notify the respondent in writing of the hearing board's findings/recommendations and of the Associate Dean's decision. Within 15 days of receipt of the written notification from the Associate Dean for Student Affairs, the respondent may request in writing to appeal to the Dean the decision of the Associate Dean for Student Affairs. The decision of the Dean shall be in written form and shall be transmitted to the respondent and the Associate Dean for Student Affairs and shall be final and binding.
16. The Associate Dean for Student Affairs has discretion to interpret and apply these standards to the circumstances of a particular case.

Victim's Rights

1. In all cases, charges are brought by SFCM against a student accused of an offense, and in many cases, SFCM is in fact the only identifiable victim of an alleged offense. When the judicial officer determines that a victim can be identified, the victim is entitled to request the hearing office/hearing team for the following:
 - 1.1. The victim may be present to hear all testimony, indirectly question witnesses (through the hearing team/officer), and may be accompanied by an advisor who may confer with and assist the victim but may not speak for the victim as an advocate. The advisor may be any member of the SFCM community who is not an attorney;
 - 1.2. That the victim be given an opportunity to make a victim impact statement which will become part of the case record to be reviewed by the Associate Dean for Student Affairs in any decision/sanction and by the Dean or designated appeal authority; and
 - 1.3. That the victim may request separate hearing rooms (connected electronically) in order to allow full participation of the parties while at the same time avoiding undue embarrassment or intimidation.
2. Victims should be aware of the fact that in all cases, the hearing office/team is responsible for the orderly conduct of the hearing and in all cases may grant or deny such a request for good cause. In addition, SFCM may direct that a victim may be administratively instructed by the Associate Dean for Student Affairs to limit the victim's statements about the matter while within the jurisdiction of the Code.

Records of the Code of Conduct Proceedings

The records of Code of Conduct proceedings are considered by SFCM as not "educational records" as defined by its FERPA policy. This means that these records are not subject to inspection and copying pursuant to the FERPA policy.

Interim Actions

SFCM retains the right to summarily suspend, ban, or otherwise constrain or restrict students, groups, and organizations if they pose a perceived or actual threat to themselves, to others, or to the orderly processes of the SFCM community. The range of actions includes, but is not limited to, the following:

- **Individual Interim Suspension** – If alleged violations of the Code of Conduct are such that a student's presence on campus, in the judgment of the Associate Dean for Student Affairs, poses a perceived or immediate threat to the student's own or another's physical or emotional safety and well-being, the preservation of SFCM or others' property, or safety and order on SFCM premises, SFCM may impose interim restrictions up to and including immediate suspension pending the issuance of charges within 14 days and the scheduling of a future disciplinary hearing. Any student subject to an individual interim suspension will have the opportunity to appeal the interim action. Individual interim suspension will be issued in writing, and will contain information on appealing the interim action.
- **Group/Organization Interim Suspension** – Groups and organizations allegedly violating the Standards of Conduct whose alleged misconduct, in the judgment of the Associate Dean for Student Affairs, constitute a perceived or immediate threat to the physical or emotional safety and well-being of one or more individuals, impede the preservation of SFCM or others' property, or safety and order on SFCM premises, may be subject to interim sanctions pending judicial or other means for solution. Actions include, but are not limited to, cancellation of the privilege to

hold any kind of function or gathering. Additional restrictions may be applied at the discretion of SFCM.

- **No Contact Directive** – If alleged violations of the Code of Conduct are such that a student's presence on campus, in the judgment of the Associate Dean for Student Affairs, poses a perceived or immediate threat to a SFCM community member's physical or emotional safety and well-being and/or sense of personal safety and security, SFCM can issue a No Contact Directive. The goal of this action is to diffuse difficult situations by imposing restrictions that require one person to actively avoid another in all situations. See the "No Contact Directive" policy for more information.

Standards of Conduct

Students are expected to abide by the rules of the San Francisco Conservatory of Music and to conduct themselves in accordance with the accepted standards of good citizenship, honesty, and propriety, and with proper regard for the rights of others. Students must also obey federal, state, and local laws, as would any good citizen. Students must also note that personal responsibility as a performing artist, researcher, current or future teacher, and emerging professional often require the highest ethical standards.

The maintenance of harmonious community standards requires that behavior which interferes with, or threatens, the welfare of others or the SFCM community be prevented. Ignorance of these standards is not an excuse or valid defense.

This list is not intended to be exhaustive. Violations of this Code of Conduct include, but are not limited to:

1. Fraud, misrepresentation, forgery, falsifying of documents and records, including plagiarism given to or received by a SFCM official acting within the scope of the official's duties. This includes providing false, misleading, or incomplete information to SFCM officials.
2. Unlawful or other use, manufacture, sale, distribution, or possession of alcohol as defined by the "Alcohol and Drug Policy".
3. Unlawful or other use, manufacture, sale, distribution of drugs, narcotics, controlled substances, and/or paraphernalia associated with such as defined by the "Alcohol and Drug Policy."
4. Unlawful or other possession, distribution, or use of items presenting an imminent or potential threat to the safety and well-being of others, including but not limited to the following:
 - 4.1. Violations of the "Fire Safety Policy."
 - 4.2. Operation of, or tampering with, fire safety apparatus for any purpose other than the intended and proper use.
 - 4.3. Use of any SFCM resources, including network resources such as email or internet access, to harass, threaten, misrepresent, plagiarize, profit from, purchase or sell anything illegal, altering SFCM device settings without ITS permissions, and overloading bandwidth utilization.
5. Disorderly conduct including:
 - 5.1. Fighting, threats, assault, attempted assault, physical harassment, or other actual or attempted physical conduct which threatens the health and safety of another person.

- 5.2. Noise violations or other auditory actions which compromise the unhindered pursuit of SFCM's educational mission, or unduly disrupt other students' peaceful and quiet enjoyment of applicable SFCM facilities.
6. Obstruction, disruption, or failing to cooperate with a disciplinary hearing or other SFCM process, including perjury, and failure to comply with an imposed sanction, interim sanction or active avoidance order.
7. Failure to comply with any request of a SFCM official acting within the scope of the official's duties.
8. Actual or attempted:
 - 8.1. Theft or misuse of the property of SFCM or others.
 - 8.2. Intentional damage to the property of SFCM or others.
9. Unauthorized use, misuse of, or entry into property or facilities including:
 - 9.1. Obstruction of, or dangerous interference with, the free flow of traffic on campus.
 - 9.2. Leading or inciting the disruption of activities of others on campus.
 - 9.3. Misuse of SFCM computers, computer and network systems, and copyright infringement violations.
10. Hazing, which may include actions taken or situations created which have the potential to produce mental or physical harm, discomfort, embarrassment, harassment, or ridicule to a reasonable person. (See the "Anti-hazing Policy").
11. Sexual misconduct as prohibited by SFCM's "Sexual, Gender, and Other Unlawful Harassment" policy.
12. Unlawful discrimination, harassment, or retaliation as prohibited by SFCM's "Sexual, Gender, and Other Unlawful Harassment" policy.
13. Failure to consider community expectations and to demonstrate proper regard for the academic and personal rights of others. [This includes complicity. The absence of active participation in misconduct is often an insufficient response to violations of the code of conduct. Students are expected to take an active role in disengaging themselves from all acts of misconduct and are expected to report serious acts of misconduct to appropriate authorities. Failure to do so can be considered acts of complicity and may result in that student's facing the same charges as active participants.]
14. Any violation of other SFCM policies, rules, and regulations. (See sections "Other Regulations, Policies, and Procedures" and "Life at SFCM")

The Complaint and Referral Process

Any member of the San Francisco Conservatory of Music or surrounding community (students, staff, faculty, Security, local law enforcement, local citizens/groups, others, etc.) may generate a report about conduct that may constitute an alleged nonacademic violation of the Code of Conduct by a student. Individuals who wish to file a report should speak with Security, Provost's Office, Dean's Office, or Office of Student Affairs.

The Associate Dean for Student Affairs will review the report and relevant documentation in order to determine whether or not there is sufficient cause to file a charge or pursue alternative means for resolution. Possible resolution options are as follows:

- Decline to file a charge.
- Decide that the complaint can be processed through informal means of resolution, such as mediation or a student conduct conference.
- Defer the matter. Deferment periods are generally not expected to last more than one semester.
- Decide that there are grounds to reasonably believe that the student engaged in a violation of the Code of Conduct and that a charge against the student, on behalf of SFCM, should be filed. If this action is taken, several procedures are possible, and explained below.

Responsible Plea Option

A student who is charged with an alleged violation is designated the respondent, and may have the opportunity to waive a hearing by entering a plea of “acceptance of responsibility” to the charge(s) and authorizing the Associate Dean for Student Affairs or designee to issue a sanction. Based on the nature and circumstances of the case, the Associate Dean for Student Affairs, in their sole discretion, can either issue the sanction or refer the matter to the Community Judicial Board for hearing on the charge. The respondent is required to notify the Associate Dean for Student Affairs or designee of the respondent’s plea within two business days of receiving notice of the charges. Failure to do so will result in a referral to the Community Judicial Board. In all matters, the Associate Dean for Student Affairs has full discretion to waive the Responsible Plea Option if in the Associate Dean’s judgment, the nature and circumstances of the case warrant a hearing with the Community Judicial Board.

Community Judicial Board

The Community Judicial Board is normally chaired by a designee of the Associate Dean for Student Affairs and consists of three faculty or staff members of the SFCM community. This hearing board is authorized to issue the full range of SFCM sanctions. Hearing board members are selected by the Associate Dean for Student Affairs based on the needs for fairness, objectivity and balance in the resolution process.

Community Judicial Board Disciplinary Hearing Process:

1. The Associate Dean for Student Affairs normally schedules an information session with each person involved in the complaint or named in the report to discuss the alleged violations, incident documentation and hearing process. Otherwise, students will be strongly encouraged, in their formal charge notification letter, to arrange this pre-hearing conference.
2. The Associate Dean for Student Affairs may take any reasonable steps to ensure an orderly hearing process, including asking other members of the SFCM community, not explicitly named or involved in the official report or complaint, to take part in the judicial process as the Associate Dean for Student Affairs deems appropriate for the proper and true adjudication of the matter. The Associate Dean for Student Affairs has full discretion to interpret and apply this Code to the circumstances of each case.
3. The purpose of a disciplinary hearing is to determine the true facts about a respondent's alleged misconduct. Through an objective and fair process, the Community Judicial Board: (a) determines, based on the information gathered from all involved parties, whether or not a violation occurred and (b) recommends a sanction if the respondent is found responsible.

Sanctions

Maintenance of community standards is an important component of the judicial process. A major goal of the disciplinary process is to help students understand why something is wrong as well as to prevent its recurrence.

This list is by no means inclusive of all options open to officers and boards in sanctioning for individual offenses.

1. Community Restitution, which may require individuals or groups to write a letter of apology, participate in a designated service project, or give an identified community (on- or off-campus) a number of service hours to be completed within a specified time period. When appropriate, the individual or group may be required to devise its own community restitution plan to be approved by the Associate Dean for Student Affairs or their designee.
2. Counseling Intervention which may be recommended and in some cases required when behavior indicates that the counseling may be beneficial to the student. Specific circumstances will determine an appropriate mental health service referral, which may include drug, alcohol, and other educational workshops. Such mandated interventions may be at the student's cost.
3. Financial Restitution, which may require individuals or groups to restore or replace within a specified time, property which has been damaged, defaced, lost, or stolen.
4. Revocation or Restriction of Privileges, for the use of designated SFCM facilities or programs.
5. Disciplinary Warning, including an official letter of reprimand to the student stating that the student's behavior is in violation of SFCM policy and may not recur.
6. Disciplinary Probation, which normally consists of an official notice that any further code violation may result in dismissal of the student or other serious penalty, or loss of privileges of the group. This is a serious warning which serves as a check on the student's or group's future behavior. Probation is given for a period of time and can limit the activities or privileges of a student or group.
7. Suspension from SFCM housing, which involves revocation of the privilege of living in SFCM housing for a certain period of time. Students or groups who have their housing contracts or leases terminated for disciplinary reasons are not entitled to a reimbursement.
8. Suspension, which generally involves the revocation of the privilege of attending SFCM and using its facilities for a certain period of time. Conditions for re-entry may be specified.
9. Dismissal, which means the student is permanently separated from SFCM. The student may not apply for readmission to any program.
10. Other common sanctions may include alteration of housing selection privileges; research assignments; project, program, and presentation requirements; revocation of other SFCM privileges (e.g., access to computer systems, practice rooms, etc.); mandated follow-up meetings with SFCM officials; mandated supervised study hours.

Once a sanction is issued, it is the responsibility of the respondent to ensure that the sanction is completed in a timely fashion. Failure to complete an assigned sanction will result in a supplemental sanction and will be handled administratively by the Associate Dean for Student Affairs or their designee. Students failing to complete judicial sanctions normally have their student accounts placed

on hold (making them unable to register for classes or receive transcripts) until such sanction is completed.

Other Student Conduct Policies

No CONTACT DIRECTIVE

In situations involving allegations of misconduct against any member of the SFCM community or other circumstances warranting intervention for the health and safety of the community, it is appropriate for SFCM to invoke its No Contact Directive Policy in order to allow all parties to function within the environment.

In such situations, an authorized official of SFCM issues a no contact directive by which a student and/or other persons in the Community are instructed to refrain from contacting or attempting to contact another person or office and/or to physically remain distant from another. All individuals are also instructed to act reasonably and responsibly should incidental contact occur.

Procedures

When the No Contact Directive Policy is implemented or subsequently modified or changed, a letter is sent to each party instructing each individual, in accordance with this policy, to contact the SFCM official who issued the No Contact Directive when a situation occurs in which one party feels threatened by another party's presence or behavior. All parties are further instructed to contact the official if one party attempts to make contact with the other, or fails to abide by specific instructions in the No Contact Directive..

Notification

SFCM reserves the right to notify Security, Student Affairs, and Residential Life staff as well as appropriate faculty, department heads, and supervisors on a need-to-know basis.

Guidelines

In all instances, all parties are expected to avoid all contact with each other, while respecting each individual's right of access to the campus. Occasionally, an individual's access to certain optional activities or facilities may be restricted. There are three or more categories of activity to which the No Contact Directive Policy may apply:

1. Activities related to the performance of academic duties, e.g., attending classes, conducting research for a course, membership on committees or student groups, graduation exercises, etc.
2. Use of common SFCM facilities, e.g., dining facilities, libraries, computing facilities, etc.
3. Voluntary or optional use of SFCM facilities not related to academic performance, e.g., events such as (non-required) lectures, concerts, etc.

Responsibility for Adherence to the Policy

1. In all instances when the No Contact Directive Policy is implemented, it is SFCM's goal that all parties are allowed to continue to access their educational programs and activities.

2. SFCM will designate who bears primary responsibility to initiate leaving the area if both parties find themselves occupying the same space. This responsibility remains in effect unless leaving an area would constitute interference with the accused party's ability to fulfill the accused party's academic or work responsibilities.
3. The following guidelines may be used as examples of instances when contact may potentially occur and the accused would be responsible for initiating an appropriate response. This list is not exhaustive or intended to limit application of this policy to other situations not described here.
4. In all instances that involve an inadvertent one-to-one encounter (e.g., in the parking lots, in a hallway or stairwell, walking to or from one area to another), SFCM will designate whose primary responsibility it is to leave the area immediately.
5. In instances in which attendance at an event or function which involves a group of people is required by both parties (e.g., a required seminar, workshop, etc.), SFCM will designate whose primary responsibility it is to delay entry to that area for as long as possible or to take steps to avoid contact with the other party, such as positioning him or herself far away and not in the other party's direct line of vision. In instances in which attendance by the accused is not required (e.g., events such as lectures, concerts, etc.), the same rules will apply.
6. SFCM will particularize No Contact Directives to the parties and circumstances that are the subject of the No Contact Directive. Therefore, No Contact Directives may have different provisions as necessary based on circumstances.

Violations of the No Contact Directive Policy

If either party violates the No Contact Directive Policy, the other party should contact the official who issued the No Contact Directive. If it is determined that the No Contact Directive Policy has been violated by any party, further sanctions, up to and including removal from SFCM, may be invoked.

ALCOHOL AND DRUG POLICY

On occasion, the Office of Student Affairs may approve the serving of alcohol at official, administrative, or social functions. For these approved events, all attendees are expected to observe SFCM's rules of conduct. Members of the SFCM community who wish to serve alcohol at an event must seek approval no fewer than 10 business days before the event. All approved events must use a SFCM-approved catering service to serve alcohol. All approved events are subject to local, state, and federal law governing the procurement, service, and consumption of alcohol.

- Alcoholic beverages may not be served (sold or provided) at off-campus student recitals.

The following activities are prohibited among all members and guests of the SFCM community:

Alcohol

1. *Underage Purchase, Consumption, or Possession:* The purchase, consumption, or possession with the intent to consume by any individual under the age of 21.
2. *Procurement/Service of Alcohol:* The purchase of alcohol for a person who is under the legal drinking age (21 years of age in California) and/or apparently intoxicated; Serving or giving alcohol to a person who is under the legal drinking age and/or apparently intoxicated; The serving of alcohol to individuals who are known to become intoxicated habitually.

3. *Possession/Use of False Identification*: The possession or use of false, fraudulent, or altered identification or the use of another's identification for the purpose of obtaining alcohol.
4. *Open Containers* (i.e., any receptacle containing alcohol, which is open in such a way as to permit direct consumption of the contents): Possession of an open container of alcohol anywhere on-campus, except in a residence hall private living space, which includes common areas within suites or in an area designated, through the event/function approval process, as a place where alcohol consumption is permitted.
5. *Common Containers* (i.e., a receptacle for dispensing multiple servings of an alcoholic beverage.): Possession or use of kegs, beer balls, or other common containers, except for approved events in which specific criteria have been met or for approved events managed by a licensed caterer/third party vendor. Specifically, "common containers" are in violation of the code of conduct when any individual container exceeds the maximum amounts below: 40 ounce container of beer, 5 liter container of wine, 1 liter container of distilled spirits.
6. *Rapid Consumption*: Items/substances used to dispense alcohol in a rapid manner, such as beer bongs, funnels, Jell-O shots, etc.; Drinking games or contests (e.g., "Quarters," "Beirut/Beer Pong," etc.). Please note that the presence of alcohol where the game is played is sufficient to classify the incident as a drinking game violation. Where interpretation is necessary, student(s) will be charged with the violation, and a hearing board will interpret this policy.
7. *Public Intoxication*: Public intoxication, which is defined as alcohol-related conduct that is disorderly, inconvenient, or annoying to others or a potential risk to one's own or another's health and well-being.
8. *Driving Under the Influence (DUI)*: Driving under the influence of alcohol as defined by California State law.
9. *Sale/Advertising of Alcohol*: The sale of alcohol to any person at all times, except by a licensed caterer/third party vendor at an approved event. Invitations, posters, and other forms of advertising for specific events (including publicity via email distribution lists) may include references to alcohol but may not be the focus of such publicity. Specifically, such publicity must include the phrase, "alcohol is only available to individuals 21 years of age and older." Shots may not be mentioned, nor may any reference to, or implication of, excessive consumption of alcohol or alcohol "specials" (e.g., "two-for-one night," "dollar drafts").

Drugs

1. *Trafficking/Distributing*: Trafficking, manufacturing, distributing, or possessing with the intent to distribute any illegal drug, narcotic, or controlled substance.
2. *Use/Possession*: The unlawful use or possession of any drug, narcotic, or controlled substance.
3. *Paraphernalia*: The possession of drug paraphernalia, such as bongs, pipes, or any other item or device used in conjunction with illegal drug activity.

Sanctions

Violators of this policy will be subject to the full range of SFCM sanctions. The organizers of events/functions involving alcohol will be held accountable if their event/function is not in compliance with this policy. Students who violate the Alcohol and Drug Policy will be subject, based on the severity

and/or frequency of violation, to the SFCM-specific consequences and sanctions outlined in the Student Code of Conduct.

Including Parents in Conversations about Alcohol and Drugs

SFCM supports the idea that students, parent(s) or legal guardian(s), and SFCM are partners with responsibilities for the promotion of a healthy and positive educational experience for students. SFCM disciplinary policies and procedures are designed to promote an environment conducive to student learning and growth while protecting the SFCM community. It is the belief of SFCM that students benefit from discussions with their parent(s) or legal guardian(s) about the effects of alcohol or use of controlled substances on their educational experience.

SFCM may notify parents/guardians of students, under the age of 21, who have been found in violation of the Alcohol and Drugs Policy. Notification of parents/guardians will occur when, in the opinion of the Associate Dean for Student Affairs, a violation is significant enough to indicate a greater level of care may be necessary to support the student.

It is our general practice to encourage a student to contact their parent(s) or legal guardian(s) prior to SFCM's notification, however, there may be circumstances when contact will be initiated more rapidly.

ANTI-HAZING POLICY

All groups and individuals at the San Francisco Conservatory of Music are expected to comply with the Conservatory's anti-hazing policy. SFCM defines hazing as follows:

Any action taken or situation created, whether on or off SFCM premises, which has the potential to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include, but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts/scavenger hunts (without the expressed and prior approval of Associate Dean for Student Affairs), road trips or any other such activities carried on outside or inside the confines of any living unit (without the expressed and prior approval of Associate Dean for Student Affairs); wearing public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with fraternal law, ritual, or policy, or the regulations and policies of the educational institution.

Violations are reviewed by the Associate Dean for Student Affairs.

FIRE SAFETY POLICY

All members of the SFCM community have a duty to observe policies designed to ensure fire safety in SFCM buildings.

Safety Drills

All SFCM community members must comply with, and participate in, fire drills. Fire drills are conducted to test the life safety systems in SFCM facilities as well as for the SFCM community to practice building evacuation procedures.

Prohibited Appliances, Equipment, & Other Hazardous Items

Updated: August 13, 2026

To ensure fire safety in SFCM buildings, you should be aware that items listed below are not permitted in SFCM offices and studios without prior approval. The **Bowes Center Resident Handbook**, available from the Office of Student Affairs / Residential Life, has additional information on appliances that are permitted or prohibited within student housing.

Domestic Appliances

- Toaster Ovens (Pop up toasters with an automatic shutoff are permitted in shared kitchen common areas)
- Induction-style hot plates, rice cookers, electric tea kettles, crock pots, electric slow cookers, electric pressure cookers (except in designated cooking areas; all must have auto-shutoff feature)
- Microwaves and convection microwaves (except in designated cooking areas; all must have auto-shutoff feature)
- Domestic coffee makers (except in designated cooking areas; all must have auto-shutoff feature)
- Hot plates, electric skillets, and toaster ovens
- Submersion coil water heaters
- Other small cooking appliances, such as a “George Foreman Grill,” electric waffle iron, and electric sandwich press
- Smokeless indoor grill
- Space heaters and other portable heating devices

Equipment

- Any items and materials with open flames or that are combustible
- BBQ grills (charcoal, gas or other fuel)
- Portable gas ranges
- Tobacco, incense, or any item that burns or smolders when used
- Candles, oil lanterns, and lamps
- All items powered by combustible fuels (such as a motorcycle)
- All flammable materials (gas, lighter fluid, charcoal, propane, solvents, etc.)
- All fireworks, explosives, etc.

Other Hazardous Items

- All corrosive (or poisonous) chemicals and hazardous materials
- All lightweight extension cords and/or multi plug outlet adapters
- Heavy weight power strips or extension cords without safety circuit breakers
- Multiple approved power strips or extension cords connected together (“chaining”)
- Non-UL safety approved electric powered appliances
- All portable heating devices (space heaters of any type)
- Combustible materials as door decorations covering more than 20% of doors total

Responding to Violations of the Fire Safety Policy

Students found in violation of the Fire Safety Policy will be referred to the Office of Student Affairs for disciplinary action under the Code of Student Conduct. Employees found in violation of the Fire Safety

Policy will be required to immediately comply with the Fire Safety Policy and be referred to the employee's supervisor and/or the Associate Vice President for Human Resources and Administration.

GROUP RESPONSIBILITY POLICY

A student organization may be disciplined for a violation of SFCM policy committed by an individual, whether or not the individual is a member of the organized group, if the group, or a substantial segment of it, authorizes, directs, or encourages the violation, or with reckless indifference does not make reasonable use of the group's own influence and authority to prevent it. Violations occurring within a group's living space, during or because of a group's function, or utilizing a group's resources are all indications of risk for that group. As with any responsible organization, groups are expected to actively prevent violations if there is sufficient reason to believe they are about to be committed, to intervene in violations when they become aware of them, and to react responsibly to violations when the group has become aware of the fact that they have occurred. Additionally, failure to provide truthful and complete information about misconduct—including both violations of law and policy—can result in charges against the group itself for such violations.

INVOLUNTARY LEAVE OF ABSENCE OR WITHDRAWAL

The San Francisco Conservatory of Music provides a range of services to support and address the mental and physical needs of students including assessment and referrals. Our concern is for the health and welfare of each individual in our community. Our goal is to enable all of our students to participate fully in our academic community. However, when the Dean, in consultation with other officials, determines that a student is exhibiting behavior that poses a danger of health, safety or disruption of the activities of the SFCM community, the student may be requested to take a voluntary leave of absence from SFCM. If a student does not promptly agree, the Dean may place the student on involuntary leave. The following policy establishes the protocol under which an involuntary leave of absence may occur and the process for evaluating the student's request for return from such a leave.

Guidelines

The Dean may place a student on an involuntary leave of absence or require conditions for continued attendance under the following circumstances when the student exhibits behavior that in the judgment of the Dean:

1. Presents a danger to the health or safety of the student or others;
2. Presents a danger of significant property damage; or
3. Presents a danger of disruption of the educational and other activities of the SFCM community.

Process

1. When a student exhibits any of the behaviors described above, the matter may be brought to the attention of the Office of Student Affairs. The Associate Dean for Student Affairs, or designee, will review the situation and request the student to participate or provide information. SFCM may require a mandatory independent medical evaluation, paid for by SFCM. If an independent medical evaluation is required, SFCM will first offer to consult with the student or

the student's health adviser in order to obtain relevant information to determine if the independent medical evaluation is or is not needed.

2. The Associate Dean for Student Affairs, or designee, will inform the Dean of the review of available information, and the Dean will make a decision that may include the following:
 - a. The student may remain enrolled with no conditions;
 - b. The student may remain enrolled subject to conditions, including a description of those conditions; or
 - c. The student may be placed on an involuntary leave of absence.
3. If the Dean decides to require an involuntary leave of absence, the decision will also indicate the length of the leave and describe the conditions, if any, under which the student may seek to return from the leave.
4. The student shall be informed in writing by the Associate Dean for Student Affairs, or designee, of the Dean's decision, the effective date of the leave, and conditions for return, if applicable.
5. If a student is permitted to remain enrolled subject to conditions, the student shall be informed in writing of the effective date and the duration of the conditions.

Process for Return from Leave

A student seeking a return from leave must meet the conditions specified by the Dean. The student must apply in writing to the Associate Dean for Student Affairs. It is the responsibility of the Associate Dean for Student Affairs to review the student's compliance with specified conditions for the return from leave and to advise the Dean accordingly. During the leave of absence, your SFCM account is suspended; once the Associate Dean of Student Affairs approves the return, then the account can be reactivated. If suspension is over a year, the account is deleted.

Confidentiality

All records concerning involuntary leaves of absence will be kept in accordance with SFCM confidentiality policies. The student's transcript will indicate only "leave of absence."

MEDICAL LEAVE OF ABSENCE ("MEDLEAVE")

For information concerning a medical leave of absence, please see the SFCM Academic Regulations at p. 15.

MEDICAL AMNESTY POLICY

SFCM supports a safe learning environment that enhances academic achievement and student success. The Medical Amnesty Policy seeks to foster responsible decision making and encourage students to take active steps toward wellness and self-care. SFCM recognizes that there may be times when students face medical emergencies involving excessive drinking and/or drug use. Under this policy, students who seek medical attention related to consumption of alcohol or other drugs will not be charged with possession (unless with intent to distribute) or consumption of alcohol or other drugs in violation of the SFCM Alcohol and Drug Policy.

The Medical Amnesty Policy does not preclude disciplinary sanctions due to any other violation of the Code of Student Conduct. Other such violations include, but are not limited to, providing alcohol to underage individuals, assault, property damage, endangering the health or safety of others, or

distribution of illicit substances (or possession with intent to distribute). If other violations occur, then a student and/or student organization may face disciplinary charges for those violations. The use or abuse of alcohol or drugs is never considered a mitigating circumstance for any other violations of the Code of Student Conduct. Additionally, the Medical Amnesty Policy does not grant amnesty for criminal, civil, or legal consequences for violations of Federal, State, or Local Law.

The Medical Amnesty Policy is applicable to:

- A student requesting emergency medical care for oneself;
- A student(s) requesting emergency medical care for another person;
- Student Organizations where members request emergency medical care for another person.

Medical amnesty is only granted to students and organizations who seek medical assistance. Medical amnesty does not apply to individuals experiencing an alcohol or drug-related medical emergency who are found by SFCM employees (i.e., security, faculty, staff, and Resident Advisors)

It is important that individual students and student organizations who are granted medical amnesty participate in educational training around substance use and/or bystander behavior. In the case of individual students, the student needing medical assistance will be required to meet with the Associate Dean for Student Affairs, or designee, and may be expected to complete the following:

- A mandatory meeting with the SFCM Counselor or other educational referrals;
- Responsibility for costs associated with hospital transportation, treatment, assessment, or damage;
- Parental notification.

In the case of Student Organizations, the organization will be required to meet with the Associate Dean for Student Affairs, or designee, and may be expected to complete the following:

- Mandatory leadership training related to the incident;
- Limitations to event registrations;
- Restricted access.

Medical amnesty is not intended to be used more than once. If a student has been involved in prior alcohol/drug incidents and/or utilized medical amnesty in the past, the request will be evaluated by the Associate Dean for Student Affairs to determine whether or not medical amnesty will be granted. Typically, repeated situations will be handled through meetings with the Associate Dean for Student Affairs and/or the student conduct process. Students whose substance use puts them at risk repeatedly may also be required to take a medical leave from the college to address the behavior and enable them to live safely in the community when they return.

SEXUAL, GENDER, AND OTHER UNLAWFUL HARASSMENT

The San Francisco Conservatory of Music is committed to a workplace and educational environment in which all individuals are treated with respect and dignity. Our students, faculty, staff, administrators, independent contractors, volunteers, applicants, and all others engaged in Conservatory activities have

a right to an environment that is free from Sexual, Gender and Other Unlawful Harassment and discrimination; therefore, SFCM strictly prohibits Sexual, Gender and Other Unlawful Harassment and discrimination of any kind.

Conduct that constitutes sexual and/or other unlawful harassment and discrimination is unacceptable anywhere under SFCM's control. This includes offices, classrooms, recital halls, dormitories, and all other spaces under SFCM's control at the Ann Getty Center for Education and the Bowes Center for the Performing Arts. This policy also applies at any outside venue or business and social event sponsored by SFCM and business activity outside of campus, such as business-related travel. This policy may also apply at social events and other situations between members of the SFCM community that are outside of SFCM's control. This policy applies to online communication and use of social media by and between members of the SFCM community, whether or not networks and digital platforms are under SFCM's control. This policy applies to conduct by, and protects, all applicants, students, faculty, staff, official volunteers of SFCM, its administrators, independent contractors, and all others engaged in SFCM's business.

As an equal opportunity employer, SFCM is committed to providing a work environment free of unlawful harassment, discrimination, retaliation, and of disrespectful or other unprofessional conduct based on:

Race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law.

SFCM also prohibits discrimination, harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.

Unlawful Harassment: As used in this policy, harassment is defined as unwelcome, disrespectful, or unprofessional conduct, including disrespectful or unprofessional conduct based on any of the protected characteristics listed above. Harassment can be verbal (such as slurs, jokes, insults, epithets, gestures, or teasing), visual (such as the posting or distribution of offensive posters, symbols, cartoons, drawings, computer displays, or emails), or physical conduct (such as physically threatening another person, blocking someone's way, or making physical contact in an unwelcome manner).

- Verbal conduct such as abusive or other epithets, derogatory comments, slurs, or unwelcome sexual advances, invitations, or comments;
- Visual conduct such as abusive or other derogatory posters, photography, cartoons, drawings, or gestures;
- Physical conduct such as unwanted abusive or other touching, blocking normal movement, or interfering with work;
- Threats and demands, such as those which seek submission to sexual requests, in order to retain employment or education benefits and/or offers of job or education benefits or conditions in return for sexual favors;

- Stereotyping behavior directed towards persons of the same or different sex including transgender individuals on the basis of gender, gender expression and/or gender identity; and
- Abusive conduct that may include repeated verbal abuse, such as derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening or intimidating.

Sexual Harassment: As used in this policy, sexual harassment is defined harassment based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression or sexual orientation. It may include all of the actions described above as harassment, as well as other unwelcome sex-based conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, or other verbal or physical conduct of a sexual nature. Sexually harassing conduct need not be of a sexual nature or be motivated by sexual desire. It may include situations that began as reciprocal relationships, but that later cease to be reciprocal.

Sexual harassment is generally categorized into two types:

1. Quid Pro Quo Sexual Harassment (“this for that”)
 - Submission to sexual conduct (or other harassing conduct) is made explicitly or implicitly a term or condition of an individual's employment.
 - Submission to or rejection of the conduct by an employee is used as the basis for employment decisions affecting the employee.
2. Hostile Work Environment Sexual Harassment
 - Unwelcome conduct on the basis of sex, gender, gender identity, gender expression, or sexual orientation by any person in the workplace that unreasonably interferes with an employee's work performance and/or creates an intimidating, hostile or otherwise offensive working environment.
 - When unwelcome, examples include:
 - Sexual advances, flirtation, teasing, sexually suggestive or obscene letters, invitations, notes, emails, voicemails or gifts.
 - Sex, gender or sexual orientation-related comments, slurs, jokes, remarks, or epithets.
 - Leering, obscene, or vulgar gestures or making sexual gestures.
 - Displaying or distributing sexually suggestive or derogatory objects, pictures, cartoons, or posters.
 - Impeding or blocking movement, touching, or assaulting others.
 - Reprisals or threats after a negative response to sexual advances.
 - Conduct or comments consistently targeted at one gender, even if the content is not sexual.

Unlawful Discrimination: As used in this policy, discrimination is defined as the adverse treatment of an individual covered by this policy in any aspect of employment or SFCM's education program, based solely or in part on the individual's protected characteristic.

Discrimination may include but is not necessarily limited to: hostile or demeaning behavior towards an individual covered by this policy because of their protected characteristic; allowing the individual's protected characteristic to be an adverse factor in hiring, promotion, compensation or other employment-related decisions unless otherwise permitted by applicable law, and withholding work-

related assistance, cooperation, and/or information to individuals because of their protected characteristic.

SFCM's policy against discrimination applies to:

- Decisions affecting student education, such as but not limited to admissions, financial aid, the student code of conduct, and co-curricular activities
- Employment decisions such as but not limited to, failure to interview, hire, or promote; disciplinary activity, including termination of employment; and salary evaluations.
- Access to SFCM facilities and services.

Unlawful Retaliation: SFCM prohibits retaliation. Retaliation is defined as an adverse employment action taken against an employee because the employee engaged in activity protected under the anti-harassment, discrimination, and retaliation policy. Protected activities may include, but are not limited to, reporting or assisting in reporting suspected violations of this policy and/or cooperating in investigations or proceedings arising out of a violation of this policy.

An adverse employment action is conduct or an action that materially affects the terms and conditions of the employee's employment status or is reasonably likely to deter the employee from engaging in protected activity.

Examples of retaliation under this policy include, but are not limited to, demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusing to promote or consider for promotion because of reporting a violation of this policy; harassing another employee for filing a complaint; denying employment opportunities because of making a complaint or for cooperating in an investigation; changing someone's work assignments for identifying harassment or other forms of discrimination in the workplace; treating people differently such as denying an accommodation or excluding the employee from job-related activities because of engagement in activities protected under this policy.

This policy also applies to decisions affecting student education, such as but not limited to admissions, financial aid, the student code of conduct and co-curricular activities.

Reporting a Violation of the Equal Employment Opportunity Policy: SFCM strongly urges the reporting of all incidents of perceived discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who have experienced conduct that they believe is contrary to SFCM's policy or who have concerns about such matters should file their complaints in writing wherever possible (including email).

Individuals should not feel obligated to file their complaints with their immediate supervisor first (but may do so) before bringing the matter to the attention of one of SFCM's Title IX Officers (see Title IX policy).

The complaint should be specific and should include the names of the individuals involved and the names of any witnesses. If you need assistance with your complaint, or if you prefer to make a complaint in person, please contact the *Associate Vice President of Human Resources and Administration*. You may also contact the *Dean*, the *Vice President for Finance and Administration*, or the *Provost*. Whenever needed to effect a proper resolution, SFCM will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

Early reporting and intervention have proven to be the most effective methods of resolving actual or perceived incidents of harassment, discrimination and retaliation. Therefore, while no fixed reporting period has been established, SFCM strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

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

Assessing the Complaint: Individuals who experience or observe behavior that they believe violates this policy is encouraged to immediately report the alleged violation or decisions to his/her supervisor, manager or the Associate Vice President of Human Resources and Administration and Title IX Coordinator (See below regarding reporting obligation of supervisors and managers).

SFCM will promptly look into the facts and circumstances of any alleged violation, as appropriate. Even in the absence of a formal complaint, SFCM may initiate an investigation where it has reason to believe that conduct that violates this policy has occurred. Moreover, even where a complainant conveys a request to withdraw their initial formal complaint, SFCM may continue the investigation to ensure that the workplace is free from discrimination, harassment and retaliation. Anonymous complaints may also be investigated. The method will depend on the details provided in the anonymous complaint. All investigations will be fair, impartial, timely, and completed by qualified personnel.

To the extent possible, SFCM will endeavor to keep the reporting of the applicant or employee's concerns confidential; however, complete confidentiality cannot be guaranteed when it interferes with SFCM's ability to fulfill its obligations under this policy or any applicable law or order. All employees are required to cooperate fully with any investigation.

Any reported allegations of harassment, discrimination or retaliation will be assessed promptly. The assessment may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Conduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. If SFCM determines that a violation of this policy has occurred, SFCM will take timely and effective responsive action commensurate with the severity of the offense. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or other disciplinary action, up to and including termination of employment or expulsion from the school. All SFCM persons must cooperate when SFCM is assessing a complaint, no exceptions.

No retaliatory or disciplinary action will be taken against any individual for reporting in good faith, a complaint or for participating in the assessment process. You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The nearest office is listed in the telephone book and online under these agencies' websites.

Supervisors or managers who learn of any potential violation of this policy are required to immediately report the matter to the Associate Vice President of Human Resources and Administration and Title IX Coordinator and must follow that Vice President's instructions as to how best to proceed.

Training: Every two years, all SFCM employees must take Sexual Harassment Prevention training aimed at increasing their understanding of and preventing workplace sexual harassment (including harassment on the basis of sexual orientation, gender identity, and gender expression) and their role in creating an underlying culture of mutual respect in our workplace. Specific components of the training include how to promptly and effectively respond to sexual harassment when it occurs, the effects of abusive conduct in the workplace, and ways to appropriately intervene if one witnesses behavior that is not in keeping with this policy.

Prohibiting Sexual Misconduct; Title IX: Title IX of the Federal Education Amendments of prohibits SEXUAL MISCONDUCT ON OR OFF CAMPUS IN THE COURSE OF CONSERVATORY-RELATED ACTIVITIES.

SFCM encourages all members of the community who believe they have been victims of sexual misconduct to report these incidents to SFCM's Title IX Coordinators, listed under the Title IX policy.

Members of the SFCM community are also encouraged to contact local law enforcement authorities and when necessary to seek medical attention.

- Emergencies: call 9-1-1
- SF Police Department: call 415-553-0123
- Rape Trauma Services 24-hour helpline: call 415-206-8256
- National Domestic Violence hotline: 1-800-799-SAFE (7233)
- National Sexual Assault hotline: 1-800-656-HOPE (4673).

Enforcement and Complaint Resolution: When a report of sexual misconduct is brought to a Title IX Coordinator and/or Designee for Students, SFCM will take prompt and effective corrective action, including, where appropriate, disciplinary action up to and including dismissal from school and/or termination of employment of those whom SFCM concludes to have engaged in sexual misconduct in violation of this policy.

The policy is available in APPENDIX A and at the following link: [SFCM Title IX Discrimination, Sexual Harassment, and Sexual Violence Policy](#)

Additional Applicable Definitions & Clarifications

Consent means intelligent, knowing voluntary consent and does not include coerced submission. "Consent" shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance. Once consent is withdrawn or revoked, all sexual activity must stop immediately.

- a. Consent must be affirmative, meaning affirmative, conscious, and voluntary agreement to engage in sexual activity and must continue throughout the sexual activity.
- b. Consent must be voluntary and given without coercion, force, threats, or intimidation.
- c. Consent can be withdrawn or revoked. Consent to one form of sexual activity (or consent to sexual activity a previous occasion) does not constitute current or ongoing consent. The fact that two people are or were previously involved in a dating relationship, sexual relationship, and/or consensual sexual acts does not constitute consent to subsequent or other sexual activity or other sexual acts. Past consent or consent on a prior occasion is not current consent or ongoing consent to engage in sexual activity
- d. Consent cannot be given by a person who is incapacitated, as defined above

e. Being intoxicated by drugs or alcohol does not diminish a person's responsibility to obtain consent from the other party before engaging in sexual activity. Factors to be considered when determining culpability include whether the person knew, or whether the a reasonable person in the accused's position should have known that the victim could not give, did not give, or revoked consent; was incapacitated; or was otherwise incapable of giving consent.

Incapacitated means an individual is incapable of appraising or controlling their conduct due to the influence of a narcotic, anesthetic, alcohol, or other substance administered with or without consent, being asleep, being a minor, an intellectual or other disability, or due to any other act committed upon the person without consent.

Other Related Matters & Concerns

Education & Prevention. The Office of Student Affairs and Counseling Services provide various sexual misconduct education and prevention efforts, including required online educational programs, informational brochures, confidential counseling, and referral to community resources. The SFCM Counselor is prepared to provide the community with educational presentations tailored to the concerns of the particular group requesting service. All new SFCM staff and faculty are required to review and acknowledge this policy, as well as the policy on *Sexual and Unlawful Harassment*.

Free Speech & Controversial Art. SFCM upholds the principles of academic and artistic freedom and acknowledges that controversial ideas and images may be introduced for legitimate academic and artistic purposes within educational and performance spaces. This policy is not intended to limit such freedoms. Controversial ideas and images do not constitute harassment simply because they offend others. However, community members are expected to understand that controversial images or words introduced for discussion in the classroom may have a different impact than similar images or words introduced without context to other settings, such as a residence hall hallway, bulletin board, or other shared space. In the case of the latter, such images or words may not serve a legitimate educational or artistic purpose and may instead contribute to the creation of a hostile environment and will be addressed accordingly.

Consensual Relations between Employees and Students. Consensual sexual and romantic relationships between employees of SFCM (faculty and staff) and students at SFCM are strictly prohibited. Please see *Prohibition of Consensual Relations between Employees and Students* policy for more information.

Reporting Sexual Misconduct, Discrimination, Harassment and Retaliation

SFCM responds to all reports of unlawful discrimination, harassment, retaliation, and sexual misconduct. SFCM encourages students, faculty, administrators, and staff who experience, know of, or suspect such conduct to promptly report such occurrences to maximize SFCM's opportunity to investigate, stop, or remedy prohibited conduct and/or prevent its recurrence.

Those who seek advice about whether reporting is necessary can provide a "Person Doe" (nonidentifying) account to the Title IX Coordinator, who will advise about next steps. Our Current Title IX Coordinators are:

- **Title IX Coordinator**
 - **Molly O'Malley**
 - **Phone: 650-383-4753 x176**
 - **Email: momalley1@sfcml.edu**

Updated: August 13, 2026

- **Deputy Title IX Coordinators for Students:**
 - **Timothy Dunn, Associate Dean for Student Affairs**
 - **Phone: 415-503-6281**
 - **Email: tdunn@sfcmm.edu**
 - **Bowes Center for the Performing Arts Room 116B**
 - **Sydnee Turrentine-Johnson, Manager of International Student Services and Community Belonging**
 - **Phone: 415-425-7334**
 - **Email: sjohnson@sfcmm.edu**
 - **Bowes Center for the Performing Arts Room 116A**
- **Deputy Title IX Coordinators for Faculty and Staff:**
 - **Amanda Shields, Human Resources Manager**
 - **Phone: 415-503-6292**
 - **Email: ashields@sfcmm.edu**
 - **Getty Center for Education Room 405**
 - **Michael Patterson, Associate Vice President of Human Resources and Administration**
 - **Phone: 415-503-6237**
 - **Email: mpatterson@sfcmm.edu**
 - **Getty Center for Education Room 407**

A Title IX Coordinator receives reports, determines whether an allegation is covered by Title IX or other existing policies, speaks to confidentiality/privacy and what can/cannot be done if confidentiality is requested, identifies options including formal and informal complaint procedures, determines if a full investigation is warranted, and makes referrals to other sources for support.

Violations of SFCM's Sexual, Gender, and Other Unlawful Harassment and Preventing Sexual Misconduct policies that are not covered by Title IX are equally serious and treated in a manner that may be similar to but not prescribed by procedures set forth for violations of these policies that fall under Title IX.

There is no time limit to report sexual misconduct, discrimination, harassment, or retaliation. Students and employees are encouraged to seek support and make informed decisions about reporting possible violations. Delay can make investigation difficult, but reporting is encouraged even if late so that SFCM can take action. Students who experience nonconsensual sexual intercourse but opt not to report it are encouraged to retain evidence and document their experience as much as possible to aid in any future investigations should they change their minds.

SFCM encourages all individuals to consider whether to seek assistance from a medical provider and/or law enforcement as soon as possible after an incident of sexual misconduct. Prompt reporting is the best option to ensure preservation of evidence and for the identification and location of witnesses.

SFCM also encourages the reporting of student sexual misconduct to SFCM, to SFCM's designated officers as described in this policy. Persons should make reports of student sexual misconduct as soon as the person knows of the incident of sexual misconduct.

An individual who in good faith reports sexual harassment or misconduct, either as a complainant or a third-party witness, will not be subject to disciplinary action by SFCM for personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. SFCM may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs.

SFCM will promptly review and consider all reports of sexual misconduct. SFCM will also take steps to prevent recurrence of sexual misconduct and correct its effects. Members of the SFCM community who learn of an incident of sexual misconduct, whether by witnessing an incident or by learning of it through another person, should report the incident.

The filing of a report of sexual misconduct under this Policy is independent of any criminal investigation or proceeding that may take place by the police or other law enforcement agencies, and both an investigation by SFCM and a criminal investigation by police or other law enforcement agencies may take place simultaneously.

Anonymous reports, or reporting without disclosing your name, can be made. However, depending on the information received, SFCM's ability to respond to an anonymous report may be limited. The Title IX Coordinator and/or a person designated by the Title IX Coordinator will review anonymous reports received by SFCM and determine whether any investigation and response is appropriate.

SFCM hopes that students feel confident in using the processes outlined in this Policy. Effort will be made to respect the reasonable expectation of privacy of all individuals involved in this process in a manner consistent with the need for a thorough review of the report and carrying out of the processes. This means that the information related to a report under this Policy will only be shared with a limited circle of individuals who, in SFCM's judgment, have a "need to know" basis or a level of responsibility at SFCM in order to assist SFCM in its investigation and response and to prevent the recurrence of any such conduct found to have been committed or to oversee the processes.

If there is a request that names remain confidential, SFCM will take steps to respond to the report in a manner that is consistent with that request. However, SFCM's ability to fully respond to the report may be limited, and SFCM thereby cannot guarantee complete confidentiality.

If you do not wish to pursue a Complaint, you may inform SFCM. However, in many circumstances, SFCM will still investigate the matter and take reasonable steps to protect the campus community and its members.

SFCM is required by law to report certain types of reported sexual misconduct in its annual crime statistics report. Neither names nor other identifying details of the incident will be made public in the annual crime report.

SFCM is also required by law to report any incident that might be classified as a sexual assault to the San Francisco Police Department. However, it is up to the Complainant on whether or not to separately file his or her own report with the Police and/or to contact Rape Trauma Services.

If a person would like to discuss the details of an incident of possible sexual misconduct without making a report or record of the incident or in an otherwise confidential manner, the person should speak with persons who hold a relationship with the person for whom there is a legal duty of confidence, such as their physicians, mental health therapists, priests, chaplains, etc. These persons generally will maintain

confidentiality if they are acting in their capacity as your physician, mental health therapist, priest, or chaplain, except in cases of immediacy of threat or danger or abuse of a minor.

Emergency and External Reporting Options (non-SFCM):

- Emergencies: call 9-1-1
- SF Police Department: call 415-553-0123
- Rape Trauma Services 24-hour helpline: call 415-206-8256
- National Domestic Violence hotline: 1-800-799-SAFE (7233)
- National Sexual Assault Hotline: 1-800-656-HOPE (4673).

Mass Notification System (SFCM). SFCM has partnered with Everbridge to provide a mass notification system that allows for dissemination of critical information via voice, text, and email to students, faculty, and staff. All collegiate students, faculty, and staff are automatically enrolled with their email address assigned by SFCM, and Pre-College students and their parents are encouraged to opt-in and receive alerts.

SOCIAL MEDIA POLICY

Social media refers to an ever-expanding variety of online tools and mediums for communication. The rapid development and expansion of personal blogs and communication websites, such as Facebook, X (formerly Twitter), LinkedIn, YouTube, TikTok, Instagram, Twitch, and many others, has dramatically changed the way many students, faculty, and staff correspond and share information with one another and members of the public. SFCM makes use of social media for defined business purposes, and all social media communications on behalf of the school are overseen by the school's Communications Department.

When Personal Communication Becomes a Business Concern

Social media can provide individuals with the means to express themselves and share their lives and opinions in a wide variety of ways: with family, friends, and co-workers around the world. However, use of social media presents certain risks and carries with it certain responsibilities. It is important to remember that what you publish online may not go away, and even can be duplicated and forwarded to a far wider audience than initially intended. For example, even with all privacy settings in place, comments that a person makes on a personal blog or other webpage can be printed as a pdf document and forwarded to others. This fact alone should remind us to exercise caution and take care with what we express or share online.

SFCM is fully committed to ensuring the academic freedom of students and faculty, and the school has no desire to impede or interfere with the personal use of social media by members of the SFCM community. However, the distinction between personal use of social media and SFCM business interests can become blurred when students, faculty, staff and other members of the SFCM community engage in behavior such as but not limited to the following:

- Discussing or disclosing confidential student, personnel, or business information through social media channels
- Intentionally or unintentionally violating copyright laws by sharing materials through Social Media, using SFCM resources

- Using the SFCM logo, seal, and branding materials for purposes not authorized by the school's Communications Department
- Intentionally or unintentionally representing oneself as a spokesperson on behalf of the school
- Using social media to threaten violence against SFCM or other members of the SFCM community
- Engaging in sexual or other unlawful harassment of a member of the SFCM community

Every member of the SFCM community should ensure that their use of Social Media does not conflict with policies articulated in the Employee Handbook, Student Handbook, and other applicable local, state and federal laws. In particular, students and employees should familiarize themselves with SFCM policies *on Sexual and other Unlawful Harassment, Electronic Communications, Terms of Use* for SFCM websites, *Media Communications, Intellectual Property Protocols, Media Release, Code of Conduct* and *Prohibited Conduct*.

With all of this in mind, students, staff and faculty should to adhere to the following specific guidelines when using social media.

Prohibited Conduct

1. Do not use social media and blog sites to harass or bully particular SFCM students, volunteers, faculty members, staff, departments, trustees, job candidates, or any other school constituent.
2. Do not post, publish or share statements, photographs, videos, or audio recordings of another member of the SFCM community, that reasonably could be viewed as malicious, obscene, threatening, intimidating, intending to cause harm and/or contribute to a hostile work environment on the basis of race, color, religion, creed, national origin, citizenship status, age, marital status, sexual orientation, gender or gender identity, disability, medical condition status, or any other characteristic protected by federal, state or local laws or that of an individual's relatives, friends or colleagues.
3. Do not use social media to threaten violence against the institution or any member of SFCM.
4. Do not use social media as a tool to retaliate against any student or employee who has reported or supported claims and investigations pertaining to violations of this or other SFCM policies and local, state or federal laws.
5. Do not use social media to share copyrighted materials originating from SFCM without authorization.
6. Do not post information concerning SFCM business that is confidential in nature (e.g. facts pertaining to a specific investigation, auditions, grades, and/or disciplinary actions), or the private information of students, employees, or any other SFCM constituency (e.g. credit card information, social security numbers, addresses, health conditions, and other such information).

Actions taken in violation of the guidelines above will result in disciplinary action, up to and including dismissal from SFCM and/or termination of employment.

Speaking on Behalf of SFCM

- Remember that all media inquiries should be directed to the Director of Communications, and only the President, Chair of the Board of Trustees, or their designee may serve as official spokespeople on behalf of SFCM.

- Remember that readers may view you as an official spokesperson for SFCM; therefore, with any personal posts regarding SFCM, on a blog or social media site, you should make every effort to clarify that views expressed reflect your personal opinions and do not represent the official position of SFCM.
- Abstain from using the SFCM logo, seal, or any other branding materials on any online forum unless you are promoting the school in coordination with the Communications Department.
- Make every effort to ensure the accuracy of information you post about SFCM or regarding your colleagues.

Posting Comments on SFCM Social Media Sites

SFCM may permit and even encourage members of the community to post comments on social media sites overseen by the school's Communications Department. While the expression of diverse opinions is welcome, SFCM reserves the right to delete comments, postings or links deemed objectionable. SFCM also reserves the right to prohibit individuals who repeatedly post objectionable material from ever posting on social media sites produced and managed by the Communications Department. In cases where postings result in a violation of copyright and/or local, state and federal laws, SFCM may report individuals responsible for such posts to the companies that host the applicable social media site (*i.e.* Facebook or Twitter).

Posting Grievances with SFCM Online

As stated in our *Open Door Policy* (see *Employment Manual*), SFCM is committed to providing a positive environment in which to work, and to addressing employee concerns through informal and open communication. In addition to the *Open Door* and *Student Grievance* policies, SFCM provides a variety of channels for addressing concerns and grievances and strongly encourages employees and students to pursue such available and accessible mechanisms for addressing and resolving concerns. However, if you decide to post or publish complaints or criticism concerning your own experience with or observations about SFCM, you must ensure that your statements do not violate the terms outlined in this policy or any other prohibited conduct described in the Employee or Student Handbooks.

Using Social Media at Work

SFCM does not specifically prohibit use of Social Media on campus. However, in compliance with SFCM's *Electronic Communications* policy, employees should abstain from online activities that significantly interfere with work.

Monitoring of Social Media

SFCM does not actively monitor the internet for content that violates this policy. When SFCM has knowledge of an allegation that the law or a SFCM policy may be violated, SFCM will investigate such allegations. Students and employees may be held accountable for violations of law or SFCM policies that are revealed during such an investigation.

Reporting Possible Violations

Any complaints for copyright infringement, and/or misuse of the SFCM seal, logo, and other branding materials, should be submitted to the Director of Communications in accordance with the *Terms of Use* policy for all SFCM websites.

For all complaints pertaining to sexual or other unlawful harassment, bullying, threats of violence, retaliation, and/or the sharing of confidential information through Social Media, employees should contact the Director of Human Resources, and students should contact the Associate Dean for Student Affairs.

For More Information

For any other question you may have, regarding use of Social Media, or any other policies of SFCM, please contact the Associate Vice President of Human Resources and Administration (for employees) or the Associate Dean for Student Affairs (for students).

ADDITIONAL POLICIES AND REGULATIONS

The regulations contained in this Code of Student Conduct are not all-inclusive. Additional rules and regulations are contained elsewhere in the Student Handbook, the Collegiate Catalog, Residential Life materials, and other regulations from SFCM offices.

When deemed necessary, SFCM reserves the right to modify the policies, procedures, and guidelines contained in this booklet.

Other Regulations, Policies, and Procedures

This section is a selection of commonly asked regulations and policies. The *Student Handbook* is not intended to be a complete resource of every regulation, policy, and procedure at SFCM. All students should also review the *Collegiate Catalog* for additional policies, especially policies regarding academics and curricula.

COLLEGIATE CATALOG AND ACADEMIC REGULATIONS

The *Collegiate Catalog* is provided online. A table of contents with all the policies, procedures, and is available at www.sfcm.edu/collegiate-catalog. An example of the various policies contained in the Collegiate Catalog and Academic Regulations are:

- Absence from Class Policy
- Academic Dismissal and Probation Policy
- Academic Petitions
- Change of Major Teacher
- Juries
- Leaves of Absence
- Personal Information Change Policy
- Rights and Responsibilities for Students on Financial Aid

COMPLIMENTARY TICKET POLICY

SFCM Concerts & Events

All SFCM concerts will be ticketed with the exception of individual student recitals. Students, Faculty, and Staff should reserve tickets for themselves and their guests through the performance calendar on SFCM.edu - this helps the production department track attendance & capacity in each venue.

Most SFCM concerts & events are offered at no cost, but in the case of a paid SFCM event, students, faculty, and staff are entitled to one (1) complimentary ticket, depending on availability. Student performers are entitled to two (2) for each concert they are performing in and may purchase additional tickets for \$15 each.

Comp Tickets from Neighboring Organizations

SFCM students, faculty, and staff may also have the opportunity for complimentary tickets from neighboring organizations including the San Francisco Symphony, San Francisco Opera, Philharmonia Baroque, SF Jazz and others. These tickets are offered on a case by case basis and will be distributed at the Ann Getty Center Box Office most of the time. SFCM community members are not entitled to any free tickets from the neighboring organizations, and any comp tickets given to our community will be offered on a first come, first served basis. Notification of Comp Ticket opportunities will come via email. Please see the Box Office for more information.

CONSENSUAL RELATIONS BETWEEN EMPLOYEES AND STUDENTS

Close personal/romantic relations among students and faculty and/or staff members (or volunteers) are fraught with the potential for exploitation, even if there is consent on both sides. Such relations may interfere with the ability of the teacher, mentor or supervisor to act fairly and without favoritism and may contribute to the perception among other persons of unfair actions or favoritism.

Even when both parties have consented, the development of a sexual relationship between a student and a faculty or staff member leaves the institution vulnerable to allegations of sexual harassment or retaliation and, equally important, impedes SFCM's ability to promote and protect the student's educational and professional development while at SFCM. SFCM is committed to maintaining a learning and work environment that is free from potentially adverse effects that can arise from consensual personal relationships among those who are participating in teaching, mentoring and supervisory functions.

No faculty and/or staff member (or volunteer) may participate in a consensual personal relationship with a student.

Graduate Assistant Consensual Relationships and Conflict of Interest Policy

Graduate Assistants ("GAs") occupy a unique role within the SFCM community as both students and individuals who may have instructional, evaluative, mentoring, administrative, or other responsibilities affecting the educational experience of fellow students. SFCM recognizes that consensual romantic, intimate, or sexual relationships may occur between students and does not prohibit such relationships solely because one student serves as a Graduate Assistant.

However, when a Graduate Assistant is engaged in, or becomes engaged in, a romantic, intimate, or sexual relationship with a student over whom the Graduate Assistant has, or may have, academic, instructional, evaluative, supervisory, mentoring, employment-related, or other authority or influence, a conflict of interest or the appearance of a conflict of interest may arise. Such relationships may create actual or perceived favoritism, bias, or undue influence that could affect the other student's educational experience or the integrity of the educational process.

A Graduate Assistant who is engaged in such a relationship must disclose the relationship as soon as practicable and, whenever possible, before undertaking any responsibility that could affect the other student's academic or educational experience. Disclosure should be made to the Office of Human Resources, the Associate Dean of Student Affairs, or another designated administrator. Disclosure is required regardless of whether the Graduate Assistant believes they can remain objective or impartial.

Upon receiving a disclosure, SFCM will evaluate the circumstances and may take reasonable steps to eliminate or mitigate any actual or perceived conflict of interest. Such steps may include modifying responsibilities, assigning an alternative evaluator, or implementing other measures deemed appropriate to protect the fairness and integrity of the educational environment.

Graduate Assistants are expected to cooperate with any measures implemented under this policy. Failure to disclose a relationship that creates or could reasonably create a conflict of interest may result in corrective action, including removal from Graduate Assistant responsibilities and other disciplinary action, as appropriate.

Retaliation against any individual for making a good-faith disclosure, participating in a review of a disclosed relationship, or raising concerns regarding a potential conflict of interest is prohibited.

CRIME AWARENESS AND PUBLIC SAFETY

SFCM is in full compliance with all aspects of the Crime Awareness and Public Safety Act of 1990. SFCM public safety policies, incident reporting procedures, and the drug-free campus policy are described in full in this Student Handbook.

Sex Offenders

In accordance with the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the San Francisco Conservatory of Music provides a link to the California State Sex Offender Registry, www.meganslaw.ca.gov.

All sex offenders are required to register in the State of California and to provide notice of each institution of higher education in California at which the person is employed, carries a vocation, or is a student.

Under California Penal Code 290 (the Sex Offender Registration Act), all sex offenders are required to register with local law enforcement if they live, work, or attend school in California. Those enrolled in (part-time or full-time, degree-seeking or not), or employed (part-time or full-time, paid or unpaid) at any California college or university must also register and update information with the campus police.

Since SFCM does not operate a full-fledged law enforcement agency, sex offenders must register with the agencies that patrol the areas in which our campuses are located. Specifically, this means sex offenders must register with the San Francisco Police Department.

In addition, by SFCM policy, current or potential students must deliver written notice of their status as a sex offender to SFCM's Associate Dean for Student Affairs no later than three (3) business days prior to their enrollment in SFCM or within five (5) days if their status changes while a student at SFCM; they must provide regular updates of moves, name changes, etc., as they do to local law enforcement.

Current and potential employees, volunteers, and contractors must report this information to the Director of Human Resources. Such notification may be disseminated by SFCM to, and for the safety and well-being of, the SFCM community, and may be considered by SFCM for enrollment, employment, and discipline purposes.

Failure to register may result in criminal action by law enforcement and enrollment/employment change or disciplinary action at SFCM.

Crime Reports

To view a year-by-year comparison of crime statistics for the SFCM campus (three years back up to the previous year), follow these instructions:

- Visit U.S. Dept. of Education: Campus Safety & Security at <http://ope.ed.gov/security/Index.aspx>
- Click the text in RED in the upper right-hand corner
- Type "San Francisco Conservatory of Music" in the institution field (Note: Only the college name is sufficient)
- Hit enter or "Search"

DINING PLAN REQUIREMENT POLICY

Requirements and Eligibility

A dining plan is required for all full-time collegiate students enrolled at SFCM. The minimum plan required is based on-campus residency status and class year. The dining plan contract is for an academic year and is billed by semester. Students will be automatically enrolled in the minimum required dining plan based on their campus residency status and class year. Students may choose to enroll in a larger dining plan option than the minimum required plan for their residency status and class

year. A dining plan selection from the fall will automatically be assigned in the spring and be billed accordingly. Please see [dining services](#) for more information.

Dining plans are intended for individual use only. The dining plan holder is the only person who will have access to the dining plan. All dining plans are billed and charged to individual accounts and placed on each student's ID card for their personal use.

Students can view the weekly menu posted on the [website](#).

Exemption Petitions

Dining Plan Exemption Petitions are considered by the Office of Student Affairs for well-documented, extraordinary circumstances. A student making a request to be released from the Meal Plan Contract is asking for an exception. An approval of the petition is not automatic and is generally given only for well-documented extraordinary circumstances. Meal plan refunds will be calculated based on the day the Dining Plan Exemption Petition is approved.

SFCM can accommodate students with allergies to gluten, wheat, soy, shellfish, dairy, eggs, peanuts, and tree nuts as well as vegetarian and vegan dietary restrictions, so citing these dietary restrictions are not typically approved as a reason to be released from the dining plan.

Students may contact the Office of Student Affairs Dining Services at dining@sfcmm.edu with inquiries.

Dining Plan Change Period

All students may choose to increase their meal plan from the minimum required plan during the meal plan change period. Dining Plan Change Period for fall semester is from July 15 to August 15. Dining Plan Change Period for spring semester is from December 1 to December 15.

DISABILITY SUPPORT SERVICES

The San Francisco Conservatory of Music is committed to providing qualified students an equal opportunity to attain an education regardless of disability. SFCM affords reasonable accommodations and aids to students with disabilities in accordance with the Americans with Disabilities Act (ADA), the Rehabilitation Act of 1973, and California law.

Disability Accommodation Registration Process

Each student bears the responsibility for initiating and documenting a disability-related request for accommodation. It is recommended that students begin the disability accommodation registration process at least two (2) weeks before the start of each semester, although SFCM will consider the merits of each request at the time the request is received. Students who request accommodation of a disability should contact the Associate Dean for Student Affairs, who will assist and advise them in their registration and accommodation request procedures.

Upon contacting the Associate Dean, the student will be required to submit reasonable medical documentation supporting the registration and accommodations request, in addition to completing internal forms related to disability registration and accommodation request. Recent diagnostic testing documentation from the appropriate health professional should reflect the nature of and present level of disability, how the disability affects the student's needs in a music conservatory, and how the requested accommodations will resolve the needs. SFCM has the discretion to determine what type of professional documentation is necessary, and this may vary depending on the nature of the disability and/or accommodation and other circumstances. All records related to disability and accommodation registration are confidential and private.

Once appropriate documentation has been received, the Associate Dean and Dean's Office will work with the student and determine the appropriate accommodations or aids. The Associate Dean and Dean's Office make the final decision regarding the request for accommodation or aid. If the student agrees with the decision, the Associate Dean will discuss the accommodations and appropriate implementation of such with faculty members in whose courses the student has requested the accommodation or aid. It should be noted that the Associate Dean will not disclose legally confidential, health-related information, unless such information is appropriate in order to assist with implementing the accommodation or aid.

Written confirmation of the determined accommodations will be sent to faculty whose classes have been requested for accommodations and to the student. The Associate Dean and Dean's Office will, upon request, seek to continue to support, advise, and provide information to the student throughout the entirety of the registered semester.

If a student disagrees with the decision made by the Associate Dean and Dean's Office, the student may request review by the Academic Affairs Committee via written request within seven calendar days of the accommodation determination. Relevant information will be provided to the Academic Affairs Committee, which, after considering the appeal including a meeting with the student, will notify the student, the Associate Dean, and the Dean's Office in writing of the final determination. The decision of the Academic Affairs Committee is final and binding.

Definitions

Individual with a disability is a person who: (a) as defined by law, has a physical or mental impairment which limits one or more life activities (such as walking, seeing, speaking, learning, or working); or (b) has a written record with SFCM by which SFCM has in fact recognized the student as having such impairment.

Qualified student or applicant is an individual with a disability who satisfies, and can continue to satisfy, all of the standards requisite to admission and participation in SFCM.

Accommodations are such learning aids (not personal equipment), assistance measures and limited modifications to the non-fundamental course, program, or educational services, as are necessary and effective for the individual, if reasonable to provide at SFCM. Accommodations do not include exemption from academic performance standards or from behavior standards including those of the code of student conduct. To be eligible to continue at SFCM, the student or applicant must meet the qualifications and requirements expected generally of its students and must also be able to perform the

requirements of the individual program in which the student is enrolled or intends to enroll, either with or without reasonable accommodation.

Fundamental aspects of the program include (but is not limited to) timely satisfaction of all academic standards, compliance with the code of student conduct and with other SFCM policies.

Note: In the event that a request for reasonable accommodation is denied, in its discretion SFCM may occasionally choose to afford the student some temporary measure or flexibility, which is not based on the asserted disability issue, but which otherwise is considered appropriate, if it does not alter a fundamental aspect of the program. In such cases, such temporary measure or flexibility will not be a precedent nor will it be a reasonable accommodation, and the student thereby is not regarded as an individual with a disability.

Disability Services Resources

Students seeking support in finding diagnostic testing for learning disabilities should contact the Associate Dean for Student Affairs. Students are responsible for all fees associated with diagnostic testing.

EMOTIONAL SUPPORT ANIMAL POLICY

General Information

An Emotional Support Animal (ESA) is an animal selected to play an integral part of a student's treatment process, providing emotional support that alleviates one or more identified symptoms or effects of a student's disability. An ESA does not perform work or tasks that would qualify them as service animals, as defined by the Americans with Disabilities Act (ADA). Emotional support animals are not considered pets. To preserve student health and safety, pets are prohibited in all SFCM residences, with the sole exception of fish in bowls or tanks that do not exceed 10 gallons. Having an ESA is considered an exemption to the pet policy and is an approved animal. As such, SFCM requires that students with disabilities who require an ESA to affirmatively request an emotional support animal within established deadlines. In general, only one ESA per student is allowed.

An ESA must remain in the student's assigned residential living space (bedroom) at all times, except when being transported outside in an approved manner. ESAs are not permitted in shared residential spaces, such as bathrooms, kitchens, laundry rooms, hallways, terrace, and/or lounges. A student may not take an ESA to class, or into any other building at SFCM. When an ESA is outside a student's assigned residential living space, it must be in an animal carrier, or controlled by a leash or harness. The Office of Student Affairs will work with a student to identify appropriate spaces for that student's ESA to exercise and relieve itself, based on where the student resides. The student is responsible for cleaning up and properly disposing of all of the ESA's waste.

Each student is responsible for the control, care and supervision of their ESA at all times, as well as for ensuring that the animal does not unduly interfere with the routine activities of SFCM or any of the students. If that student leaves campus for a period of time, they must take the approved animal with

them and may not leave the animal on campus overnight or longer, even if under the care of another person.

Students who receive approval for an ESA will select student housing through the regular room selection process. Students are advised, that in order to ensure that an ESA does not interfere with the equitable enjoyment of housing by other students who may have animal allergies or aversions, SFCM will identify certain residential spaces across campus as animal-free spaces, and they will not be able to live in these spaces with their approved animal.

Accommodation requests for an ESA must be reasonable. An ESA should demonstrate a good temperament, reliable and predictable behavior, and be able to live with others in a reasonable manner. The ESA's behavior, noise, odor, and waste may also not exceed reasonable standards for a well-behaved animal. A specific animal may be prohibited from serving as an ESA in student housing if that animal's behavior or presence poses a direct threat to the health or safety of others; would cause substantial physical damage to the student housing and/or property of others; may force another student(s) from their student housing space(s); and/or creates unreasonable disruptions for other community members, including their right to peace and quiet enjoyment. Prohibited animals include venomous animals, exotic or non-domesticated animals, gerbils, hamsters, rats, mice, snakes, other reptiles or other animals in cages.

Students must comply with all City and State ordinances, laws, and/or regulations, as well as SFCM policies, pertaining to animals. These include, but are not limited to, California Animal Cruelty Laws. The animal must have all veterinarian recommended vaccinations to maintain its health and prevent contagious diseases. Proof of vaccination is required before moving the animal into any student housing. SFCM reserves the right to request an updated health record at any time during the animal's residency. In addition, dogs will need to be licensed in accordance with local ordinances. Dogs and cats must receive monthly preventative flea and tick treatments. ESA cats must use a high-sided or enclosed litter box.

The student resident is financially responsible for the actions of the ESA, including damage to SFCM or personal property or harm to others. Any extra cleaning charges that result from the ESA's presence will be the student's responsibility. All spaces must be returned to an allergen-free level and a third-party, SFCM-approved pest control/cleaning service may be used. The student will also be responsible for any costs incurred should the ESA need to be removed for any reason by SFCM personnel or animal control professionals.

Process for Requesting an ESA

This does not include Service Animals, as defined by the ADA.

An ESA must be requested and approved for each academic year. SFCM will accept and consider all reasonable and necessary ESA requests at any time, however, completed requests must be received by the Office of Student Affairs by July 1 in order to ensure that approved requests can be accommodated for the upcoming academic year.

Should a need for an ESA occur during a current term and/or after July 1, students should complete the process below as soon as possible. While SFCM will make every reasonable effort to address all necessary and requested ESA requests, SFCM cannot guarantee that it will be reasonable or feasible for the current and/or upcoming term to grant an ESA request received after the stated deadlines.

Submitting a request for an ESA does not guarantee a specific accommodation. Students must complete the ESA request process and receive approval before engaging in any behaviors related to the requested ESA. Additional and more detailed information can be found in the SFCM ESA Agreement, which must be signed before an ESA will be permitted in a student's residential living space.

Documentation

Students are required to have a treating healthcare provider complete and submit an *Emotional Support Animal (ESA) Verification Form* to the Office of Student Affairs. The student or healthcare provider will email the *ESA Verification Form* to reslife@sfc.edu. This form provides the Office of Student Affairs with reliable documentation of disability. Documentation must also show that the requested ESA is necessary for the student to use their student housing space; in addition, there must be an identifiable relationship, or nexus, between the requested ESA and their disability. The treating health care provider completing the form must specialize in a field consistent with the diagnosis, as well as be familiar with the student's disability and the necessity for the requested ESA. To avoid any conflict of interest, documentation must be provided by a non-family healthcare provider. An ongoing relationship is defined as at least three counseling sessions in a three-month period, with the most recent session occurring within the past month of the requested accommodation.

Upon receipt of both the Emotional Support Animal (ESA) Verification Form, the Associate Dean for Student Affairs or designee will contact the student to set up a meeting to discuss the ESA request to ensure that the need and scope of the request is fully understood. Should additional information be needed, the student may be asked to sign a release of information so that SFCM may verify the disability and/or that the requested ESA is necessary for them to use and enjoy their student housing space, by alleviating one or more identified symptoms or effects of their disability.

If approved for an ESA, the student will then submit vaccination records for the ESA.

EQUAL EDUCATIONAL OPPORTUNITY

SFCM is an equal opportunity institution of higher education and employer and is firmly committed to non-discrimination in its delivery of educational services and employment practices. In compliance with all applicable federal and state laws, SFCM policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition (including cancer and genetic characteristics), sexual orientation, or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

When necessary, SFCM will reasonably accommodate individuals with disabilities if the individual is otherwise qualified to meet the fundamental requirements and aspects of the educational program and/or safely perform all essential functions, without undue hardship to SFCM and/or without altering fundamental aspects of SFCM's educational program. Any student requesting disability accommodation should contact the Associate Dean for Student Affairs and should review the "Disability Support Services" section in this Handbook.

FAMILY EDUCATION RIGHTS & PRIVACY ACT

The Family Education Rights and Privacy Act (FERPA) of 1974 and the rules and regulations of the Department of Education provide students with certain rights regarding privacy of, and access to, their educational records. SFCM affords each student the opportunity to:

1. Request to inspect and review the student's education records. Students should submit a written request to the Registrar that identifies the record(s) they wish to inspect. The Registrar will notify the student of the time and place where the records may be inspected.
2. Request the Registrar to amend the student's educational records to the extent that the student believes are inaccurate. A written request must be made to the Registrar. The request should include all information which identifies the part of the record the student wants amended and why the student believes the record to be inaccurate. In the event that SFCM decides not to amend the record, the student will be advised of their right to a hearing.
3. Consent to the disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Exceptions which permit disclosure of student records without consent include: disclosure to SFCM officials with legitimate educational interests, to external entities per subpoena, to other institutions of higher education to which student may be an applicant, to parents under certain circumstances, and to protect the health and safety of the SFCM community.
4. "Directory Information" may be released at the discretion of SFCM. Under FERPA, students have the right to withhold the disclosure of the information listed below.

Name	E-mail address
Telephone numbers	Enrollment status
Date of graduation	Dates of attendance
Degree program	

If students wish to prevent disclosure of this information, please notify the Office of the Registrar in writing. To allow disclosure of non-directory information to an individual the Office of the Registrar provides a FERPA release form. This form will be in students' registration packets, but is always available online and in the Office of the Registrar.

HEALTH INSURANCE POLICY

All full-time students (12 credits and more) are required to have medical insurance. All domestic, full-time students who are not covered under a comparable U.S.-issued health insurance policy must purchase health insurance offered through SFCM before being allowed to register. All international, full-

time students must purchase health insurance offered through SFCM before being allowed to register. Students enrolled for less than 12 credits (part-time status) are not eligible to buy insurance through SFCM. Students who take a leave of absence may also be ineligible to continue their health insurance policy through SFCM. Students enrolled in Optional Practical Training (OPT) are not eligible for insurance purchased through

INFORMATION TECHNOLOGY TERMS & CONDITIONS

What are IT resources?

"Information Technology (IT) resources" refers to an array of products and services that collect, transform, transmit, present, and otherwise make data into usable, meaningful and accessible information.

IT resources include, but are not limited to: All SFCM-owned or managed hardware (computers, mobile devices, servers, and AV equipment), software (applications, email, and licenses), network infrastructure (wireless and wired networks), and any future technology resources adopted by the institution.

Purpose of Agreement

The purpose of this agreement is to maximize the value of SFCM IT resources, permit maximum freedom of use consistent with state law, federal law, and SFCM policies in order to support a productive work environment.

SFCM IT resources are intended for official SFCM related purposes, including support of SFCM teaching, research, and service missions, SFCM administrative functions, and SFCM student and campus life activities. Use of SFCM IT resources must comply with state and federal laws, and SFCM policies.

Scope

This agreement applies to all users of SFCM IT resources, whether affiliated with SFCM or not, and to all uses of those resources, whether on campus, off campus, including in offices, classrooms, laboratories, hallways, public spaces, and residence halls.

Responsibility

All users of SFCM IT resources are responsible for compliance with this agreement. Users of SFCM IT resources shall be held responsible for all account activities and for appropriate charges.

Personal Use is Limited

The primary purpose of SFCM IT resources is to conduct official SFCM business. However, occasionally SFCM students may use the Internet and electronic mail for individual, non-political purposes on their personal time, if such use does not violate the terms and conditions of this agreement. Use of the Internet and electronic mail offers students an opportunity to develop research and communication skills valuable to the effectiveness and efficiency of our teaching, research, and service missions.

Privacy is Not Expected

SFCM may have a business necessity or reason to access files and accounts of its employees or students, including the investigation of complaints or misuse. It is therefore unreasonable for any user of SFCM IT resources to have an expectation of privacy in the use of such resources.

Academic Freedom and Associated Responsibilities

The First Amendment rights of academic freedom and freedom of expression apply to the use of SFCM IT resources, as do the responsibilities associated with those rights. The use of SFCM IT resources like the use of other SFCM resources (and like any other SFCM-related activity) is subject to the normal requirements of legal and ethical behavior. Therefore, in addition to this agreement, the use of SFCM IT resources is also governed by all SFCM policies.

Prohibited Actions

SFCM IT resources shall not be used for:

- commercial or personal profit-making purposes, for conducting political advocacy, or for personal benefit where such use incurs a cost to the SFCM and is not academic or work related;
- accessing or attempting to access another person's directory, files, or mail, whether protected or not, without permission of the owner. Attempts to access unauthorized IT resources via the computer network, to decrypt materials, or to obtain privileges to which the user is not entitled are prohibited;
- visiting, viewing or distributing Internet sites or materials that contain obscene, pornographic, profane or sexually explicit information, pictures, or cartoons; and publishing, displaying, transmitting, retrieving or storing inappropriate or offensive material. Such is expressly prohibited unless identified and pre-approved in writing by the Dean as part of legitimate research, teaching, or academic pursuits. Contact the Office of the Dean to request written pre-approval;
- intentionally or negligently interfering with the proper operation of any system or its use by others;
- creating or distributing defamatory, false, inaccurate, abusive, threatening, racially offensive or otherwise biased, discriminatory or illegal material;
- downloading, disseminating, storing, using, or printing materials in violation of copyright laws including articles, music, videos, games, and software;
- causing congestion, overload or disruption of networks or systems, including the distribution of spam or other forms of over-utilization of network resources;
- illegal, threatening, or destructive purposes;
- creating or knowingly disseminating unwanted and unsolicited emails or materials (SPAM).

Users of SFCM IT resources shall not:

- remove, transfer, disable or dispose of computer software licensed to the SFCM;
- share a computer account or password(s) with other persons. Each user must have an individual account, passwords must be protected, and the user must not leave a machine logged on when not present;

- consume unreasonable amounts of resources. SFCM may impose restrictions or limits on use of such resources;
- falsify e-mail or newsgroup postings;
- try to circumvent login or security procedures.

Non-Compliance

Report suspected violations of this agreement to the appropriate supervisor, department head, Dean, Associate Vice President for Information Technology, Associate Vice President for Human Resources and Administration, or Associate Dean for Student Affairs. Depending on the seriousness of an offense, violation of this agreement can result in penalties ranging from reprimand, to loss of use, to referral to SFCM authorities for disciplinary action, to criminal prosecution. Use of these resources is a privilege, not a right, and abuse may result in the immediate removal of privileges pending final resolution.

Inquiries

Students, faculty, staff, visitors, system administrators, supervisors, or others who are unsure about how to deal with any aspect of these Terms and Conditions should contact the Associate Vice President for Information Technology prior to taking any action.

MEDIA CONSENT AND PUBLICITY RELEASE POLICY FOR STUDENTS

This Media Consent and Release Policy for Students provides the San Francisco Conservatory of Music ("SFCM") with consent by its enrolled students to use photographs and recordings of concerts presented by SFCM performing groups/organizations as a part of SFCM's academic concert calendar, as well as master classes, lessons and other activities and events photographed and/or recorded in connection with SFCM and its not-for-profit educational mission.

The term "Media" as used in this policy shall mean and include: Any and all recordings of concerts, master classes, lessons, lectures, other instructional content, and/or performances given by SFCM Artists, as well as related news releases, promotional materials, and other related content generated or created at, by, or through SFCM, in print, photograph, CD, DVD, tape, film, audio, video, computer chip, radio, television, cable or satellite broadcast, the World Wide Web or otherwise on the Internet, or in any other form now or later known or developed.

SFCM reserves all rights to Media consistent with SFCM's Copyright Policy. Photographs of students, as well as their name, voice, or likeness, may be used by SFCM in Media consistent with SFCM policies. SFCM shall retain a perpetual, irrevocable, fully paid-up, royalty-free, non-exclusive, world-wide license to use the Media not owned by it under its Copyright Policy, for SFCM's not-for-profit educational mission.

Students release SFCM, its assigns, licensees, and successors from any and all claims, losses, or liabilities arising from or relating to use of the Media and/or Artist's name, voice, photograph, or likeness, consistent with SFCM policies.

By accepting an offer of admission to SFCM, students agree to be bound by the terms of this policy.

MISSING STUDENT NOTIFICATION POLICY

In compliance with Section 488 of the Higher Education Act of 2008, the following policy and procedures have been developed to assist in locating student(s) living within on-campus and SFCM-affiliated housing, who based on the facts and circumstances known to SFCM are determined to be missing.

Most missing person reports in the college environment result from a student changing their routine without informing roommates and/or friends of the change. Anyone who believes a student to be missing should report their concern to a Resident Assistant, Student Affairs staff, or the Associate Dean for Student Affairs. Every report made to SFCM will be followed up with an immediate investigation and once the student is determined to be missing, the steps outlined below will be followed, typically within 24 hours. Depending on the circumstances presented to SFCM officials, parents of missing students may be notified.

At the beginning of each academic year, residential students will be asked to provide, on a voluntary basis, the name and emergency contact information for the individual(s) they would like contacted in the event they are reported missing while enrolled at the San Francisco Conservatory of Music.

General Procedure:

1. A SFCM official receives a report and collects the following information at the time of the report:
 - a. The name and relationship of the person making the report.
 - b. The date, time and location the missing student was last seen.
 - c. The general routine or habits of the suspected missing student (e.g.-visiting friends who live off-campus, working a job away from campus) including any recent changes in behavior or demeanor.
 - d. The missing student's cell phone number (if known by the reporter).
2. The SFCM official receiving the report will contact the Associate Dean for Student Affairs. The Associate Dean for Student Affairs will ascertain if/when information must be communicated to the other SFCM staff and/or faculty.
3. Upon notification from any entity that a student may be missing, the San Francisco Conservatory of Music may use any or all of the following resources to assist in locating the student.
 - a. Go to the student's residence hall room.
 - b. Talk to the student's teacher, resident assistant, roommate, and floor mates and friends to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time and location the student was last seen.
 - c. Secure a current student ID or other photo of the student.
 - d. Call and text the student's cell phone, and call any other numbers on record.
 - e. Send the student an email.
 - f. Check all possible campus locations mentioned by the parties above.

- g. Contact or call any other on-campus or off-campus friends or contacts that are made known. This could include checking a student's social networking site(s).
 - h. SFCM's Information Technology Staff may be asked to obtain logs in order to determine the last log in and/or access of SFCM's network.
- 4. Once all information is collected and documented and the Dean is consulted, SFCM will contact the San Francisco Police Department to report the information.
 - 5. If in the course of gathering information as described above, foul play is evident or strongly indicated, the San Francisco Police Department will be contacted immediately.
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MUSIC TECHNOLOGY FACILITIES POLICY

C01 & C07 Clavinova Labs

Each of these rooms doubles as both a keyboard lab and a classroom. All SFCM students may use these pianos on a first-come first-serve basis at times while classes are not in session. Clavinovas should be turned off when not in use, and headphones should be entirely stored in the bag at each workstation. No equipment or furniture is allowed to be moved outside of these rooms.

Technology and Applied Composition Studios

The Technology and Applied Composition (TAC) Studios are designed to serve as state-of-the-art creative spaces for teaching, composition, recording, and music production. These studios are intended to be used for hands-on learning and development of creative works by TAC students, not as regular practice rooms or computer labs. These facilities may not be used by students for commercial purposes - you may not charge for your services while using these resources. TAC Majors have access to all of the TAC studios and labs once they complete the required training or receive permission from the TAC Studio Manager. These spaces can be reserved by TAC majors via the internal departmental calendars. Non-TAC Majors can have access to the TAC computer lab in AGC S01 once they have completed training with the TAC Studio Manager. Non-TAC Majors may also receive access to S01 following a training session, and may receive studio access through a relevant and corresponding TAC course; for the duration of the course, and at their instructor's request.

PLEASE NOTE: Gear in the TAC spaces may not leave the room or be unplugged unless with express permission given by the TAC Studio Manager. Further, there is to be absolutely no food or drink in the TAC studios, and studios must always be left tidy. Repeated misuse of the studios or labs can, and will, result in getting access revoked.

S01: Technology and Applied Composition Lab A

A state-of-the-art digital audio production lab and classroom with 14 workstations, each equipped with a dual display Apple iMac, Nord Stage 3 or Arturia MIDI controller, and Focusrite Scarlett Solo audio interface. For a complete list of additional software resources available, see the section below. The TAC Lab is available for use by all SFCM students, faculty, and staff upon the completion of a training

session. Training sessions will be held regularly throughout the school year. Visit S01 for details or contact tacstudios@sfcu.edu to schedule a training session.

Bowes B109: Technology and Applied Composition Lab B

A state-of-the-art digital audio production lab and classroom with 21 workstations, each equipped with a dual display Apple iMac, either a Nord Stage 33 keyboard or Arturia MIDI controller, and Dante-equipped Focusrite Red4Pre audio interface. For a complete list of additional software resources available, see the section below. The TAC Lab is available for use by all TAC students, faculty, and staff upon the completion of a training session. Non-TAC students can obtain access to Lab B with enrollment in a relevant TAC course, at the request of the course instructor.

S04: Studio A - Mixing Studio

Studio A is a multipurpose, acoustically tempered recording and teaching space, as well as home to our 32-channel Neve 5088 Mixing Console. This room functions as a 5.1 surround sound recording and mixing studio that may be networked to any of the performance halls in the Ann Getty Center or S20. Studio A is geared towards large-scale and professional quality student and faculty recording projects. Access to Studio A is limited to TAC students who have completed a prerequisite recording class.

S19: Studio B - Project Studio

This professional post-production studio features 5.1 surround sound playback, multimedia capabilities, and various electronic instruments and synthesizers. Intended as a room for advanced student projects, SFCU-sponsored professional projects, and technical ear training, Studio B provides a workspace for synthesizers, mastering audio to film, and other multimedia projects. Access to Studio B is available to TAC students and training sessions are held regularly throughout the year.

S20: Studio C - Live Room

A moderately sized, acoustically tempered room with a grand piano available for recording and rehearsal of electroacoustic music. This room is connected directly to Studio A via analog audio and HD video. This room is available to TAC students and training sessions are held regularly throughout the year.

S18: Studio D - Project Studio

This cozy mid-sized room features a small collection of synthesizers, an electric guitar, and a set of VDrums for use in continuing work on student projects and hosting private lessons. This room is available to TAC students and training sessions are held regularly throughout the year.

Bowes 213: Studio E - Project Studio

This mid-sized room features various synthesizers and an electric guitar and microphone for use in continuing work on student projects and hosting private lessons. This room is available to TAC students and training sessions are held regularly throughout the year. This room is open 24 hours to TAC students who reside in Bowes.

S03: Studio F - Faculty Studio

This room is reserved for TAC faculty to prepare for classes and use for private lessons. It is not available for individual use by students.

Bowes B209: Studio G - Tech Hall

This large live room features variable acoustics, projection, and advanced lighting control, and is used in tandem with Studio H for recording large projects. It can also be used as a small performance space and multichannel production facility. This studio is only bookable by 3rd and 4th year undergrad, PSC, and Masters TAC students who have undergone the prerequisite training, which is held regularly throughout the year - or with prior approval from the TAC studio manager. This studio is only available from 8am to 8pm.

Bowes B201: Studio H - Recording Room

This is the flagship studio of the TAC department and can be used to record and mix large-scale projects. It features 7.1.4 surround monitoring and high-end Meyer Bluehorn speakers, as well as comprehensive analog and digital recording and mixing consoles. This studio is only bookable by 3rd and 4th year undergrad, PSC, and Masters TAC students who have undergone the prerequisite training, which is held regularly throughout the year. This studio is only available from 8am to 8pm.

Bowes 212A, B, C, and D: TAC Pods

The TAC Pods are small project booths that students can use to work on projects with speakers, and a desk-mounted microphone. These rooms are available to TAC students. This room is open 24 hours to students who reside in Bowes.

Software Resources

The following software is available on all computers throughout the TAC Studios:

- Ableton Live Suite
- Adobe Creative Cloud
- Apple Logic Pro X
- Avid Pro Tools Studio/Ultimate
- DaVinci Studio*
- Dolby Atmos Mastering Suite*
- EastWest Complete Composers Collection
- Finale
- FMOD Studio
- Izotope Music Production Suite
- Max/MSP/Jitter
- Melodyne
- Native Instruments Komplete
- Reaper
- Sibelius
- Soundtoys
- Spectrasonics Omnisphere and Keyscape*
- Spitfire BBC Symphony
- Fabfilter Total Bundle
- Unity
- Unreal
- Visual Studio Code
- Waves Diamond Bundle*
- Wwis

*=select studios only

Music Technology Equipment for Checkout

A selection of music technology equipment including MIDI controllers and audio interfaces is available for loan to TAC students and faculty. To request to check out this equipment, contact tacstudios@sfcmm.edu. For microphone rental, please check out the available equipment supplied by the Library.

PIANO USAGE POLICIES

GENERAL POLICIES

The pianos at SFCM are shared resources. Please treat these instruments as carefully as if they were your own, with the next user in mind, so everyone in the SFCM community can enjoy them.

- Please do not remove piano benches from the halls, classrooms, or practice rooms. If a bench requires maintenance, please notify the Piano Technician.
- Piano lids should NEVER be removed by students, under any circumstances. Only SFCM Production staff are trained and authorized to do so.
- Piano Desks must be returned to the appropriate piano after use, if removed.
- Prepared piano / extended techniques (removing parts to the piano, attaching objects to the strings, or playing the interior of the instrument) must first be approved by a Piano Technician. See "Prepared Piano" below for more information.
- Items are not permitted on top of pianos, regardless of whether or not a piano is covered. This includes instruments, clothing, and food and drinks.
-

PERFORMANCE HALL PIANO POLICY

Current performance spaces are:

Ann Getty Center: Caroline H. Hume Concert Hall, Sol Joseph Recital Hall

Bowes Center: Barbro Osher Recital Hall, Cha Chi Ming Recital Hall

Usage and Booking

Hall piano usage is limited to rehearsals, classes, and performances authorized by the Production Department. Pianos in these spaces are typically locked and can only be unlocked by Production staff. *Unscheduled practicing on hall pianos is not permitted.* Students found using the hall pianos without a prior booking will be asked by SFCM administration or security staff to leave the space. Repeat offenders may have their Concert Hall reservation privileges revoked.

Requests for pianos in the performance halls should be made with Production at least two weeks in advance of the scheduled booking date. This includes rehearsals, classes, and performances. Piano requests can either be made at the time of the hall booking to bookings@sfcmm.edu, or, if done after the hall is booked, by email to production@sfcmm.edu.

If you have any questions or concerns regarding performance hall pianos, please contact the Production Department, at production@sfcml.edu.

Moving Pianos

Students are not permitted to move pianos themselves, either in backstage areas or on the stage, as they are easily damaged if not properly moved. Only SFCM Production staff are trained and authorized to move concert pianos. If you need a piano relocated during a rehearsal, please contact Production for assistance.

Protecting Pianos

Do not place items on top of pianos - even if the pianos are covered. This includes instruments, instrument cases or parts, clothing, binders and books, food and drinks, and flowers (e.g. those received during performances). Condensation from cold drinks can leave permanent stains on the exterior finish; water from flowers can leak into the interior and cause damage.

CLASSROOM AND PRACTICE ROOM PIANO POLICY

Do not reposition pianos within these rooms. Having a piano too close to the wall can cause damage to the lid when it is raised. Practice room piano lids should NEVER be removed, under any circumstances. Doing so can lead to serious injury to you or the next user.

Do not remove benches from the practice rooms. If a bench requires maintenance, please contact pianotech@sfcml.edu.

PREPARED PIANO POLICY

Prepared piano use is permitted only on designated pianos approved by the Director of Piano Services, on a case-by-case basis. A request must first be made with the Production Department, either at the time of hall booking, or by contacting production@sfcml.edu. Students must then schedule a consultation with the Director of Piano Services to receive approval, before attempting unconventional techniques on ANY piano at SFCM. This includes removing piano parts, attaching objects to the strings, or playing the interior of the instrument. When marking string dampers, Post-its and removable dot labels are acceptable, but please do not use materials directly on the strings without a consultation.

VIOLATIONS OF POLICY

Students found in violation of any of these policies will be referred to the Office of Student Affairs for disciplinary action under the Code of Student Conduct.

POSTING POLICY

The San Francisco Conservatory of Music's interest in maintaining its properties while promoting freedom of expression requires that reasonable regulations regarding size, time, place, and manner be placed upon the posting of information on Conservatory property.

Posting space is limited. Therefore, students and student organizations are encouraged to use all available means of electronic communication before resorting to posting hard copies of information around the campus.

Posting is only permitted on bulletin boards after receiving approval from Student Affairs. Therefore, no poster, handbill or any other form of announcement may be placed on, attached to, or written on any structure or natural feature of the campus such as walls or doors of buildings/rooms, windows, building or directional signs, the surface of walkways or roads, fountains, posts, waste receptacles, or trees, classroom whiteboards, the backs of classroom seating, elevator walls or any other surface. **Postings not on bulletin boards or that have not been approved will be taken down.** *Please see below for policy exceptions for recital flyers.*

Posted information must clearly indicate the name of the sponsoring person or organization and the date of the event. Materials that do not identify the sponsoring person or organization or the date of the event will be removed. When appropriate, all postings must adhere to the Conservatory's branding standards, especially as they relate to the use of the Conservatory's logo.

The views expressed are those of the posting agent, not those of the Conservatory.

The student, student organization, SFCM department or office responsible for postings shall be responsible for their removal no more than two weeks after posting. If the poster is advertising an event, it must be removed no more than twenty-four hours after the event is over. In order to ensure maintenance of an uncluttered, attractive and safe campus, the Conservatory reserves the right to remove signage if it is not in compliance with this posting policy, e.g., posted for more than two weeks or for an event that has taken place. Signage may also be removed when damaged, displaced or weathered so that it is no longer readable. Organizations or individuals violating any of these regulations may be fined for the cost of damages, cleanup and/or removal of postings.

The sponsoring person or organization may be held responsible for cleanup associated with postings in violation of these policies and procedures. Individual students or student organizations violating this policy may also be subject to disciplinary action found in the Collegiate Student Handbook.

Materials posted on campus bulletin boards are subject to the following conditions:

There is a limit of one notice per activity/event per bulletin board. Information must be affixed to the bulletin board in a manner which will not damage the surface to which it is affixed, i.e. push pins or tacks in cork boards, and magnets on whiteboards. Materials posted should generally be 8.5" x 11" in size and should not exceed 16" x 20".

Materials posted in the student residence halls are subject to the conditions outlined in this policy and are primarily for notices of interest to hall residents or staff. Exceptions may be made by Student Affairs if the posting regards health, safety, or residence hall operating procedures.

Posting of information is subject to the following additional location-specific guidelines:

Department Bulletin Boards -- the approval of the department supervisor (Dean, Department Head, or Office Manager) is required following review for compliance with Conservatory policy.

Residence Hall Bulletin Boards -- approval by the Director for Residence Life consistent with this policy and the Bowes Resident Student Handbook.

Registrar Signage Holders located at classroom doors -- approval must be obtained from the Dean or the Registrar.

Individual Faculty Member Boards -- generally located outside faculty offices are designated for the posting of teaching schedules and notices pertaining to course work and are administered and maintained by individual faculty members.

Official Student Recitals - posting regarding official recitals may be posted in AGC elevators. This exception *does not apply to Bowes Center elevators*. An official recital is any recital that has been approved and booked by the Concert Operations office.

PRACTICE ROOM POLICY

The San Francisco Conservatory of Music is committed to providing a quality educational experience for all students. The objective of this policy is to promote a fair and equitable use of practice rooms as an academic resource for the SFCM community. This policy is generally applicable to practice rooms in both the Bowes Performance Center and the Ann Getty Center for Education. Note, however, the practice rooms in Bowes may have different hours.

Practice Room Privileges

Collegiate students may use practice rooms throughout the week, with the following exceptions:

- On weekdays after 3:00 PM: some practice rooms may be reserved by teachers in the Pre-College Division for instruction of current Pre-College students.
- On Saturdays: SFCM rooms and performance spaces in both buildings are reserved for the Pre-College Division between 7:00 AM and 5:00 PM for instruction of current Pre-College students.
- Collegiate students are not permitted to teach privately anywhere within SFCM, unless they are enrolled in a pedagogy course.

SFCM alumni, students/alumni of the Pre-College Division and Adult Extension, guests, and non-students do not have regular practice room privileges. Practice room privileges for these groups may only be granted by the Production Office or the Dean's Office for a specific period of time on a SFCM-affiliated project. In this case, a start and end date will be indicated, and the privilege may be modified or withdrawn at any time.

SFCM staff members may not use practice rooms between 7:00 AM and 7:00 PM from Monday to Saturday.

Practice Room Rules

Students may self-reserve up to three (3) one-hour bookings per day, for a total of 21 hours per week, of individual practice time through the online booking portal, [WebEMS](#). All practice rooms, except those on residential floors, are available for self-service reservations. When signing onto WebEMS, you will use your SFCM email address and your Self-Service password (SSO). There are QR codes outside each room at the Ann Getty Center and on the screens at Bowes which will take you to WebEMS for the most up-to-date room schedule. NOTE: select practice rooms on the 5th floor of the Ann Getty Center are reserved for Piano Majors only.

Remember the “Ten Minute Rule”:

- In general, practice room lights turn off after ten minutes of inactivity.
- Students may leave a practice room unattended for a maximum of ten minutes. After that time, the practice room is surrendered and another student may use that practice room. Do not leave valuables unattended at any time.
- Students who do not arrive within the first ten minutes of their practice room sign-up/reservation forfeit the practice room for the entire sign-up/reservation time; the practice room becomes an open practice room and may be used by other students until the next sign-up/reservation time begins.

The following are considered misuse of practice rooms. Violations of these rules will be documented and referred to the Office of Student Affairs as violations of the Student Code of Conduct:

- Room Squatting: Leaving unattended instruments or belongings in rooms for extended periods (ten minutes or more) to secure use of a practice room. Do not leave valuables unattended at any time. SFCM strives to issue a verbal warning for a first offense but reserves the right to immediately remove abandoned belongings in violation of the “Ten Minute Rule” out of rooms and to storage.
- Food and Drinks: Food and drinks are prohibited from the practice rooms. The only exception is for bottles of water. Food and drink, including bottles of water, are not permitted on pianos.
- Socializing: Extended conversations (ten minutes or more) with other students.
- Covering windows in Practice Rooms.
- Abuse of room reservations; abuse of sign-up practice room policies.

SFCM students are not permitted to teach lessons in SFCM facilities, including practice rooms.

Lessons as part of SFCM pedagogy courses must be arranged by the instructors of those courses. Students using SFCM spaces to teach lessons will be asked to leave those spaces.

Enforcement of Rules

SFCM encourages students, staff, and faculty to assist in the enforcement of these rules while maintaining professionalism and respect for one another. Additionally, violations of these rules may be reported (you may request to remain anonymous) by email, in-person, or by phone during regular business hours to:

- Production Office (Café Level, Ann Getty Center) – ext. 6257; ext. 6241
- Concert Operations Office (Box Office, Ann Getty Center) – ext. 6275; ext. 6318
- Office of Student Affairs (Bowes Center) – ext. 6281; ext. 6259
- Office of Academic Affairs (Suite 405, Ann Getty Center) – ext. 6217; ext. 6235
- Security (First Floor, Ann Getty Center and Bowes Center), ext. 6280
- Executive Office (Suite 208, Ann Getty Center), ext. 6304

Concert Hall Rules

Food and Drink (other than sealable water bottles) are prohibited in the Performance Halls in Ann Getty and The Bowes Center.

Ann Getty Center

Updated: August 13, 2026

In the Ann Getty Center, the Halls are open for practice or rehearsals when not reserved by students or faculty; students are welcome to use these spaces appropriately. However, the movement of concert pianos and the acoustic shell is strictly prohibited. If you would like to practice on a specific piano, have the acoustic shell moved, or have a specific set up, please reserve a time in the concert hall through bookings@sfcmm.edu, following the student performance hall booking policy. If a student is rehearsing in a hall without a reservation, a member of the staff can ask the student to leave the hall at any time. Additionally, those with reservations in the hall have top priority in the timeslot and have the right to ask any students without a reservation to leave the hall.

Ann Getty Reserved Hall Late Arrival Policy

Students may leave a Reserved Hall unattended for a maximum of ten minutes. After that time, The performance hall is surrendered, and another student may use the performance hall. Do not leave valuables unattended at any time.

Students who do not arrive within the first ten minutes of their Performance Hall reservation forfeit their reservation for their entire reserved time; the hall becomes an open space and may be used by other students until the next reserved activity begins.

Bowes Center

The Bowes Center's concert Halls are to be used by reservation only. Students practicing or rehearsing in Bowes concert halls without a reservation will be asked to leave, and repeat offenders may have concert hall reservation privileges revoked.

STUDENT BOOKINGS OF CLASSROOMS AND PERFORMANCE HALLS

SFCM understands the importance of having additional access to its classrooms and performance halls for practice, rehearsals and recordings. The Bookings Office (bookings@sfcmm.edu) requests that all students submit all reservations for a halls or classrooms through [WebEMS](#) or bookings@sfcmm.edu. This will ensure that the Bookings office has all necessary information when trying to fulfill each request upon availability of these spaces.

Several classrooms in the Ann Getty Center and B1 ensemble rooms in Bowes are made available through the EMS self-reservation system for students, with B1 rooms available after 5pm. Students have the ability to self-reserve these spaces, as with practice rooms, and should see these rooms listed in the EMS self-reservation portal. Students are allowed to book ensemble rehearsals and coachings in these larger spaces.

Each currently enrolled student is permitted to reserve up to two (2) two-hour bookings in a performance hall per seven-day period. Although all performance halls, except Studio G, are available for these bookings, available time in halls is limited and based upon availability. Recitals and recital dress rehearsals do not count towards the additional performance hall bookings. Students are permitted to request additional time, beyond the performance hall allotment, in B1 ensemble rooms and other classrooms for self-recordings. B1 and L2 spaces in the Bowes Center are equipped with technology and equipment for self-recording.

Walk-ins will still be permitted in the performance spaces of the Ann Getty Center (Hume Concert Hall, Osher Salon, Sol Joseph Recital Hall) during times in which those halls are not already booked for any activities. The concert pianos are not accessible during these times.

If performance hall bookings are used for self-recordings, students are responsible for providing any equipment needed for the recording. Staffing and recording equipment are not provided for self-recordings. For recording sessions with SFCM recording engineers and the associated fees, requests should be made directly with the Recording Services department at Recording@sfc.edu. This includes recording in halls using the equipment already built into the halls. Recording sessions do not count towards student bookings of spaces.

Please note that student bookings of performance halls are paused during the month of December and from spring break in March through Commencement in May, to accommodate the volume of semester-end recitals, concerts, classes and rehearsals. Hall bookings may also be paused during holiday periods.

The bookings office reserves the right to adjust all confirmed student booking reservations. Questions regarding performance hall and classroom bookings can be emailed to Bookings@sfc.edu.

STUDENT RECITAL INFORMATION

Degree recital and jury requirements vary from major to major. It is extremely important that students refer to the [Core Curriculum](#) for information regarding degree recital requirements. The procedure for booking recitals will be distributed at the start of the academic year.

Students must book individual recitals, both required and non-required, through the Concert Operations Office. Students must obtain the confirmation of their major teacher and the Registrar to book any recital.

Students with account holds may not be able to book their recitals until holds are removed by the Business Office.

Required recitals: Required recitals must be given within the regular collegiate session, between fall registration and Commencement in the spring. In order for a student recital to count towards the student's degree requirements, the student must make sure they are or will be enrolled in a recital requirement when registering for classes and make sure to register for the credit during the semester their required recital will take place. Weekday recitals may be scheduled at 7:30 PM, Saturday recitals may be scheduled for 11:00 AM, 2:00 PM, 5:00 PM or 7:30 PM, Sunday recitals may be scheduled for 11:00 AM, 2:00 PM, 5:00 PM or 7:30 PM. Each performer is guaranteed a total of 2.5 hours, beginning 30 minutes before the concert starting time.

Non-required recitals: Non-required recitals may only be scheduled in September and October (fall semester), or in January, February, and early March (spring semester) and otherwise follow the same schedule as required recitals.

Updated: August 13, 2026

The Concert Operations Office reserves the right to amend and modify these procedures during the school year.

Student Recital Booking Process:

1. The Concert Operations team will email students at the start of the school year with the instruction on how to schedule recital booking appointments based on the following priority schedule:

Fall Recitals

- Returning students scheduling a Required Recital due to a spring cancellation
- Students graduating in December
- Graduating Students performing Required Recitals
- Junior & 1st Year Master's Students performing Required Recitals
- Students interested in booking a Non-Required Recital

Final fall scheduling will end on November 1st.

Spring Recitals

- Graduating Students performing Required Recitals
- Junior & 1st Year Master's Students performing Required Recitals.
- Students interested in booking a Non-Required Recital

Final spring scheduling will end on the last day of classes.

2. Recital Booking Appointments: Students will be required to bring options of dates, times, and venues that work for themselves, their teacher, and any collaborators. In this appointment, one of the Concert Operations Staff will provide a tentative recital date that will need to be confirmed with the primary teacher and collaborator via email.
3. After the Recital is Scheduled: A copy of the completed [Required Recital Form](#) (includes production, program, dress rehearsal information, and Supplemental Forms) will need to be turned in to the Concert Office (programs@sfc.edu) 2 weeks ahead of the performance. *Failure to meet the deadline will result in no printed program and no dress rehearsal.*
4. Rescheduling or Cancellation: You may cancel your recital at any time. However, if you cancel your required recital within two months of the original date and wish to reschedule, you may be responsible for a rescheduling fee of \$75.00 to the Concert Operations Office. The Concert Operations Office will need written/email confirmation from you and your advisor and instrument teacher along with a reason for cancellation. Non-required recitals may not be rescheduled within two months of the original recital date and will be subject to a \$25 cancellation fee if canceled within two months of the recital date. Automatic cancellation of a recital may occur if we do not hear from you prior to 2 business days of your recital.

Required Recital Form: Found in the [Student Recital Packet](#), it includes the dress rehearsal request, technical requirements, program repertoire, & stage plots.

Program Policy:

- List all information in order of performance. Please note if and where you would like an intermission
- make sure to include complete titles (including movement titles and Op., BWV, Hob., K., D. numbers), composer names, performer names, and their instrument.
- Any program changes submitted *less than a week* prior to the recital date is not guaranteed to make it into the printed program.

Program Notes, Texts & Translations, bios:

- Please attach the program notes/translations/bios as a separate document when submitting your Required Recital Form and it will be submitted as-is.
- Check with your primary teacher or your program requirements on whether or not you need to submit Program Notes and/or Text Translations for your degree program.
- All translations must include sources, unless they are your own.
- Bios are optional.

Stage plots: Stage plots are required if you plan to have 2 or more collaborators on stage at once and/or 2+ stage changes.

Dress Rehearsals: Dress Rehearsals may be scheduled after submission of the completed Required Recital Form to the Concert Operations Office at programs@sfc.edu up to 6 weeks in advance of your recital. The Concert Office will respond to the submission in 24-48 business hours, granting you access to the “Dress Rehearsal Request” EMSweb template. Dress rehearsals are 60-90 minutes, with junior recitals receiving a 60 minute dress rehearsal. Time in the hall where their recital is scheduled is subject to availability, but can be broken into 2 sessions, totalling 90 minutes.

- Conducting students may book up to four (4) 90-minute rehearsals in a hall prior to their recital. Only the last 2 rehearsals will receive full production set up and staffing support.
- Additional rehearsal time may be scheduled as necessary through the “Request a Hall” web template which can be booked within the preceding 7 days. Technical (A/V or harpsichord) support will only be provided for the actual dress rehearsal time and will not be provided for any extra rehearsals.
- The production department does not staff student dress rehearsals. If students want a particular set-up, please reach out to production@sfc.edu to see if they can accommodate a hall set up and/or fill out a supplemental form for any harpsichord, a/v, or prop needs. Make sure to reset the hall to how you found it, close the piano lid, reset the piano’s music stand, and cover the piano at the end of the night.
- If you are having trouble turning on the lights or accessing the hall, feel free to reach out to security.

Supplemental Requests:

Harpsichord and Baroque Instrument Form: *due 2 weeks before your dress rehearsal*

Harpsichord use on your recital must be approved by both Historical Performance Professor, Corey Jamason and Manager of Production Services, Daven Tjaarda-Hernandez. Requests received less than two weeks prior to a scheduled recital will be denied.

Audio and Visual Requests: *due 2 weeks before your dress rehearsal*

Additional A/V services must be approved by the Recording Service Department. This includes microphones and projectors.

Props and Set Pieces Request: *due 2 weeks before your dress rehearsal*

Use of props during your recital must be approved by the Opera Department via Sergey Khalikulov. Students who are approved for props will be responsible for checking out and returning all props to Opera Props Storage as instructed by the Opera Department.

Special Lighting Request Form: *due 2 weeks before your dress rehearsal*

Default lighting includes audience lighting, house to half, and a stage wash. Fill out this form if you wish for any special lighting including a black out, fade out, or colored lighting. Please note colored lighting can only be accommodated in the halls in Bowes.

Student Recital Reception Form: *due 2 weeks before your recital*

A reception will have to be approved by the Concert Operations team. Please read through and submit a signed hardcopy of the form at least two weeks before the recital date. Reach out to the Concert Operations Manager to schedule a time to pay the \$25 fee via cash or card and have the manager sign the form.

Student Recital Live Stream and Recording Policy:

All *required* student recitals will automatically be archivally recorded and live streamed through a private link. You may privately share the link to the virtual hall you are performing in with friends and family. Students are responsible for acquiring the rights for their music if they wish to post it publicly. The virtual hall links are as follows and will go live just before your recital begins:

Ann Getty Center

Sol Joseph Recital Hall: <https://vimeo.com/event/1718466/69b4c7c63d>

Caroline H. Hume Concert Hall: <https://vimeo.com/event/1718470/8c981de8f2>

Osher Salon: <https://vimeo.com/event/1718475/6e6de2c9b1>

Bowes Center

Cha Chi Ming Recital Hall: <https://vimeo.com/event/2047382/fd7b959961>

Barbro Osher Recital Hall: <https://vimeo.com/event/2047379/3c5297069b>

Studio G: <https://vimeo.com/event/2047412/08e1c2d5ce>

After your recital has finished, you may request a copy or download privileges of your recital recording from SFCM Recording Services using [this form](#). Recording Services website: <http://sfcml.edu/recording-services>

Performance Hall Policies:

- Access to the halls begins 30-60 minutes prior to the recital time, based on availability.
- Student recitals will have standard preset lighting and staffing will be provided as needed.
- No glitter, confetti, bubbles, dry ice, fog machines or similar items are permitted in any halls.
- *No food or drink* will be allowed in the hall during performances. During rehearsals, drinks should be limited to water in closed containers only.
- *Do not stand* on the audience or musician chairs.
- You are expected to *clean* the green room/ backstage space *after yourselves*. Throw away any garbage, and return the green room/backstage space to the state it was in when you arrived.

Other Notes:

Accompanists:

- Students in each department are normally allotted a minimal number of hours to work with a SFCM accompanist and this time may be used for lessons, rehearsals, juries or performances. Vocalists are assigned a regular coach who should be coordinated with when scheduling a recital.
- If you need help finding an accompanist, consult Timothy Bach (tlb@sfcml.edu), chair of the collaborative piano, when scheduling your recital. Professor Bach will make every effort to match each student with an accompanist.

- You may also reach out to the following pianists directly to see if they are available and to give you a starting point:
 - Amy Chiu (amy.chiu@sfcmm.edu)
 - Miles Graber (mgraber@sfcmm.edu)
 - Keisuke Nakagoshi (knakagoshi@sfcmm.edu)

Prepared or Two Pianos:

- Unless you have a piece that calls for two pianos, you will only be able to use one piano during your recital. Prepared works may be performed only on designated pianos approved by the Piano Technician, on a case-by-case basis.

Off-campus Recitals:

- Degree recitals may be offered at off-campus venues at the student's own expense. If you wish to hold your recital at an off-campus venue, you will need to:
 - Provide written approval from your teacher that the venue is suitable for your degree recital
 - Confirm the date, time, and location with the Concert Operations Office
 - Off-campus recitals will not receive event support including usher/crew staff, piano/harpsichord tuning, recording support, or a program from SFCM.
 - Off-campus recitals must be recorded at the student's expense and a copy submitted to recording@sfcmm.edu for archival purposes
 - Recitals may be advertised on the SFCM Performance Calendar and marketing advertisements as long as program materials are submitted 2 weeks prior to the recital following the required recital form timeline

Non-SFCM Performers Policy:

- If a program includes non-SFCM performers, a list of these artists should be provided to the Concert Operations Office one week prior to the start of any on campus rehearsals or the concert.

Gear Storage

- Our buildings have very limited storage space. In Bowes, we can only offer back stage space the day of a dress rehearsal or recital. We cannot offer any sort of multi-day storage. In the Ann Getty Center, we can offer short term, temporary storage in the back stage spaces upon request. If an item is left for longer than a week, it will be at risk for donation.

Scores: SFCM does not provide rental scores or parts.

RESIDENCY REQUIREMENT FOR STUDENT HOUSING

All undergraduate students are guaranteed housing at Bowes Center during their first three years at SFCM. SFCM requires undergraduate students to reside on campus for the first 3 academic years (Freshman, Sophomore, and Junior years).

Seniors and graduate students at SFCM will be offered housing at Bowes based on availability, and are not required to live on campus. If a graduate student wants to be considered for on-campus housing, they should request space by applying for housing through the Office of Residential Life. Returning students can begin filling out the housing registration for the next year in May. For new students, the housing registration opens in early June and new students will receive communication from the Office

of Admissions and Office of Residential Life with more information. Current Students can find more details about their current housing by logging into their applicant portal at sfcmmembers.org/erezlife.

Students returning from a Leave of Absence (LOA) may be required to live on campus depending on their class level and will be offered on-campus housing depending on availability.

Note: Housing Contracts extend through the full academic year (Fall and Spring Semesters), and students living on campus for the Fall semester are obligated to remain in on-campus housing for Spring Semester. Students will not be released from the housing contract mid-year or mid-semester. If there are any questions about your specific circumstance, please be in touch with reslife@sfcmmembers.org.

Exemptions to the Residency Requirement

Exemptions to the Residency Requirement may be granted by the Office of Residential Life. Students seeking an exemption must submit a Residency Requirement Exemption Form, and will be required to provide documentation during the housing application process. Exemptions are granted for the following reasons:

- The student lives at home with a parent or legal guardian within 45 miles of SFCM. If the student changes residence, it is the student's responsibility to promptly notify the Office of Student Affairs.
- The student is married, in a registered domestic partnership that is recognized by the state of California, and/or is a parent with whom one or more dependent children reside.

Students must provide appropriate documentation in support of the exemption request.

A separate Residency Requirement Exemption Form is required for each year a student is seeking exemption. For consideration, this form must be received by the Office of Residential Life no later than July 15 for new and returning students scheduled start at the beginning of Fall Semester, and no later than January 1 for New students and students returning from Leaves of Absence scheduled to start at the beginning of Spring Semester. Students continuing from Fall to Spring are not granted exemptions between semesters, since the housing contract extends through the full academic year. Only exemption requests submitted to the Office of Residential Life will be considered.

RIGHTS AND RESPONSIBILITIES FOR STUDENTS ON FINANCIAL AID

Please see the *Academic Regulations* at www.sfcmmembers.org/collegiate-catalog for a detailed policy of student rights and responsibilities for financial aid.

STUDENT GRIEVANCE POLICY

The San Francisco Conservatory of Music is committed to providing a quality educational experience for all students. The objective of the Student Grievance Policy is to ensure that the concerns and complaints of collegiate students are addressed fairly and are resolved promptly. A student may file a

complaint if the student believes the problem is not governed by another SFCM complaint or appeal procedures. The following are other policies and procedures that are not included within this policy:

- Academic Honor Code
- Academic Petitions
 - Academic Regulations
 - Academic Dismissal and Probation Policy
 - Curriculum Requirements
- Financial Aid Appeals
- Sexual and Other Unlawful Harassment
- Student Code of Conduct
- Withdrawals and Refunds Policy

Many of the policies listed above are located in SFCM's Collegiate Catalog and/or the Student Handbook. If there is a question regarding which appeal or complaint procedure is the most appropriate, the student should contact the Office of Student Affairs. After consulting with the student, the Associate Dean for Student Affairs or designee will direct the student to the most appropriate procedure.

Student Grievance Policy Procedure

Whenever possible, the student is encouraged to seek an informal resolution of the matter directly with the faculty or individual(s) involved. Often a complaint can be resolved in this way. A student who has concerns of an academic nature is encouraged to discuss them with the specific instructor. If a student does not wish to discuss the concern with the instructor, the student may consult with the appropriate department chair, the student's advisor, the Associate Dean for Student Affairs, and/or the Dean.

However, if an informal approach is neither successful nor advisable, the student may use the following procedure. Every effort will be made to resolve complaints within the deadlines specified below, but some complaints may require an extended time to resolve. Regardless of the complexity of the complaint, the student will receive regular and clear updates about the status of the complaint throughout the process.

1. A Student Grievance Form should be submitted to the Office of Student Affairs. It should contain the date and time of the alleged conflict or action, the reason(s) for the complaint, a summary of the complaint, a list of other persons who may provide information, and any appropriate documentation. The student must also include the resolution or outcome the student is seeking. The complaint must be submitted within ten (10) business days of the alleged conflict or action. For grievances involving grades, this means ten (10) business days from date the grade is issued for the assignment or semester.
2. Upon receipt of a completed form, a meeting will take place with the student and the Associate Dean for Student Affairs or designee.
3. The Associate Dean for Student Affairs or designee will notify appropriate persons and request any information or documentation needed to resolve the complaint.
4. The Associate Dean for Student Affairs or designee may attempt to resolve the complaint by encouraging discussion between the student(s) and the faculty member/administrator or by taking the appropriate action to resolve the complaint.

5. A review of the complaint with the Director of Human Resources and supervisor(s) may be used when deemed appropriate and beneficial to the process.
6. When possible, the final resolution or a finding of “unresolved” will be filed in the Office of Student Affairs within fifteen (15) business days of the date the complaint is filed. If there are circumstances requiring an extension of this deadline, the Associate Dean for Student Affairs or designee will notify the parties involved.
7. If the student is not satisfied with the outcome of the complaint, a committee will be appointed to review the information and render a final decision. The committee will consist of a total of five (5) members. Three (3) of the members will be from the Faculty Executive Committee (FEC) and two (2) of the members will be staff members from the Enrollment Management Committee (EMC). When the FEC and/or the EMC are not in session or at the discretion of the Dean, the Dean’s Office may appoint an ad hoc committee consisting of no less than three (3) faculty members and (2) staff members. The decision of the committee will be final.

Documentation

A record of all complaints and their resolution will be documented, and the records will be kept in the Office of Student Affairs.

Life at SFCM

BUILDING HOURS

During the academic year, the Ann Getty Center and the Bowes Center open at 7:00 AM and close at 11:30 PM for all days of the week. Bowes residents have 24-hour access to the Bowes Center. Collegiate students will have limited access to Ann Getty Center on Saturdays from 7am-5pm as the building is reserved for Pre-College activities. The Ann Getty Center building hours are subject to change. The Ann Getty Center building hours may vary in the summer and during specific holidays.

CAMPUS SAFETY COMMITTEE

The Campus Safety Committee meets quarterly to discuss incidents which pose a threat to the security of SFCM and to plan educational drills and exercises. Members of this committee include the Associate Dean for Student Affairs, the Associate Vice President of Human Resources and Administration, the Director of Campus Operations, the Chief Facilities Engineer, a representative from the Faculty Executive Committee, and the Associate Dean and Executive Director of Pre-College and Continuing Education. Students should report any incidents, concerns, or accidents to the Security Desk.

CARE OF SFCM BUILDINGS

- Please take pride in SFCM and treat the buildings with respect.
- Use the garbage, recycling, and compost bins that are placed throughout the buildings. Please break down cardboard boxes before putting in recycling. For oversized items (like furniture), appliances, or electronic-waste, please notify your Resident Assistants, who will need to

coordinate disposal of those items through SFCM Operations. (Recology levies heavy fines for improper disposal of all the above.)

- SFCM is a smoke-free facility meaning that smoking is not allowed anywhere on campus. Smoking is not permitted within 25 feet of any building entrance or opening.
- The Ann Getty Center Salkind Terrace and the Bowes Center Casey Terrace are for your enjoyment. Please leave these areas clean and note that smoking—including the use of e-cigarettes—is not permitted.
- Students are not permitted to bring pets into the buildings unless approved for disability accommodation reasons by the Office of Student Affairs.

COMMUNICATION TO STUDENTS

Email is the mechanism for official communication within SFCM. SFCM has the right to expect that such communications will be received and read in a timely fashion. Students are expected to read, understand, and appropriately respond to official administrative emails sent to SFCM email accounts.

SFCM NETWORK AND INTERNET SERVICES

All SFCM students will use their **SFCM Campus ID** to access SFCM network and on-campus resources.

SFCM Campus ID

Your SFCM Campus ID provides access to the Student Lab computers and programs, located in the Library and the Student Lounge on the fifth floor. The Student Lab computers provide access to pay-to-print printers, Finale, Sibelius, Dorico, as well as various other applications.

Your SFCM Campus ID will look something like this: joe.student@sfc.edu

Your SFCM Campus ID also provides access to the SFCM Student Self Service for registration, grades, and transcripts (accessible by clicking “Student Login” at the bottom of the SFCM website sfc.edu).

Your SFCM Campus ID also lets you access the SFCM wireless network. While you are on-campus in either SFCM building, you will see two networks: “SFCM Campus” and “SFCM Guest”. The “SFCM Campus” network gives you access to internal SFCM resources, and is the one you should typically connect to.

To connect to the “SFCM Campus” wireless network, you will need to authenticate with your Campus ID. (To avoid having to authenticate every time you connect, save the credentials to your device.)

You can also connect to the SFCM Guest network for general internet use. The SFCM Guest network will ask you to accept terms of use, but you do not have to log in.

SFCM Email (Gmail) and Google Workspace Apps

Access your official SFCM email at gmail.com. Log in using your SFCM Campus ID. Your account includes Google's online office suite (Docs, Sheets, Slides) and limited Google Drive storage.

Check your SFCM email account frequently, as it is the only email address to which official administrative communication will be sent.

Alumni - Your student email and Google Workspace access will expire **on or the business day after the federal tax deadline (typically April 15/16) of the year following your graduation**. Plan to offload any data you would like to keep before you lose access to your account. You can bulk export a copy of your account data using takeout.google.com. You may also opt-in for a forwarding alumni email address that serves as an alias to a personal email by opening a support ticket at help.sfcm.edu.

Reminder: Internet usage is a privilege, not a right, subject to compliance with all SFCM policies and expectations. You will be held responsible for the information set forth in the SFCM's "Information Technology Terms & Conditions".

Printing

You can print or copy using your SFCM badge. The price for b/w copies is \$0.10 and color copies are \$0.30 per side/page.

If you have any questions regarding technology or issues with your account, please send an email to our ITS at it@sfcm.edu requesting assistance. You can also find answers to frequently asked questions on our ITS Help Desk Portal at help.sfcm.edu.

DRUG ABUSE PREVENTION PROGRAM

The terms of our participation in federal student aid programs require that SFCM implement a drug abuse prevention program. The Office of Student Affairs distributes complete information about SFCM's drug abuse prevention program to all students. For assistance and support, please feel free to contact the Associate Dean for Student Affairs at (415) 503-6281.

The following agencies in San Francisco can provide information on drug related problems, and can assist those who wish to receive counseling in solving a drug abuse problem.

Haight Ashbury Free Clinics
Substance Abuse Treatment Services
Integrated Care Center at 1735 Mission Street
(415) 746-1940
www.healthright360.org/agency/haight-ashbury-free-clinics

Narcotics Anonymous Helpline
San Francisco Area of Narcotics Anonymous
(415) 621-8600
www.sfna.org

HEALTHCARE, PSYCHOLOGICAL COUNSELING & PHYSICAL THERAPY

Health Insurance

SFCM contracts with Academic HealthPlans to provide health insurance and services to our students through UnitedHealthcare. Please contact the Office of Student Affairs with any questions or for more details.

In the event of a serious medical circumstance, SFCM may try to assist students in locating appropriate medical care, however, the cost of medical care will remain the student's responsibility. In addition, SFCM reserves the right to contact a student's parent or guardian in the event of a medical emergency.

Please see the "Health Insurance Policy" for more information on health insurance requirements.

Psychological Counseling

Revi Airborne-Williams LMFT, *Director of Counseling Services*, rawilliams@sfcmm.edu

At the San Francisco Conservatory of Music, short-term counseling services are available to help students achieve and maintain a sense of well-being. In counseling, the student and counselor work together to define goals and explore strategies for issues such as managing stress, relationship difficulties, and acquiring adaptive skills to overcome challenging moods such as depression or anxiety. Counseling services also collaborate with outside specialists to diagnose and treat other comorbid conditions such as ADD/ADHD, eating disorders, trauma and substance abuse. Counseling can often lead to better interpersonal relationships, improved academic performance, solutions to specific problems, reductions in the student's feelings of distress, and an overall expansion of the student's potential. Counseling services are sensitive to issues of ethnicity, religion, sexual orientation, gender identity, physical capacities, and learning differences. Counseling services are included in the health services fee that full-time students pay.

Confidentiality: A counseling relationship requires trust and confidence between student and counselor; therefore, all counseling sessions are kept confidential. No information about the student, including the student's participation in counseling, will be revealed to any person or agency (including parents and teachers) without the student's written consent. However, if a student is judged to be a danger to self and/or others, or if there is risk of harm to a minor, a dependent adult, or an elder, we reserve the right to inform family, emergency providers, law enforcement, or appropriate college personnel. A detailed notice of privacy practices and other limits to confidentiality is available in the counseling offices.

Brief Individual Counseling: Brief individual counseling allows students to meet one-on-one with the counselor to discuss any personal concerns. Students work with the counselor to

determine the appropriate course of treatment. Students are given 6 counseling sessions per semester. In certain cases, a referral will be made to an off-campus counselor.

Workshops: The counseling service regularly presents workshops on various wellness topics, including stress reduction, time management, and healthy living. Workshop schedules will be posted as they become available.

Physical Therapy

Leslie J. Donohue, MPT, *Director of Physical Therapy*, ldonohue@sfcmm.edu

Avoiding musculoskeletal overuse injuries is vital to the long-term success of all professional musicians. The SFCM Physical Therapist offers injury screenings to any SFCM instrumental student who is currently playing with pain or who thinks they may have an injury. Each screening will last approximately 30 minutes and provide the student with an opportunity to consult with a physical therapist in a private and confidential manner. In each screening, the physical therapist will provide recommendations that may include referral to a primary care physician, recommendation for a full physical therapy evaluation, or even no further treatment. These injury screening sessions are offered to students at no cost to the student.

INSTRUMENT LOANS

Strings & Bows

Students may loan string instruments and bows with the permission of the Institutional Performance Librarian and Manager of SFCM's Instrument Collection. This is subject to availability, and students will be asked to pay a non-refundable semester fee for each item on loan, as well as sign a loan agreement. Fees are to be paid in cash or check only. It is the student's responsibility to have the condition of the instrument inspected at the beginning and end of the loaning period by the Manager of SFCM's Instrument Collection. If the instrument incurs any type of damage during the loaning period, the student will be held monetarily responsible.

Instrument Loans are only an option while school is in session. Students wishing to travel outside of the SF Bay Area with a SFCM owned instrument must obtain prior approval before traveling. Violations may result in loan agreements being terminated, and future access to the collection may be revoked. Please be in touch with the Performance Librarian for more information as needed.

Brass and Woodwinds

Students may borrow limited brass and woodwind instruments on a semester basis during the academic year only. Fees are only applied if damage occurs, or if instruments are returned after the due date.

LOCKERS

Students are permitted to sign-out a locker each academic year in order to secure their belongings. Lockers will be available for sign-out, depending on the instrument on which the student was admitted to SFCM. The use of lockers is permitted for the academic school year only and must be cleared out before the day of Commencement.

Students must sign-out a locker in order to use a locker. If a student takes a locker without signing it out, the student will be at risk for having the contents obtained by the Office of Student Affairs. Students that have their unauthorized belongings confiscated by the Office of Student Affairs will be charged a \$20 locker policy violation fee in order to repossess their belongings. If a student violates the locker policy a second time, the student will lose locker privileges for the remainder of the academic year. Contact studentservices@sfc.edu with questions or for more information.

LOST AND FOUND

Lost items, including lost valuables such as keys, wallets, cell phones, jewelry or eyewear, may be reclaimed at the Security Desk on the 1st floor of both AGC and Bowes, although SFCM is not responsible for them. Please label your books and belongings. SFCM is not responsible for instruments, money, books, or other belongings left unattended. Items in the Lost and Found not claimed within 14 days will be discarded or donated.

MAIL AND STUDENT MAILBOXES

Student mailboxes are located by the Student Lounge on the fifth floor of the Ann Getty Center. **Your name is to the Left side of your mailbox.** Please check your mailbox frequently, as this is one way the faculty and staff at SFCM communicate with you, and it is a way for you to communicate with other students. Confidential and/or valuable items should not be left in student mailboxes. **All mailboxes are cleaned out and the contents disposed of by June 15.**

Do not have your regular postal mail sent to the Ann Getty Center. Any postal mail delivered to students at the Ann Getty Center after October 1 will be returned to sender. If you do not have a permanent mailing address, we suggest renting a mailbox at the Post Office, or one of the mail service vendors in the area, such as The UPS Store.

Students that reside at the Bowes Center may have mail and packages sent to their attention at 200 Van Ness Avenue, San Francisco, CA 94102. Such mail will be delivered to the student at the Bowes Center through the package delivery system. Students will receive a notification to pick up the item from the Student Services Center and are expected to pick up their mail in a timely manner.

MUNI CLASS PASS

All full- and part-time collegiate students will be given access to one MUNI Class Pass for each semester they are enrolled. The MUNI Class Pass allows for unlimited access during the academic year to buses, street cars, and trains run by the San Francisco MUNI system. Students will receive an

email to their SFCM email account about adding the Muni Class Pass to the Muni Mobile app on their mobile device.

VEHICLES

Registration

Only authorized vehicles are permitted on SFCM property, including buildings. Any manual means of individual transport will be considered a vehicle for purposes of this policy. This includes, but is not limited to, E-bikes, electric scooters, non-electric scooters, and similar transport devices. To be authorized, a vehicle must be registered with campus security and comply with parking and safety guidelines. When registering a vehicle and bringing it to SFCM after registration, the registrant must display the appropriate safety and protective devices. This includes helmets for bicycles, scooters, e-bikes, non-electric scooters, and similar means of personal transport. **Note: You will not be permitted to bring the vehicle onto SFCM property or into SFCM buildings without displaying the required safety equipment.**

PARKING

Automobiles

Free parking is not available at the Ann Getty Center or the Bowes Center. Faculty, staff, and students are encouraged to utilize public transit to and from SFCM. All parking is at the individual's convenience and responsibility. Parking in the white zone (for passenger loading and unloading) in front of the entrances to the buildings may result in a ticket and a fine from the city. **Do not leave your car unattended in the white zone.** Only park in metered or other legal parking spaces.

Bicycles

Only registered bicycles are allowed to enter the buildings. SFCM Bicycle Registration Forms are available at the Bowes Center or Ann Getty Center Security Desks. Bicycle parking for SFCM students is available only in the designated areas on the Salon Level of the Ann Getty Center and in the Basement Level 2 of the Bowes Center. Bowes residents have 24-hour access to the bicycle parking area in the Basement Level 2 of the Bowes Center. Non-Bowes residents must remove their bicycles from the Basement Level 2 bicycle parking before 11:30 PM. All students should remove their bikes before 11:30 PM from the Ann Getty Center bicycle parking area. **Any bicycle left in the Ann Getty Center bicycle parking area for longer than 24 hours will be removed and donated to charity. In addition, any unregistered bicycles in the building and/or any registered bicycles stored outside the designated bicycle parking area will be removed immediately and donated to charity.**

Additionally, Bowes residents have access to a bike repair station inside the Bowes Center.

E-bikes, electric scooters, and similar transport devices with a lithium-ion battery **MUST** be stored in the designated bicycle parking areas at both Ann Getty and Bowes Center, as these pose a considerably higher fire-risk.

STUDENT ID BADGE

All badges are SFCM property and must be returned when the student leaves or graduates. If asked by Security or any SFCM affiliate, you must be able to show your valid SFCM student badge when in the buildings.

Non-resident students and residents: Your badge will work on elevators and get you into practice rooms and public spaces during daytime building hours.

Bowes residents: Your badge will allow you to enter practice rooms on residential floors. You also have access to exit stairwells during building evacuation and when the elevators are out of order.

Your badge will also serve as your library card.

Do not lend your badge to anyone or leave it where it might be stolen – a misplaced card is a threat to everyone's security. If you lose a badge, please notify Security and the Office of Student Affairs immediately so your badge can be disabled until it is found or replaced.

- Anyone without an SFCM ID badge will be allowed access into the building by exchanging a photo ID for a temporary badge to use for one day.
- Anyone without an SFCM ID badge on the second consecutive day must pay a \$10 fee in order to be allowed access (if the badge is lost, a new badge will be made during normal badging hours)
- A \$25 fee will be charged for a lost badge. Any student who excessively exchanges for a temporary badge or excessively requires a replacement badge will be charged an additional fine.

Replacement badges will NOT be issued because of hairstyle changes, new photos, etc. SFCM will provide a new badge for you upon a legal or preferred name change.

Graduating collegiate students must return their badges at Commencement during check-in. Graduating students do not have practice privileges after they have completed their degree program. Graduating students that are returning in the fall for a new degree program and continuing students have access to practice rooms over the summer.

Returning collegiate students' tuition and fee account must be current in order for the returning collegiate student to keep their badge. If a student's account is not current, badges must be returned and will expire. If the student does not pay or does not arrange a payment plan, Student Accounts will notify the Office of Student Affairs and the badge will be deactivated. Temporary deactivation of the card does not necessitate its replacement – please do not discard your badge just because it has been deactivated. If your badge is wrongly or accidentally deactivated, please see the Office of Student Affairs.

Emergency and Safety Procedures

EARTHQUAKE

If you are inside:

- Do not evacuate unless there is a fire.

- Stay away from windows, glass, outside doors.
- Take cover under a desk.
- Do not use elevators.
- Do not use telephones.
- Follow fire procedures if a fire ensues.
- Do not light a cigarette or strike a match until gas lines are checked out.
- Tune to local Emergency Broadcast Stations, listed below.

If you are outside:

- Move away from buildings and utility wires.
- Watch for falling glass, wires, poles or debris.

FIRE

- Go immediately to the nearest exit and follow evacuation procedures.
- Faculty are responsible for helping their own classes evacuate quickly.

ACTIVE SHOOTER

SFCM recommends FBI protocol: Run/Hide/Fight

- Run- When there is an active threat, RUN, find the nearest building exit and get to safety. Once you are out of danger, call 911.
- Hide - if escape is not possible, HIDE; block the door, avoid windows and silence your phone to avoid detection. Call or text 911, if it is safe to do so.
- Fight - if escape is not possible and you cannot hide, FIGHT as a last resort

For more information about what to do in the case of an Active Shooter please visit:

<https://www.fbi.gov/about/partnerships/office-of-partner-engagement/active-shooter-resources>.

EVACUATION PROCEDURES

If you hear the fire alarm or are otherwise notified to evacuate:

- REMAIN CALM; do not panic.

- Do not collect personal belongings before exiting.
- WALK, DO NOT RUN, directly to the exit designated for the area you are in.
- DO NOT TALK, so Emergency Coordinators can issue and receive instructions.
- Once outside the building, proceed directly to the relocation areas. The Ann Getty Center relocation area is the adjacent parking lot at Franklin and Oak. Bowes Center relocation is Davies Symphony Hall on the corner of Van Ness and Grove at the statue; evacuees should only cross Van Ness Avenue if aforementioned locations are inaccessible.
- DO NOT BLOCK THE EXIT DOORS.
- DO NOT BLOCK THE STREET.
- DO NOT RE-ENTER THE BUILDING until the Fire Department, SFCM Emergency Coordinators and/or Security give directions to do so.

EMERGENCY ACTION PLAN

Please review www.sfc.edu/campus-safety for a complete Emergency Action Plan document.

EMERGENCY TELEPHONE NUMBERS

Remember to dial “9” first if you are calling from an office phone.

- AGC Security: (415) 503-6280
- Bowes Security: (415) 503-6206
- Fire Department, Police and Ambulance:
 - EMERGENCY: Dial 9-1-1
 - Non-Emergency – Police: (415) 553-0123
 - Non-Emergency – Fire: (415) 553-3268

EMERGENCY WEBSITE

www.sfc.edu - During an emergency, updated information will be posted

EMERGENCY BROADCAST STATIONS

KNBR 680 am

KCBS 740 am
KGO 810 am

EMERGENCY KITS/RADIOS

Available in the following offices or locations:

- Security Post
- Library
- Faculty/Staff Lounge
- Administration Suite

Kits include: radio, gloves, caution tape, duct tape, glow tubes, flashlight, respirators, emergency gas shutoff hammer, and screwdrivers.

SFCM ALERTS: EVERBRIDGE MASS NOTIFICATION SYSTEM

SFCM Alerts is a mass notification system that allows for dissemination of critical information via voice, text, and email to students, faculty, and staff. Primarily, this system alerts recipients about emergency events and supplements our already established emergency communication methods.

WHAT TO DO IN CASE OF ACCIDENT

All injuries, no matter how minor, must be reported to Human Resources, Security, and/or the Office of Student Affairs.

FIRST AID KITS

Located at:

- Security Desks, Ann Getty Center and Bowes Center
- Facilities Offices, Ann Getty Center and Bowes Center
- On every floor of Ann Getty Center adjacent to the elevators; on every non-residential floor at the Bowes Center adjacent to the elevators.
- Pre-College Office, Ann Getty Center
- Library, Ann Getty Center
- Student Lounge, Ann Getty Center
- Faculty/Staff Lounge, Ann Getty Center

- Outside of 2nd Floor Pantry, Ann Getty Center
- Executive Suite, Ann Getty Center
- Student Services, Bowes Center
- L2 Pantry Room, Bowes Center

EMERGENCY PHONES

In the Ann Getty Center, two emergency phones are located on each floor: one near the main elevators and one near Stairwell B, the smaller stairwell in the rear of the building. These phones will have a RED Emergency button that connects directly to a dedicated phone at SFCM Security.

SAFETY PRECAUTIONS

- Protect your valuables! Don't leave them unattended in practice rooms, lounges or other parts of the building. Even if you only plan to leave a room for a moment, take your valuables with you.
- Be aware of your surroundings when leaving the school. It is always best to walk with someone else. If you must go alone, be alert, move quickly and look confident.
- Call 511 for public transportation arrival times to minimize wait times.
- If there is a life-threatening emergency situation, dial 911 for emergency assistance. Coins are not needed to dial 911 on a pay phone.
- If you notice suspicious looking individuals in the building, please report them to SFCM Security immediately. In the Ann Getty Center, there are two in-house phones per floor with a RED EMERGENCY button that will connect you directly to a dedicated phone at the Security Desk.
- If you are in an emergency situation and there is no one nearby to assist you, dial 911 from any phone for emergency assistance.
- Safety concerns that do not pose an immediate threat should be addressed to SFCM Security, Facilities, Human Resources, Dean's Office, or Office of Student Affairs.

APPENDIX A

SFCM Title IX Discrimination, Sexual Harassment, and Sexual Violence Policy

These Procedures will be used to investigate and resolve complaints of sex harassment brought by SFCM students and employees. These include Title IX Grievance Procedures.	Effective Date: 7/26/2024 Revised Date: 5/19/2026 Category: Nondiscrimination Contact: Title IX Coordinator
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- **Non Discrimination Statement**

The San Francisco Conservatory of Music (“SFCM”) prohibits discrimination based on sex in employment and education programs and activities both on and off campus. This policy applies to all students, employees, and volunteers; to conduct that occurs on school grounds, off-campus, and at school-sponsored activities; to conduct that occurs at school-owned, leased, or controlled facilities; and, to conduct carried out through technology resources provided by or used at SFCM.

Title IX of the Education Amendments of 1972, as amended, and its implementing regulations, 34 C.F.R. Part 106 (“Title IX”); the Violence Against Women Reauthorization Act of 2013 (20 U.S.C. 1092(f)) (VAWA), also known as the Campus Sexual Violence Elimination Act (Campus SaVE Act); and Title VII of the Civil Rights Act of 1964, as amended, prohibit discrimination on the basis of sex in employment and education programs and activities. Title IX protects all persons from sex discrimination, which includes sexual harassment and sexual violence.

SFCM will process all sex discrimination complaints it receives, including complaints of sexual harassment and sexual violence, regardless of where the conduct occurred, to determine whether the conduct occurred in the context of an employment or education program or activity or had continuing effects on campus. If alleged off-campus sexual harassment or sexual violence occurred in the context of an education program or activity or had continuing effects on campus, the complaint will be treated the same as a complaint involving campus conduct. This policy applies to complaints of sexual harassment under Title IX as defined by 34 C.F.R. § 106.30(a). This includes complaints of sexual assault or harassment involving students, employees, volunteers, vendors, contractors, and third parties.

- **Title IX Policy**

SFCM is committed to promoting a safe and healthy educational and work environment and must respond when notice is received by the Title IX Coordinator or the following expressly designated officials with authority to institute corrective measures in response to conduct prohibited by Title IX, including but not limited to sexual harassment .

Updated: August 13, 2026

○ Reporting

All faculty and staff who become aware of known or suspected violations are required to report them to the Title IX Coordinator or a deputy coordinator. If an employee fails to report consistent with these obligations, a referral to Human Resources will be made and disciplinary action may be taken.

Complaints of sexual assault, sexual harassment, or other conduct prohibited under this policy, and any questions about filing a complaint under this policy, the grievance process, or Title IX or its regulations should be directed to the Title IX Coordinator or the Deputy Coordinators listed below:

Title IX Coordinator

Molly O'Malley

Phone: 650-383-4753 x176

Email: momalley1@sfcu.edu

Deputy Title IX Coordinators for Students:

Timothy Dunn, Associate Dean for Student Affairs

Phone: 415-503-6281

Email: tdunn@sfcu.edu

Bowes Center for the Performing Arts Room 116B

Sydnee Turrentine-Johnson, Manager of International Student Services and Community Belonging

Phone: 415-425-7334

Email: sjohnson@sfcu.edu

Bowes Center for the Performing Arts Room 116A

Deputy Title IX Coordinators for Faculty and Staff:

Amanda Shields, Human Resources Manager

Phone: 415-503-6292

Email: ashields@sfcu.edu

Getty Center for Education Room 405

Michael Patterson, Associate Vice President of Human Resources and Administration

Phone: 415-503-6237

Email: mpatterson@sfcu.edu

Getty Center for Education Room 407

The Title IX Coordinators' responsibilities include overseeing the investigation of incidents of alleged sexual assault or harassment; ensuring that consistent standards and practices apply to all investigations; being available to meet with students, employees, and

volunteers who believe sexual assault or sexual harassment has occurred; and assisting campus security or law enforcement as needed.

Reports can also be made by using the online reporting tool at the following web address:
<https://sfcu.edu/discover/campus-life/campus-safety/forms>

Confidential reports may be made to the following:

On Campus Counseling: (415) 503-6325; rawilliams@sfcu.edu

Rape and Trauma Services 24 Hour Helpline: 415-206-8256

National Domestic Violence Hotline: 800-799-7233

National Sexual Assault Hotline: 800-656-4673

○ Policy Definitions

■ **Incapacitated** means an individual is incapable of appraising or controlling their conduct due to the influence of a narcotic, anesthetic, alcohol, or other substance administered with or without consent, being asleep, being a minor, an intellectual or other disability, or due to any other act committed upon the person without consent.

■ **Consent** means intelligent, knowing voluntary consent and does not include coerced submission. "Consent" shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance. Once consent is withdrawn or revoked, all sexual activity must stop immediately.

- Consent must be **affirmative**, meaning affirmative, conscious, and voluntary agreement to engage in sexual activity and must continue throughout the sexual activity.
- Consent must be **voluntary** and given without coercion, force, threats, or intimidation.
- Consent can be **withdrawn or revoked**. Consent to one form of sexual activity (or consent to sexual activity a previous occasion) does not constitute current or ongoing consent. The fact that two people are or were previously involved in a dating relationship, sexual relationship, and/or consensual sexual acts does not constitute consent to subsequent or other sexual activity or other sexual acts. Past consent or consent on a prior occasion is not current consent or ongoing consent to engage in sexual activity.
- Consent cannot be given by a person who is **incapacitated, as defined above**
- Being intoxicated by drugs or alcohol does not diminish a person's responsibility to obtain consent from the other party before engaging in sexual activity. Factors to be considered when determining culpability include whether the person knew, or whether the a reasonable person in the

accused's position should have known that the victim could not give, did not give, or revoked consent; was incapacitated; or was otherwise incapable of giving consent.

○ Prohibited Conduct

■ **Sexual Harassment** means conduct on the basis of sex that satisfies one or more of the following:

- An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
- "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v) and below, "dating violence" as defined in 34 U.S.C. 12291(a)(10) and below, "domestic violence" as defined in 34 U.S.C. 12291(a)(8) and below, or "stalking" as defined in 34 U.S.C. 12291(a)(30) and below.

Sexual Harassment includes unwelcome verbal, nonverbal or physical conduct including but not limited to unwelcome sexual advances; requests for sexual favors; and other verbal, nonverbal, or physical conduct of a sexual nature, such as sexual violence, sexual advances, requests for sexual favors, and indecent exposure, where:

- Submission to, or rejection of, the conduct is explicitly or implicitly used as the basis for any decision affecting a student's academic status or progress, or access to benefits and services, honors, programs, or activities available at or through SFCM; *or*
 - Submission to, or rejection of, the conduct by a SFCM employee is explicitly or implicitly used as the basis for any decision affecting a term or condition of employment, or an employment decision or action; *or*
 - Such conduct is sufficiently severe or pervasive to create a hostile educational or employment environment.
- Sexual harassment includes acts of verbal, non-verbal, written, and physical aggression, intimidation or hostility based on sex or gender stereotyping, even if these acts are not sexual in nature. Sexual harassment must be unwelcome conduct that is so "severe, pervasive and objectively offensive" that it effectively denies a person access to the school's education programs or activities.
- **Sexual Assault** is a form of sexual violence and means (1) forcing or coercing an individual to engage in any non-consensual sexual contact or sexual penetration; or (2) an attempt to commit an unlawful act that places another person in reasonable

apprehension of immediate, non-consensual physical contact for sexual purposes. Sexual assault does not need to satisfy the severe and pervasive standard

- **Rape** is a form of sexual violence that may or may not involve force or a threat of force, coercion, violence, or immediate bodily injury, threats of future retaliation, or duress. Rape means nonconsensual sexual intercourse or sexual penetration, which, in addition to intercourse, means nonconsensual oral or anal intercourse, or any other intrusion, however slight, of any part of a person's body or of any object into the genital or anal openings of another person's body. Any sexual penetration is sufficient to constitute rape. Sexual acts are considered non-consensual when they involve a person who is physically incapacitated
- **Statutory Rape** is unlawful sexual intercourse with a minor under 18 years old, even if the intercourse is consensual.
- **Sexual Contact** is the intentional, nonconsensual touching of the clothed or unclothed body parts of another person for the purpose of sexual degradation, sexual gratification, or sexual humiliation. Sexual contact also includes forced, nonconsensual touching by the victim of the actor's clothed or unclothed body parts for the purpose of sexual degradation, sexual gratification, or sexual humiliation.
- **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Domestic violence** is a form of sexual violence and means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense, based on sex, resulting in physical injury or death of one family or household member by another family or household member. "Family or household member" means spouse, former spouse, and persons who are parents of a child in common regardless of whether they have been married.
- **Dating violence** is a form of sexual violence and means violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors:
 - A dating relationship must have existed within the past 6 months;
 - The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties; and
 - The frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and continuously during the relationship.
 - "Dating violence" does not include violence in a casual acquaintanceship or violence between individuals who only have engaged in ordinary fraternization in a business or social context.

■ **Stalking** means a course of conduct based on sex, 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 purposes of this definition:

- “Course of conduct” means a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose.
- “Substantial emotional distress” means significant mental suffering or anguish that may, but not necessarily, require medical or other professional treatment or counseling.
- “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim.

■ **Cyberstalking** means to engage in a course of conduct, based on sex, to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

■ **Sexual Exploitation** means a person taking sexual advantage of another person for the benefit of anyone other than that person without that person's consent, including, but not limited to, any of the following acts:

- The prostituting of another person.
- The trafficking of another person, defined as the inducement of a person to perform a commercial sex act, or labor of services, through force, fraud, or coercion.
- The recording of images, including video or photograph, or audio of another person's sexual activity or intimate parts, without that person's consent.
- The distribution of images, including video or photographs, or audio of another person's sexual activity or intimate parts, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to the disclosure.
- The viewing of another person's sexual activity or intimate parts, in a place where that other person would have a reasonable expectation of privacy, without that person's consent, for the purpose of arousing or gratifying sexual desire.
- This policy specifically includes electronic communications, including but not limited to phone calls, text messages, email, and communications using social media.

○ Training and Impartiality

■ Any individual designated as a Title IX Coordinator, investigator, or decisionmaker, or to facilitate an informal resolution process, cannot have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

- Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process must receive training on the definition of sexual harassment, the scope of SFCM's education programs and activities, and how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes.
- Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process must receive training on how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
- Decision-makers must receive training on any technology to be used at a live hearing and issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.
- Investigators must receive training on issues of relevance and creating an investigative report that fairly summarizes relevant evidence.
- Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

○ Confidentiality

SFCM will make reasonable and appropriate efforts to preserve complainants' and respondents' privacy and to protect the confidentiality of information. SFCM will only disclose information regarding complaints under this policy on a need to know basis, primarily to persons who are responsible for its investigation and any reporting requirements.

SFCM cannot require the complainant or respondent to maintain confidentiality, as restricting the ability of either party to discuss the investigation (e.g., through “gag orders”) is likely to deprive them of the ability to obtain and present evidence or otherwise to defend their interests.

In cases involving any of the prohibited conduct above, even if a complainant requests that SFCM not move forward, there may be circumstances that require SFCM to take action. If a complainant requests confidentiality, the Title IX Coordinator will determine whether SFCM can honor this request while providing a safe and nondiscriminatory environment for all students and employees, including the individual who reported the sexual violence. Because a request for confidentiality could preclude a meaningful investigation, SFCM will consider whether there are circumstances present that demonstrate a risk that the respondent may commit additional acts of sexual violence or other violence. These include whether other sexual violence complaints have been received about the same Respondent; whether the Respondent has a history of arrests; whether the Respondent has records from a prior school indicating a history of violence; whether the Respondent threatened further sexual violence or other violence against the Complainant or others; and whether the sexual violence was committed by multiple perpetrators. Other factors include whether the sexual

violence was perpetrated with a weapon, and the age of the individual subjected to sexual violence.

If the complainant asks that the complaint not be pursued, SFCM must nonetheless promptly contact the complainant to discuss the availability of supportive measures and consider the complainant's wishes with regard to supportive measures. Once a formal complaint has already been filed, if the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or the allegations therein, SFCM may dismiss the formal complaint or any allegations therein.

Even when a complainant asks that a complaint not be pursued or that information be kept confidential, if necessary, SFCM will take action to protect the complainant. This includes providing support services and changing living arrangements or course schedules, assignments, or tests as appropriate.

● Grievance Procedures

- **The Grievance Process** includes: (1) initial response; (2) initial assessment concerning whether the Title IX policy applies to the alleged conduct; (3) filing of a formal Title IX complaint by the complainant or the Title IX Coordinator; (4) a determination regarding whether mandatory or discretionary dismissal of the complaint under Title IX applies; (5) the application of the formal complaint investigation and resolution process or informal complaint resolution process; and (6) the appeal process.
- **Delegation of duties.** SFCM has sole discretion to appoint or utilize internal or external Title IX Coordinators, investigators, decisionmakers, and appellate officers.
- **Initial Response**

After receiving a report of sexual harassment, the Title IX Coordinator or designee will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint, provide a copy of this policy, and explain the following:

 - The Title IX grievance process;
 - The importance of seeking immediate medical attention for sexual assaults;
 - The importance of preserving evidence;
 - The right to report a crime to campus or local law enforcement;
 - The right to *not* report a crime to law enforcement or file criminal charges;
 - The right to simultaneously file both a criminal complaint with campus security or local law enforcement and an institutional Title IX complaint;
 - The right to assistance from SFCM officials with filing a criminal complaint if assistance is requested;
 - Informal and formal resolution;
 - Available health care, advocacy, academic support, mental health, legal assistance resources, and/or counseling services available both on and off campus;

- Even if a Complainant asks SFCM not to take any action, SFCM may be obligated to investigate the complaint in circumstances in which SFCM has actual knowledge of a pattern of alleged sexual harassment by a respondent in a position of authority;
 - Prohibitions against retaliation;
 - Supportive measures that may be put in place, including a no-contact order pending the outcome of the investigation, providing support services, changing living arrangements or course schedules, assignments, or tests, and temporary removal of the Respondent from the campus community pending the outcome of an investigation; and
 - Options for avoiding contact with the respondent(s), including being allowed to change academic and extracurricular activities and living, transportation, dining, and working situations as appropriate.
- **Initial Assessment**
- After meeting with the complainant, the Title IX Coordinator or a designee will make an assessment concerning whether this policy applies to the alleged conduct. They will also make a determination concerning supportive measures.
- **Supportive Measures**
- “Supportive measures” are non-disciplinary, non-punitive individual services offered to the complainant or respondent as appropriate, as reasonably available, and without fee or charge. before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient's educational environment, or deter sexual harassment.
 - Supportive services include services such as counseling, extensions of deadlines or other course- related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. Determining appropriate services is the responsibility of the Title IX Coordinator. The Title IX Coordinator must consider the complainant’s wishes, but SFCM retains discretion to determine what supportive measures are appropriate based on the unique circumstances of each request. the recipient must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.
 - The following resources are available to SFCM students and/or employees:
 - **Health and Wellness**
 - **On Campus Counseling**
<https://sfcmlife.edu/discover/campus-life/health-and-wellness/counseling-services>

rawilliams@sfcmlife.edu

(415) 503-6325

■ **Carbon Health**

<https://carbonhealth.com/>

All collegiate students receive a membership with Carbon Health, which provides high-quality, patient-centered primary and urgent care services with same-day/next-day appointments. Carbon Health also provides access to 24/7/365 virtual care by phone, email, and video conference. Carbon Health's services also include mental health, women's health, LGBT health, COVID care, and more.

■ **GoHealth Urgent Care**

<https://www.gohealthuc.com/>

415-746-1812

SFCM has partnered with GoHealth Urgent Care to provide easy, convenient access to health care for students, faculty, and staff.

■ **SHIP Benefits**

812-360-2313

With its inclusive benefits and comprehensive coverage, the SFCM SHIP plan ensures that students have access essential healthcare services, including vision care, emergency assistance, preventive vaccines and mental health support. Additionally, the SFCM SHIP plan includes benefits such as telemedicine and telehealth services provided by HealthiestYu from Teladoc. All members have online access to licensed medical professionals 24/7 with no fees associated with the services.

○ **Other Supportive Services**

Housing Accommodations, On and Off Campus

Timothy Dunn

Associate Dean for Student Affairs

tdunn@sfc.edu

415-503-6281

○ **Outside Reporting & Crisis Support**

U.S. Department of Education, Office for Civil Rights
(800) 421-3481 or ocr@ed.gov.

San Francisco Women Against Rape (Legal), 415-861-2024

■ Supportive services are not provided for witnesses. SFCM has discretion to

continue providing supportive measures to a complainant or respondent after a determination of no responsibility.

- Supportive measures must be confidential unless maintaining confidentiality would impair SFCM's ability to provide them.
- The Title IX Coordinator or designee will consider the appropriateness of supportive measures on an ongoing basis to ensure the well-being of the parties throughout the process. Long-term measures may include extending or making permanent any interim supportive measures or implementing additional measures tailored to achieve the goals of the Title IX policy. Many of the remedies a complainant might need after a finding of responsibility will have already been provided as supportive measures, including but not limited to academic accommodations, short-term counseling, and housing arrangements. The Title IX Coordinator will, in all cases, consider whether there is a need for additional remedies. Additional remedies or supports may be included in the sanctions, such as reassignment or removal of the respondent from a class.

○ **Formal Complaint**

- A formal Title IX complaint must be in writing, signed, and provided to the Title IX Coordinator. The signature may be physical or digital.
- Complainants may file a formal complaint with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed for the Title IX Coordinator at: momalley1@sfc.edu.
- The formal complaint must include the following information, if known: the name(s) of the Respondent(s), the date of the alleged conduct, the location of the alleged conduct, and a description of the conduct as it relates to the prohibited conduct described above.
- A formal complaint as a whole or sections of a formal complaint can be dismissed should the allegations within the formal complaint not meet the definition of sexual harassment or jurisdiction of Title IX as written in the policy. Should a dismissal occur, the Complainant or Respondent can appeal, in writing.
- SFCM reserves the right to decide whether to withdraw a formal complaint or continue with an investigation of a violation of the Title IX policy where a respondent has withdrawn, transferred, or resigned from SFCM. If a respondent resigns during an investigation, the process may continue in their absence. If a student withdraws from SFCM while charges against the student are pending, readmission will be considered only after the charges have been resolved and to the extent that it is consistent with the hearing decision, including any sanctions.

○ **Emergency Removal**

Although it is not a supportive measure, Emergency Removal of a respondent is an option where a respondent poses an immediate threat to the physical health or safety of the complainant or anyone else. In that instance, they are subject to temporary emergency removal prior to the conclusion of the grievance process or where no grievance process is pending. An employee respondent who poses an immediate threat to the physical health or safety of the complainant or anyone else may be placed on administrative leave, paid or unpaid, while a grievance is pending. The Emergency Removal process imposes a high threshold to justify the emergency removal of a student or employee respondent from an

education program or activity. However, SFCM recognizes that removal may be appropriate for the institution to avoid a deliberately indifferent response.

○ **Informal Resolution**

At any time after a formal complaint has been filed and before a hearing to reach a determination regarding responsibility, upon the parties' request and voluntary agreement, SFCM may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that:

- The parties receive written notice of the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
- The parties receive a written notice of the requirements of the informal resolution process;
- The parties receive written notice that at any time before agreeing to a resolution, each has the right to withdraw from the informal resolution process and resume the grievance process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared; and
- The parties provide voluntary, written consent to the informal resolution process.
- Informal resolution is not available to resolve allegations that an employee sexually harassed a student.
- Supportive measures are available during the informal resolution process.
- Procedure for Informal Resolution
 - Determine eligibility for informal resolution:
 - A formal complaint must have been filed.
 - Both parties must voluntarily agree to the informal resolution process.
 - Informal resolution is not permitted for allegations of an employee sexually harassing a student.
 - Provide written notice to the parties:
 - Disclose the allegations.
 - Explain the requirements of the informal resolution process.
 - Describe any consequences of participating in the informal resolution process.
 - Inform parties of their right to withdraw from the process at any time prior to agreeing to a resolution.
 - Obtain voluntary, written consent from both parties to enter the informal resolution process
 - Assign a trained facilitator:
 - The facilitator should be free from conflicts of interest or bias.
 - They should be trained in conducting informal resolutions for Title IX cases.
 - Conduct the informal resolution process
 - This may involve mediation, shuttle diplomacy, restorative justice practices, or other agreed-upon methods.
 - Ensure the process is fair, voluntary, and conducted in a reasonably prompt timeframe.

- Reach a resolution or terminate the process
 - If a resolution is reached, document the agreement.
 - If no resolution is reached, or if a party withdraws, return to the formal grievance process.
- Implement the resolution
 - Ensure all parties understand the terms of the resolution and their obligation to comply.
- **Investigation**

Complaints under this policy will be investigated by an assigned investigator.

Individualized supportive measures will be offered to the respondent and complainant before an investigation and while an investigation is pending.

- **Notice of Investigation**

- Once a formal complaint has been filed with the Title IX Coordinator that may lead to disciplinary action against a responding party, a written Notice of Investigation must be provided to the respondent and the complainant.
- The written Notice of Investigation must include the following:
 - Notice of SFCM's grievance procedures, including the informal resolution process;
 - A summary of the allegations of prohibited conduct. This will generally include the parties involved, the specific section(s) of the Title IX policy allegedly violated, and if available, the date and location of the incident.
 - For sexual harassment complaints, a notice of the allegations potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. "Sufficient details" include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known.
 - For sexual harassment complaints, notice to the parties that they may have an advisor of their choice, who may be, but is not required to be an attorney, and that they may inspect and review evidence as described in section (b)(5)(vi) of title 34, § 106.45. The written notice must inform the parties of any provision in the SFCM code of conduct that prohibits knowingly making false statements or knowingly submitting false information during an investigation or the grievance process.
 - The range of potential violations under the Title IX policy;
 - On- and off-campus supportive resources;
 - Rights of the respondent and complainant;
 - Potential sanctions;
 - Potential remedies;
 - Notice that suspension or expulsion is a potential sanction and that expulsion precludes matriculation (where appropriate);
 - Notice that separation is a potential sanction (where appropriate); and
 - A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is

made at the conclusion of the grievance process.

- The investigation does not begin until the parties receive a Notice of investigation.

- **Information for the Investigation.** The Title IX Investigator may collect and consider the following types of information:
 - Statements by the complainant and respondent about the alleged incident(s);
 - Statements by witnesses to the alleged incident(s);
 - Statements or reports from expert witnesses;
 - Evidence about the credibility of the complainant and respondent;
 - Evidence that the alleged harasser has been found to have harassed other victims;
 - Evidence that the complainant has made false allegations against other individuals;
 - Evidence as to the complainant's reaction or behavior after the alleged harassment or other misconduct;
 - Evidence as to whether the complainant filed a complaint or took other action to protest the conduct soon after the incident occurred; and
 - Other evidence of the harassment (e.g., reporting conduct to parents, counselors, or friends, or medical records.
 - The fact of a current or previous consensual dating or sexual relationship between the parties will not imply consent or preclude a finding of sexual violence.
- **Evidentiary/fact Relevance Determinations.** The Title IX Investigator has broad discretion in determining whether a proffered witness or documentary information would be relevant or helpful to a determination.
- **Evidentiary Standard.** A "preponderance of the evidence" standard will be used to determine whether there was a policy violation.
- **Presumption that the Respondent is not responsible.** The respondent is presumed to be not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- **Cooperation.** Complainant, Respondent, & Witnesses, including faculty, staff, volunteers, vendors, contractors, and students are encouraged but cannot be compelled to cooperate in the investigation process. Complainant, Respondent, & Witnesses are protected from retaliation for participating in or refusing to participate in the investigation.
- **Pending Criminal Matters.** The internal investigation will proceed whether a related criminal matter is pending or not. If there is an ongoing criminal investigation, SFCM will *not* wait for the conclusion of the criminal investigation or criminal proceeding to begin its own Title IX investigation. However, SFCM may temporarily delay the fact-finding portion of a Title IX investigation while the police or other law enforcement officials are gathering evidence.
- **Conducting the Investigation.**
 - The investigation is designed to provide a fair and reliable gathering of the facts by a trained and impartial investigator. All individuals, including the complainant, the respondent, and any third-party witnesses, will be treated with respect throughout the investigation. The investigation will safeguard the privacy of the individuals involved in a manner consistent with federal law and SFCM policy.

- SFCM will provide an equal opportunity for the parties to identify witnesses, including fact and expert witnesses, and provide inculpatory and exculpatory evidence. SFCM will not restrict the ability of any party to gather and present relevant evidence.
- During the investigation, the complainant and the respondent each have the right to have an advisor of their choice present during interviews and other meetings. The investigator will gather or receive information that is relevant to the determination of an appropriate sanction or remedy, including information about the impact of the alleged conduct on the parties. The investigator will also gather evidence, including seeking prior statements by parties or witnesses, any communications between the parties, email messages, social media materials, text messages, audio or video recordings, and other records as available and feasible.
- The investigator must perform an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence
- The investigator has discretion to determine the relevance of any witness statement or other evidence to the finding of responsibility and may exclude information if the investigator determines that the information is irrelevant. The investigator may also exclude statements of personal opinion by witnesses and statements as to general reputation for any character trait, including honesty.
- **Timing of the Investigation**
 - SFCM will seek to conclude the investigation within ninety (90) business days after the issuance of the Notice of Investigation, exclusive of weekends, holidays, breaks, and other institutional closures. The time frame for completion of the investigation, or any designated time frames of steps in the investigation, may be extended for good cause.
 - Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.
 - Temporary delay of the grievance process or limited extension of time frames for good cause requires written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
- **Review, feedback, and finalization of the investigation report**
 - Before the completion of the investigative report, the investigator will send to each party and the party's advisor, if any, the evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the recipient does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source in an electronic format.
 - The parties will have 10 business days to submit a written response that the investigator will consider before completion of the investigative report;
 - All evidence that is subject to the parties' inspection and review must be available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for cross-examination;

- The Title IX Investigator may redact portions of the Final Investigative Report that is not directly related to the allegations (or that is otherwise barred from use under § 106.45, such as information protected by a legally recognized privilege, or a party's treatment records if the party has not given written consent) contained within documents or other evidence that are directly related to the allegations, before sending the evidence to the parties for inspection and review.
- **Final Investigation Report**
 - The Final Investigation Report must state whether, for each allegation, there is sufficient evidence to proceed to a hearing to determine whether the respondent is responsible for violating the Title IX policy.
 - The Title IX Coordinator will provide a link for secure review of the Final Investigative Report to both parties concurrently, as well as notice of whether the allegations constitute sexual harassment and will be referred for a hearing. A live hearing with cross-examination is required as part of the grievance process. As a precondition to receiving the Final Investigation Report, all parties and their respective advisors must sign and agree to comply with a non-disclosure agreement.
 - The Final Investigation Report must be completed at least ten (10) days before a hearing if a hearing is required under this section.
 - Any allegations that, even if true, do not comport with the definition of sexual harassment must be dismissed through the Title IX Policy, but may be pursued independently as violations of other SFCM disciplinary policies or conduct codes.
- **Hearing**
 - **Hearing Procedure.** If allegations are referred for a hearing, they may be heard by a hearing officer or decisionmaker. The decisionmaker's role is: (i) to determine whether the preponderance of the evidence establishes that a violation of SFCM's Title IX policy occurred, and if so, (ii) to determine what sanction is warranted.
 - **Decisionmaker.** After issuing a Notice of Hearing, the Title IX Coordinator or designee will designate one decisionmaker. The decisionmaker cannot be the same person as the Title IX Coordinator or the investigator(s). Any individual who serves as a decisionmaker must have all training required to serve in this capacity, including training on relevance. A decisionmaker shall not participate if they have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. The decisionmaker will consider the facts presented, applicable Title IX policies and procedures, and the range of available sanctions, use a preponderance of the evidence standard, and draft a determination that separately addresses each allegation and states whether the respondent is or is not responsible for a policy violation.
 - **Pre-Hearing Meeting.** The first step in the Hearing Process will be separate meetings with the Title IX Coordinator and/or the decisionmaker and each party and their advisor to resolve any pre-hearing concerns. At this pre-hearing meeting, the parties will each have the opportunity to identify the witnesses (who have already been identified and interviewed by the Investigator) they wish to call at the hearing; and identify any new information that was not provided during the investigation due

to not being available through the exercise of due diligence. The parties will also have the opportunity to address questions about the process. If the complainant is not participating in the hearing, they are not required to attend this meeting. The Title IX Coordinator, or designee will also notify the complainant that they may make an impact statement following a determination of responsibility.

Any party needing disability accommodations shall request it at this meeting. If a complainant has a disability accommodation in place, they should request that the Associate Dean for Student Affairs and Section 504 Coordinator be involved.

Both parties can object to the decisionmaker based on an actual conflict of interest, bias, or lack of impartiality. The request must be submitted in writing, raised no later than the date of the pre-hearing meeting, and clearly state the grounds to support a claim of bias, conflict of interest, or an inability to be fair and impartial. Failure to object before the date of the pre-hearing meeting eliminates the possibility of appealing the outcome of the hearing based on the assertion that the decisionmaker had a conflict of interest, was biased, or lacked impartiality.

■ **Hearing Process.** The hearing will be conducted in accordance with the procedures outlined below.

- Closed session. The hearing shall take place in a closed session. The decisionmaker will determine whether the preponderance of the evidence establishes a Title IX policy violation occurred. In reaching a determination, the decisionmaker(s) may solicit information from the Investigator, the complainant, the respondent, and any witness(es). This information shall be provided in the presence of the parties unless a party waives their right to participate. Absent good cause, failure to appear at the hearing will be deemed a waiver of attendance.
- Advisor. The complainant and the respondent have the right to have an advisor of their choice present during the hearing, at their own expense. The advisor, who may be an attorney, may privately consult with and advise the party and cross-examine the other party witnesses. An advisor who becomes disruptive or does not abide by the limitations on their participation may be removed.
- Providing an advisor to parties who do not have one. At the hearing, a party must have an advisor to conduct cross-examination. Parties can select their own advisor, who can be a lawyer. If a party does not have an advisor, the institution must provide one. In selecting an advisor, the institution does not have to find someone who is aligned with the interests of the party, but the advisor cannot be biased, must be trained, and must be provided at no cost.
- Witnesses. The complainant and the respondent, as well as the decisionmaker, have the right to request the attendance of witnesses who were interviewed by the investigator. Each party must provide a list of potential hearing witnesses and the reason for the request of the witness to

attend to the Title IX Coordinator and/or the decisionmaker no later than the pre-hearing meeting to allow the requested witnesses to be contacted, and notified, and to make any schedule or other changes necessary to attend the hearing. The Title IX Coordinator or a designee will provide the confirmed witness list to the decisionmakers. Character witnesses will not be permitted. SFCM cannot compel the attendance of any witness. If a witness or party does not attend, the hearing may proceed without them.

- Evidence. All evidence each party wishes to be considered should have been presented to the investigator during the investigation process. If evidence was not provided to the investigator during the investigation process, the presentation of such evidence during the hearing generally will only be allowed based on new information not known during the investigation process. All materials the complainant or respondent wants to be considered at the hearing must be submitted to the Title IX Coordinator or a designee at least four (4) business days before the hearing. The presentation of education records shall be consistent with FERPA or any other privilege, legal requirement, or regulation governing disclosure of education records. Any materials submitted fewer than four (4) business days before the hearing will not be considered.
- The complainant and respondent may appear before the decisionmaker if they wish and make an oral statement regarding the facts. The complainant may also make an impact statement following a determination of responsibility. Each party's advisor can cross-examine the other party and examine and cross-examine any witnesses directly, orally, and in real time. Cross-examination is limited to relevant questions, including questions related to credibility. The decisionmaker(s) must decide whether a question is relevant before it is answered and must explain any decision to bar a question as irrelevant.
- Questioning of parties and witnesses will be conducted through the parties' advisors, and both the complainant and respondent advisors will be permitted to ask any relevant questions of the other party and any witnesses. A party shall not question or cross-examine another party directly.
- The decisionmaker will determine the relevancy of all questions presented, and, if they are deemed relevant, will pose those questions to the other party. The decisionmaker has discretion to modify the wording of any proposed question. The decisionmakers may also independently question the parties, witnesses, and/or investigator to elicit relevant information.
- Separation of the Parties/Remote Attendance. The institution will provide for the entire hearing to be conducted remotely, with the parties able to see and hear each other in real time.
- Recording. SFCM must record all hearings, even if the hearing is in person. Except for an approved reasonable disability accommodation, a respondent, complainant, advisor, and/or witness may not bring electronic devices that

capture or facilitate communication (e.g., computer, cell phone, audio/video recorder, etc.) into a hearing room. The Title IX Coordinator will make a transcript of the hearing to be kept on file per SFCM's document retention policy. Reasonable care will be taken to create a quality transcript and minimize translation problems; however, technical problems that result in inaudible sections will not be a valid argument for appeal.

■ **Determination regarding responsibility (Notice of Hearing Outcome)**

After consideration of all of the relevant information, the decisionmaker will decide whether the preponderance of the evidence establishes a Title IX policy violation. If the decisionmaker determines that a violation occurred, sanction(s) will be imposed. The decisionmaker must issue a written determination (Notice of Hearing Outcome) regarding responsibility.

The Notice of Hearing Outcome must include:

- Identification of the allegations potentially constituting sexual harassment as defined in § 106.30;
- The procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with the parties, and witnesses, site visits, methods used to gather other evidence, and hearings held;
- For each allegation, findings of fact supporting the determination;
- Conclusions regarding application of any applicable Title IX policy provisions to the facts;
- For each allegation, a statement of, and rationale for, the result, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the complainant; and
- The procedures and permissible bases for the complainant and respondent to appeal.
- The Notice of Hearing Outcome will be provided to the complainant and the respondent concurrently.
- The complainant and respondent are responsible for providing an email address that the Title IX Coordinator will use to notify them that a decision has been reached and the specifics of the decision.

■ **Impact Statement.** The decisionmaker will not receive an impact statement or impact information until after a determination of a finding of Title IX policy violation is made.

■ **Sanctions.** In determining appropriate sanctions, the decisionmaker may solicit information from the complainant, the respondent, and any other individual who can provide information relevant to a determination regarding potential sanctions. Sanctions are designed to eliminate prohibited conduct under the Title IX policy, prevent its recurrence, and remedy its effects. Sanctions may include educational,

restorative, rehabilitative, and punitive components. Some behavior is so egregious, harmful to the individuals involved, or so deleterious to the educational process that it requires severe sanctions, including suspension or expulsion from SFCM

When determining sanctions, the decisionmaker(s) shall consider the following factors:

- The nature of the conduct at issue;
- The impact of the conduct on the complainant;
- The impact or implications of the conduct on the community or SFCM;
- Prior misconduct by the respondent, including the respondent's relevant prior discipline history;
- Maintenance of a safe and respectful environment conducive to learning; and
- Any other mitigating, aggravating, or compelling circumstances to reach a just and appropriate resolution in each case.
- The decisionmaker may also consider restorative outcomes that allow a respondent to develop insight into their responsibility for the behavior, learn about the impact of the behavior on the complainant, and identify how to prevent or change the behavior.

Sanctions may be imposed individually or in combination and include the following:

- Expulsion. This means the student is removed from SFCM permanently and may not seek readmission.
- Suspension. Suspension can be for a definite or indefinite period. This means the student must leave SFCM for a definite or indefinite period. This form of suspension anticipates that the student may eventually return if applicable conditions are satisfied.
- Probation. Probation can be for a definite or indefinite period. This means the student is not in good standing for a definite or indefinite period and may remain at SFCM but may be required to satisfy conditions or requirements.
- Change of studio.
- Music probation.
- Removal from ensembles and programs.
- Educational Requirements (students only). Completion of projects, programs, or requirements designed to help a student respondent manage behavior and understand why it was inappropriate.
- Mutual "No Contact" Orders. This means orders that limit specific forms of contact with particular persons and/or specific areas as applicable.
- Housing Restrictions. Exclusion from SFCM housing or change in housing arrangements.

- Community Service. Completion of up to sixty (60) hours of community service over a period not to exceed twelve (12) weeks under guidelines established and monitored by the Title IX Coordinator or designee.
- Written Warning. An official reprimand that is communicated by letter to a student, notifying them that any subsequent Title IX or other SFCM policy violation will carry more serious sanctions.
- Separation from Employment.
- **Remedies.** Remedies must be designed to restore or preserve equal access to SFCM's education program or activity. Remedies may include permanent no-contact orders, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, reviewing any disciplinary actions taken against the Complainant to see whether there is a causal connection between the sexual violence and the misconduct that may have resulted in the complainant being disciplined, and other similar measures. The Title IX Coordinator is responsible for effective implementation of any remedies.
- **Appeal.** The appeal of the hearing outcome(s) shall consist of a plain, concise written statement outlining the grounds for appeal and all information relied on to substantiate the basis for the appeal. Either party can appeal. SFCM will designate an Appeals Officer to hear any appeal. Dissatisfaction with the Hearing Outcome is not a valid basis for appeal. The right to appeal the Notice of Final Outcome regarding a final determination of responsibility and/or resulting sanction(s) is limited to:
 - A procedural irregularity that materially affected the decisionmaker's decision and/or recommended sanctions;
 - New evidence that was not reasonably available at the time the determination regarding responsibility or sanctions was made that could affect the outcome; and/or
 - An actual bias or conflict of interest of any personnel involved in the Title IX process that affected the outcome.
- **Appeal Procedure.** The response must be submitted to the Appeals Officer within three (3) business days after being provided the determination. If both parties file an appeal, the appeal documents from each party will be considered together in one appeal review process.

The Appeals Officer has discretion to meet separately with the respondent and the complainant. The Appeals Officer may agree with the determination, disagree with the determination, or request additional information. If the Appeals Officer determines additional information is needed before they can make a decision, the Title IX Coordinator will assist in obtaining any necessary additional information.

The Appeals Officer will issue a written decision to both parties concurrently within ten (10) business days of receipt of the request for review. This timeframe may be extended for good cause. In this instance the delay and the reason for the delay should be communicated to the parties in writing. The decision of the Appeals Officer will be final and not subject to further appeal.

The imposition of sanctions pursuant to a Notice of Final Outcome shall be stayed during an appeal unless a respondent poses an immediate threat to the physical health or safety of the complainant or anyone else. In this instance, the respondent is subject to temporary emergency removal or placement on administrative leave prior to the conclusion of a grievance process.

- **Prohibition on Retaliation**

Retaliation against a student, employee, or other individual who reports or complains about sex discrimination to an appropriate school official or participates in a report, investigation or proceeding involving a claim or allegation under this policy because he or she made a complaint, testified, or participated in an investigation or proceedings is prohibited. Retaliation will be addressed in accordance with the Equal Employment Opportunity, Sexual, Gender, and Other Unlawful Harassment and Whistleblower Protection Policy.