SFCM

SAN FRANCISCO CONSERVATORY OF MUSIC

STUDENT HANDBOOK

2020-21

50 Oak Street, San Francisco, CA 94102 • 415-865-SFCM • sfcm.edu

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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.sfcm.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.

This Student Handbook is subject to change at any time. Only the President and the Dean 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.

OFFICE DIRECTORY

OFFICE OF THE PRESIDENT

Suite 208
David H. Stull, *President*
TBD, *Vice President of Communications*
Kathleen Nicely, *Vice President of Advancement*
Kathryn Wittenmyer, *Vice President for Finance and Administration*
Michael Patterson, *Associate Vice President for Human Resources and Administration*
Jason Thompson, *Associate Vice President of Information Technology*
Jonas Wright*, Dean and Chief Academic Officer*
Marina Kennedy, *Executive Assistant to the President*
(415)503-6230, mkennedy@sfcm.edu

OFFICE OF THE DEAN

Suite 208
Jonas Wright*, Dean and Chief Academic Officer*
Ryan Brown, *Associate Dean for Academic Affairs*
Kai Fu, *Associate Dean for International Collaborations*
Hank Mou, *Associate Dean for Artistic Operations*
Michael Roest, *Associate Dean and Executive Director of Pre-College and Continuing Education*
Jason E. Smith*, Associate Dean for Student Affairs*
TBD, *Executive Assistant to the Dean*
(415)503-6251, snedel@sfcm.edu

OFFICE OF ACADEMIC AFFAIRS AND THE REGISTRAR

Suite 408
Ryan Brown, *Associate Dean for Academic Affairs*, rbrown@sfcm.edu
Connor Callaghan, *Registrar*, ccallaghan@sfcm.edu
(415)503-6235

The Office of Academic Affairs and the 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.

Student Academic Enrichment Center (SAEC)

Suite 622 (inside Library)
Danielle Cheiken, *Interim Coordinator*
saec@sfcm.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://sfcm.edu/saec.

OFFICE OF ADMISSION

Suite 408
Lisa Nickels, *Director of Admission*
Alyssa Saint, *Associate Director of Admission*
Jason Lawrence, *Associate Director of Admission*
(415)503-6271; apply@sfcm.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. Students are considered for the following programs of study: Bachelor of Music, Certificate, Master of Music, Advanced Certificate, Professional Studies Diploma, Postgraduate Diploma in Vocal Performance, and Artist Certificate in Chamber Music.

Current SFCM students considering earning another degree or changing majors at SFCM must apply and audition for admission. Current SFCM students and alumni will have the application fee reduced to $50.00 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 Associate Dean for Academic Affairs, the Office of the Dean, and Director of Admission work closely together on guiding students on 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 sfcm.edu/admissions for specific dates and audition requirements.

ADVANCEMENT

Suite 414
Kathleen Nicely, *Vice President of Advancement*
Rhiannon Lewis, *Institutional Gifts Manager*
Sandra Meagher, *Revenue and Gift Entry and Administrative Coordinator*
Nic Meredith, *Director of Legacy Giving*
Molly Quinn, *Special Events Manager*
Maria Shaw, *Alumni Relations Officer*
James Steichen, *Director of Individual Gifts*
Amanda Wu, *Major Gifts Officer*

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.

Selected students who receive scholarship support are asked to provide information and write thank-you letters to scholarship funders. 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

Maria Shaw, *Alumni Relations Officer*

For more than 95 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 in such varied professions as medicine, law, and business. Alumni news, opportunities and performance announcements are featured in eAlumNotes, an electronic newsletter, an alumni-specific Facebook page, and a dedicated LinkedIn group. Additional alumni information is also available on SFCM web site.

ARTISTIC OPERATIONS

Hank Mou, *Associate Dean for Artistic Operations*, hmou@sfmc.edu
Michael Disque, *Director of Piano Services*, mdisque@sfcm.edu
John Jaworski, *Director of Production Services*, jjaworski@sfcm.edu
Bryan Lin, *Manager of Ensemble Operations*, blin@sfcm.edu
Chris Ramos, *Director of Concert Operations*, cramos@sfcm.edu
Andrew Ross, *Concert Operations Manager*, aross@sfcm.edu
Brig Urias, *Ensemble Librarian and Assistant Manager*, burias@sfcm.edu

General Production-related Inquiries: production@sfcm.edu
General Reservation/Booking-related Inquiries: bookings@sfcm.edu

Ensembles

The Ensembles Department oversees all operations for Large Ensembles which includes orchestra, new music ensemble, opera, and Baroque ensemble. This office communicates with conductors, faculty, students, and other departments to ensure all rehearsals and performances run smoothly. The Ensemble 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 with issues regarding attendance, seating assignments, sheet music, and instrument loans. For more info about the instrument loan program, see page 80.

Production

The Production Office is responsible for scheduling use of all SFCM performance halls, classrooms, and practice rooms. The Production Office produces SFCM's recitals and events, in addition to some off-campus events. See "Recital Information" on page 70 and "Practice Room Policy" on page 68 for more information.

Box Office and Reception

(415)503-6275 (Box Office line); (415)864-7326 (Reception line)

SFCM Box Office is open Monday-Friday during the hours of 10 AM to 12:30 PM and 1:30 PM to 4 PM, as well as one hour before ticketed concerts and events. Tickets can be purchased or picked up during those hours only. Please see "Complimentary Ticket Policy" on page 56 for more information.

Pianos

Submit piano maintenance requests to (415)503-6282. Please be as specific as possible when submitting piano maintenance requests. Maintenance requests are for SFCM pianos only. *Please note*: Students are not to remove piano benches from the halls. If there is a problem with any of the benches in the halls or if a bench is missing or needed for a specific room, students should notify the Production Office. Prepared piano music cannot be played on any of the schools' pianos without making a reservation with the Production Office. Only specific pianos and rooms are available for this music.

FINANCE & ADMINISTRATION

Suite 408
Kathryn Wittenmyer, *Vice President for Finance and Administration*
Michael Patterson, *Associate Vice President for Human Resources and Administration*, Office 406, (415)503-6237, mpatterson@sfcm.edu
Jason Thompson, *Associate Vice President of Information Technology*, Room 405
Deborah Carter, *Accounts Payable Manager*
Jennifer Chang, *Senior Accountant and Payroll Manager*
Justin Chotikul, *Director of Campus Operations*
Antonio Choy Koo, *Controller*
Clara Chuck, *Payroll Specialist,* payroll@sfcm.edu
Sandra Meagher, *Revenue and Gift Entry and Administrative Coordinator*
Anna Semina, *Student Accounts & Accounts Receivable Administrator,* (415)503-6236, studentaccounts@sfcm.edu

Facilities

David Mitchell, *Chief Facilities Engineer*, Room S16
Tony Vella, *Assistant Chief Facilities Engineer*
Lenard Quock, *Stationary Engineer*
Room S07, (415)503-6225, facilities@sfcm.edu

Facilities provides support related to the maintenance and operation of SFCM building and grounds. Please contact the Facilities Department for any questions or concerns regarding the facility. Any security or facility-related issues that require immediate attention should be reported to Security.

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 50 Oak or the Bowes Center.

Student Accounts

SFCM Term Bill payments may be made with the Business Office. More information on this program is available at www.sfcm.edu/tuition-and-fees.

FINANCIAL AID OFFICE

Suite 408
Doris Howard, *Director*, dbh@sfcm.edu
(415)503-6235

Please see the Financial Aid website at http://sfcm.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 Financial Aid Office is here to help students and their 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, graduate assistantships and Federal Work-Study. The Financial Aid Office 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 all students.

SFCM scholarships have been awarded to students for four years of undergraduate study, two years of graduate study, or one year of post-graduate study. Continuing students who have had a change in household financial circumstances and feel that they should be considered for an additional need-based award for the next academic year are asked in February of each year to complete the SFCM Returning Student Hardship Petition and return it to the Financial Aid Office by April 30. A FAFSA and a Profile (undergraduate students only) is required from Domestic Students and a Profile from International Students. All petitions should include supporting documentation. These forms must be completed by the deadline to reassure that your application will be addressed by the scholarship committee. Once the petition is received in the Financial Aid Office, the Director may schedule an appointment to go over the petition with you.

Students who are Pell-eligible may obtain a credit voucher in order to purchase required textbooks. Please contact Jennifer Chang in the Business Office for additional information.

Graduating students who have a Federal Stafford Loan or a Federal Perkins Loan are required by law to complete an exit loan counseling session. This should be done online at www.studentaid.gov. The Financial Aid Office also schedules a meeting in May where the rights and responsibilities of the borrower, payment options and consolidation information are discussed. Please note that until an exit loan counseling session is completed, graduating students will not be cleared by the Financial Aid Office.

INFORMATION TECHNOLOGY

Jason Thompson, *Associate Vice President of Information Technology*, Room 405
Mike Garcia, *Business Systems Analyst,* Room 416
Andrew Wang, *IT Network and Systems Administrator,* Room 418
it@sfcm.edu

Information Technology is responsible for all computer and telephone systems at SFCM. They manage all administrative and academic computing resources as well as the Student Lab Computers. Please email it@sfcm.edu for any troubleshooting or technology needs.

LIBRARY

Room 620
Jeong Lee, *Director of Library Services*
Andrew Barnhart, *Library Supervisor*
(415)503-6213

Hours

Monday-Thursday:	8:30 AM to 9:00 PM
Friday:	8:30 AM to 5:00 PM
Saturday:	9:00 AM to 5:00 PM
Sunday:	11:00 AM to 5:00 PM

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. Go to www.sfcm.edu/library or call (415)503-6213 to verify library hours.

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. A semester checkout form must be signed by your coach or teacher and submit it to the library in order to take advantage of this privilege. Forms are available in the library and online https://sfcm.edu/library/resources-and-forms.

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://sfcm.on.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 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 and may not receive library deposit back.

Finding Library Items

Students must use our online catalog called **Worldcat Discovery**, https://sfcm.on.worldcat.org/discovery, to find any library holdings. The library catalog is also accessible off-site and available using your mobile devices. If you need any additional information, please visit sfcm.edu/library to find out how you can access our online catalog and other library electronic resources and information.

MARKETING AND COMMUNICATIONS

Aubrey Bergauer, *Vice President of Strategic Communications & Executive Director, Center for Innovative Leadership*
Karen Meurer Bacellar, *Associate Director of Content and Marketing*
Christina Glass, *Digital Content Coordinator*
Janice Echevarria, *Senior Graphic Designer*
Tim Records, *Web Producer*

The Marketing and Communications Office (MarCom) manages the SFCM's brand, website and public relations. MarCom employs publicity, advertising, social media, email marketing, website editorial, and publications to convey SFCM's mission, goals and core messages. MarCom supports administrative and academic departments, such as Admissions, Advancement, and Pre-College, with their marketing and communications needs. Students are encouraged to inform MarCom of their accomplishments and of any compelling stories about their musical life. MarCom publicizes select student and alumni achievements through its numerous communications channels.

PRE-COLLEGE AND CONTINUING EDUCATION

Suite 204
Michael Roest, *Associate Dean and Executive Director*
Justin Sun, *Assistant Director*
Laura Reynolds, *Senior Project Manager*
Keelin Davis, *Program Manager*
(415)503-6283

The **Pre-College Division** offers instrumental and vocal lessons, classes in musicianship, composition, music technology and chamber music to students between the ages of 4 and 18. Most lessons and classes are offered on Saturdays from 8:00 AM to 5:00 PM There are also weekday afternoon classes and lessons. Pre-College Division students also perform in SFCM performance spaces on Saturdays. **Continuing Education** offers classes of general interest, lessons and classes in applied music for adults.

PROFESSIONAL DEVELOPMENT AND ENGAGEMENT CENTER (PDEC)

Suite 622 (inside Library)
Rachael Smith, *Director*
(415)503-6258, rasmith@sfcm.edu
Danielle Cheiken, *Community Engagement Manager*
(415)503-6297, dcheiken@sfcm.edu

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, including workshops on taxes for artists, fundraising, and website development. The PDEC is the hub for community engagement initiatives, providing opportunities to teach and perform throughout the Bay Area. Advising is available by appointment (calendly.com/pdec), Monday-Friday.

The PDEC website (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 (see below). 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 SkyHi 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 9 AM to 11:50 AM. 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.

Accepted students will receive more information regarding Conservatory Connect Program scheduling and Hire SFCM compensation.

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.

RECORDING SERVICES

Jason O'Connell, *Senior Director of Recording Services*
Kelley Coyne, *Assistant Director of Recording Services*
(415)503-6266

SFCM makes video recordings of all collegiate ensemble concerts, master classes, and graduating student recitals (off-campus recitals are not automatically recorded). Electronic files (.mp4) can be requested by submitting a copy request form on the SFCM Recording Studio's website. Master classes, large ensemble concerts, and faculty recitals cannot be distributed due to copyright restrictions. Recording sessions and non-graduating student recitals recordings are available at the request of the performer(s). Recording sessions and non-graduating recitals should be scheduled through the SFCM Recording Studio's website at least two weeks prior to the performance date. Recording request forms, general information, and pricing can be found on the SFCM Recording Studio's website: http://www.sfcm.edu/recording-services

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OFFICE OF STUDENT AFFAIRS

Student Services Center, Bowes Center
Jason E. Smith, *Associate Dean for Student Affairs*, jsmith@sfcm.edu
Susannah White, *Assistant Director of Student Affairs and International Student Advisor,* swhite@sfcm.edu
Sarah Berman LFMT, *Counselor*, sberman@sfcm.edu, (415)503-6325
Leslie J. Donohue, MPT, *Physical Therapist*, ldonohue@sfcm.edu
Chris Capra Fitzsimons, PT, *Physical Therapist*, cfitzsimons@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 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, and 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" on page 79.

Dining Services

A dining plan is required for all full-time collegiate students enrolled at SFCM. See the "Dining Plan Requirement Policy" on page 57. 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, Susannah White, is responsible for completing and submitting necessary forms for the Bureau of Citizenship and Immigration Services. For any questions regarding international student status and immigration please contact international@sfcm.edu. See "International Student Services" at sfcm.edu/student-resources/international-students.

Physical Therapy

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. See "Healthcare, Psychological Counseling, & Physical Therapy" on page 79.

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 "Student Housing Residency Requirement" (see page 73). Students not required to live on-campus but wishing to do so may apply. See both sfcm.erezlife.com and sfcm.edu/residential-life and contact reslife@sfcm.edu.

Student Activities

The Office of Student Affairs arranges for activities throughout the school year. Students are encouraged to reach out to the Associate Dean or Assistant Director 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 and include a mixture of representatives from departments and classes, as well as an international student representative. The Council meets regularly with the Associate Dean for Student Affairs, communicates student concerns to the administration, and responds to issues raised by the administration. We encourage our students to bring their concerns to their elected representatives. sfcm.edu/student-resources/life-campus/student-council

Student Health Insurance Plan

See "Healthcare, Psychological Counseling, & Physical Therapy" on page 79 as well as "Health Insurance Policy" on page 63.

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 referral to other offices as needed. The Student Service Center manages activity sign-ups and ticket sales, assists Residential Life with support services, and distributes of free health and wellness items.

Disability Support Services

See "Disability Services" on page 57 and "Emotional Support Animal Policy" on page 60.

ACADEMIC HONOR CODE

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

> *As students who come together to form a community of performers, composers and scholars, we accept the obligation to uphold the integrity of this community by behaving truthfully and responsibly towards each other in every aspect of our endeavors at SFCM. We further recognize that honesty, and the trust which it engenders, lie at the core of a successful course of study.*
>
> *Understanding that such 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.*
> - *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, in any other manner, engage in dishonest actions in regard to my academic and performance activities and obligations while a student at SFCM.*

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.
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 or Associate Dean for Academic Affairs 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 or Associate Dean for Academic Affairs, 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, the Executive Assistant to the Dean or 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 on 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:

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 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 or Associate Dean for Academic Affairs and respondent—shall be acceptable as documentation submitted to a board. All other documentation is subject to review by the Dean or Associate Dean for Academic Affairs 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 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 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. Students currently or formerly under investigation or prosecution for alleged violation of criminal law are not thereby exempt from SFCM judicial proceedings based upon the fact or nature disposition of the criminal law matter.

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 Associate Dean for Academic Affairs. 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 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 President 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 President, 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 case 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 an including immediate suspension pending the issuance of charges within 14 days and the scheduling of a future disciplinary hearing.
- **Group/Organization Interim Suspension** – Groups and organizations allegedly violating the Standards of Conduct are such that, in the judgment of the Associate Dean for Student Affairs, they or it are perceived or immediate threat to the physical or emotional safety and well-being of one or more individuals, 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 find of function or gathering. Additional restrictions may be applied at the discretion of SFCM.
- **Active Avoidance Order** – 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 an Active Avoidance Order. The goal of this action is to diffuse difficult situations by imposing restrictions that require on person to actively avoid another in all situations. See the "Active Avoidance Order" 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 to 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. Furthermore, a student's responsibility as performing artist, scholar, researcher, and in many cases future or current teachers and emerging professionals, often make special depends for 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 will not be considered a valid excuse or defense.

While this list is not intended to be exhaustive, violations of this Code of Conduct include:

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." (See page 31).
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." (See page 31).
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. Weapons of any type, including but not limited to firearms, bb or pellet guns, double-edged knives, swords, machetes, bows and arrows, stun guns, and paint ball guns.
    4.2. Violations of the "Fire Safety Policy." (See page 33).
    4.3. Operation of or tampering with fire safety apparatus for any purpose other than the intended and proper use.
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.
    5.2. Noise violations or other auditory actions which could reasonably be expected to compromise the unhindered pursuit of SFCM's educational mission.
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 or 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" on page 32).
11. Sexual misconduct as prohibited by SFCM's "Sexual, Gender, and Other Unlawful Harassment" policy. (See page 36).
12. Unlawful discrimination, harassment, or retaliation as prohibited by SFCM's "Sexual, Gender, and Other Unlawful Harassment" policy. (See page 36).
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" on page 56 and "Life at SFCM" on page 77)

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, President'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.
- 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, as explained below.

Responsible Plea Option

A student charged with an alleged violation, (a respondent), 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. 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 teach why something is wrong as well as to prevent its repetition.

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 privileged 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

ACTIVE AVOIDANCE POLICY

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 Active Avoidance Policy in order to allow all parties to function within the environment.

In such situations, an authorized official of SFCM issues an active avoidance order 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 Active Avoidance Policy is implemented or subsequently modified or changed, a letter is sent to each party instructing each individual in accord with this policy and/or to make contact with the authorized official of SFCM 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 leave an area.

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 to 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 Active Avoidance 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 Active Avoidance Policy is implemented, it is SFCM's goal that all parties are allowed to continue to function within the environment.
2. It will be designated as to whose primary responsibility it is 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), it will be designated as to whose primary responsibility it is to is 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.), it will be designated as to 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.

Violations of the Active Avoidance Policy

If either party violates the Active Avoidance Policy, the other party should contact the official. If it is determined that the Active Avoidance 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 events, all attendees are expected to observe SFCM's rules of conduct. Requests must be made in a timely manner; no fewer than 10 business days before the event. Use of a SFCM-approved catering service is required.

- 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

Compliance is expected by all groups and individuals at the San Francisco Conservatory of Music. 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 polices 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

To ensure fire safety in SFCM buildings, you should be aware that items listed below are not permitted in SFCM offices, studios, or student housing without prior approval.

Domestic Appliances

- Toasters (except in designated cooking areas; all must have auto-shutoff feature)
- 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 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 of 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.

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 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 US Department of Education has released new Title IX regulations. SFCM is in the process of updating our policy. Please see "TEMPORARY SUPPLEMENT TO SEXUAL MISCONDUCT POLICY" at the end of this policy.

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, 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 in any office, classroom, performance space and all other areas of SFCM and at any Conservatory-related setting outside campus, such as during work-related travel, offsite performances, meetings and school related social events. 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.

Unlawful Harassment involves social behavior that is offensive to others on the basis of their characteristics that are protected by law. Such prohibited unlawful harassment can include the following when occurring on the basis of characteristics protected by law:

- 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.

Unlawful Discrimination involves employment or educational decisions that are adverse to others on the basis of their characteristics that are protected by law. Such prohibited unlawful discrimination can include the following when adverse and undertaken on the basis of characteristics protected by law:

- Decisions affecting student education involving admissions, financial aid, code of conduct and co-curricular activities, etc.;
- Employment decisions such as failure to interview, hire or promote and discipline, termination and other conditions of employment such as salary, evaluations etc.;
- Access to SFCM facilities and services.

Unlawful Retaliation includes both offensive social behavior and adverse employment or educational decisions, on the basis of a SFCM person's lawful and good-faith actions that are protected by law or by SFCM policy. Actions that are protected by law include a wide range of a SFCM person's actions that are taken in good faith furtherance of this policy, and/or of fundamental policies of SFCM or of federal, state or local government, including but not limited to criminal enforcement.

Note about Sexual or Gender Harassment: Conduct in violation of this policy occurs when an individual's behavior involves (1) unwelcome sexual advances; (2) unwelcome requests for sexual favors; (3) other unwelcome verbal, physical, or visual behavior of a sexual nature; or (4) harassment or discrimination based on gender. Sexual or gender harassment need not be motivated by sexual desire to be prohibited. Such conduct is a violation of this policy and of law when:

- Submission to such behavior is made explicitly or implicitly a term or condition of an individual's education or employment; or
- Submission to, or rejection of, such behavior by an individual is used as a basis for educational or employment decisions; or
- Such behavior otherwise has the purpose or effect of unreasonably interfering with, or otherwise creating an intimidating, hostile, or offensive educational or employment environment.

Note about Several Definitions or Topics:

- Abusive Conduct: Conduct in the workplace, with malice, that SFCM finds to be hostile, offensive, and unrelated to SFCM's legitimate interests.
- Gender Expression: Gender-related appearance or behavior, regardless of whether stereotypically associated with an individual's sex at birth.
- Gender Identity: A person's identification as male, female, or a gender different from the person's sex at birth, or transgender.
- Sex Stereotype: An assumption about someone's appearance or behavior—or about the ability or inability to perform certain types of work—based on a myth, social expectation or generalization about the individual's gender, gender identity, or gender expression.
- Transgender: A general term that refers to a person whose gender identity differs from the person's sex at birth. A transgender person may or may not have a gender expression that is different from the social expectations of the sex assigned at birth. A transgender person may or may not identify as "transsexual."

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 believe they 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.

Complaints may be filed with Michael Patterson, Associate Vice President of Human Resources and Administration and Title IX Coordinator (415-503-6237, 50 Oak 406). Complaints may be filed at any time. Individuals with concerns that involve students may choose to file a complaint with Jason Smith, Associate Dean for Student Affairs and Title IX Designee for Students (415-503-6281, Bowes 116B) or Susannah White, Assistant Director of Student Affairs (415-701-7040, Bowes 116C).

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 *President*. 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

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 on line under these agencies' websites. The DFEH poster is contained at the end of this handbook.

Prohibiting Sexual Misconduct

This is an extension of the preceding *Sexual, Gender and Other Unlawful Harassment* policy. Sexual misconduct a form of gender-based discrimination and harassment that includes acts of violence related to sexual activity or gender. Title IX of the federal Education Amendments of 1972 prohibits discrimination and harassment on the basis of gender in all programs or activities of colleges and universities.

Whether on the campus of the San Francisco Conservatory of Music or in the course of Conservatory-related activities, all students, faculty, staff, contractors, volunteers, guests, and other visitors have the right to be free from sexual misconduct.

While this policy pertains specifically to sexual misconduct perpetuated or experienced by students, the impact and scope of this policy extends beyond the students, to faculty, staff, contractors, and volunteers. All members of SFCM community, including all Conservatory administrators, staff, faculty, students, contractors, volunteers, and other individuals involved in any employment, educational, or other relationship with SFCM, must adhere to – and are protected by – SFCM policies that prohibit sexual misconduct on or off campus in the course of Conservatory-related activities.

SFCM's Title IX coordinator and designee, listed below, are available to answer any questions you may have about this and other related policies.

Title IX Coordinator
Michael Patterson, *Associate Vice President of Human Resources and Administration*
Provides general oversight for Title IX compliance
mpatterson@sfcm.edu, 415-503-6237, 50 Oak 406

Title IX Designee for Students
Jason E. Smith, *Associate Dean for Student Affairs*
Receives and responds to reports and complaints by/about students.
jsmith@sfcm.edu, 415-503-6281, Bowes 116B

Title IX Designee for Students
Susannah White, *Assistant Director of Student Affairs*
Receives and responds to reports and complaints by/about students.
swhite@sfcm.edu, 415-701-7040, Bowes 116C

SFCM encourages all members of the community who believe they have been victims of sexual misconduct to report these incidents to local law enforcement authorities and to seek medical attention.

- For Emergencies: call 9-1-1
- For the San Francisco Police Department: call 415-553-0123
- For the Rape Trauma Services 24-hour helpline: call 415-206-8256
- For campus reporting options, please see below.

Overview of Enforcement
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 or, for employees or student employees, termination of employment of those whom SFCM concludes to have engaged in sexual misconduct in violation of this policy.

Individuals who know of or have experienced sexual misconduct whether on the campus of the San Francisco Conservatory of Music or in the course of Conservatory-related activities, are encouraged to use the complaint procedure outlined under *Reporting Sexual Misconduct, Discrimination, Harassment, and Retaliation*. SFCM will respond to all complaints of sexual misconduct, whether the incidents occur on campus or in the course of Conservatory-related activities on and off campus.

Prohibited Sexual Misconduct

Prohibited sexual misconduct includes, but is not limited to:

1. Sexual Harassment;
2. Nonconsensual Sexual Contact (or attempts to commit same);
3. Nonconsensual Sexual Intercourse (or attempts to commit same);
4. Domestic/Relationship/Dating Violence and Stalking; and
5. Sexual Exploitation.

1. Sexual Harassment

Prohibited sexual harassment includes:

- unwelcome, gender-based, verbal, visual, or physical conduct that is
- engaged in by a person of either gender, against person(s) of the same or different gender
- and it is reasonable for the person(s) to be offended by the conduct.

"Unwelcome" conduct is behavior that is not desired by and is offensive to the recipient of the conduct.

Prohibited sexual harassment may consist of a variety of behaviors that can take a variety of forms. Examples of such behavior may include but are not limited to:

- Verbal conduct, where derogatory comments, slurs, epitaphs, unwelcome sexual advances, invitations and comments are delivered in person, online, through emails, on the phone, through social medial, and other forms of communication;
- Visual conduct, where harassing communication happens through unwelcome human gestures, drawings, posters, photography, computer graphics, and other visual media; and
- Physical conduct, which involves unwelcome touching, sexual contact or blocking of normal movement.
- Threats and demands, such as those that seek submission to sexual requests in order to retain employment or educational benefits, and/or those that offers job or educational benefits or conditions in return for favors.

Forms of sexual harassment that are prohibited include the following:

- *Quid pro quo* sexual harassment, where an existing power differential between individuals is leveraged to (1) demand sexual favors in exchange for benefits, and where (2) the rejection of such demands can result in adverse actions or decisions with regard to the victim's educational or employment opportunities.
- *Prohibited hostile educational environment*, where (a) severe, persistent or pervasive sexual harassment (2) has the intent or effect of interfering with, denying or limiting a student's ability to participate in or benefit from SFCM's educational programs, activities, and/or employment environment.

The determination of whether an environment is "hostile" must be based on all of the circumstances, which may include but are not limited to:

- The frequency, nature, and severity of the conduct;
- Whether the conduct was physically threatening or humiliating;
- The effect of the conduct on the alleged victim's mental or emotional state;
- Whether the conduct arose in the context of other discriminatory conduct; and
- Whether the conduct unreasonably interfered with the alleged victim's educational or work performance.

Conduct does not need to be directed at a specific target in order for it to create a hostile environment.

A single incident, if severe enough in itself, can constitute prohibited hostile environment. Examples include sexual assault, nonconsensual sexual intercourse, or a *quid pro quo* demand for sex in return for an improved grade. Less severe incidents, when pervasive enough, can cumulatively create a hostile environment.

- *Retaliation* is a form of harassment where adverse educational or employment action is taken against a person for good-faith opposition to, threat to report, or reporting of harassment, or for participating in investigations, proceedings, hearings, or remediation related to this policy. Retaliation or the threat of retaliation is forbidden by this and other policies and will be considered a serious, separate offense.

Note: *Intent* is not necessary for sexual harassment to occur; behaviors and their impact are key. A person can violate the sexual misconduct policy even if the person does not *intend* to commit a violation; for example, behavior that is intended to be mere "joking," "teasing," or "self-expression" may in fact constitute harassing conduct.

Because sexual harassment can limit or interfere with a student's ability to benefit from educational opportunities, residential settings, or other components of the college experience, it is a form of discrimination that is considered a violation of students' civil rights and will not be tolerated. For information about other kinds of unlawful harassment, please see the policy *Sexual, Gender and Other Unlawful Harassment*.

2. Nonconsensual Sexual Contact is

- any intentional sexual touching,
- however slight,
- with any object (or without one),
- by a person upon another person,
- that is without the consent of the other person and/or is by force.

Sexual touching includes the following:

- Intentional contact with the breasts, buttock, groin, or genitals; or
- Touching another with any of these body parts; or
- Making another touch you or themselves with or on any of these body parts; or
- Any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth, or other orifice.

While the use of physical force (restricting movement, battery, etc.) is not "worse" than the feeling of violation of someone who has sex or sexual contact without consent, the use of physical force constitutes a standalone nonsexual offense as well and will be treated as a separate violation of the Student Code of Conduct.

3. Nonconsensual Sexual Intercourse is

- any sexual intercourse,
- however slight,
- with any object (or without one),
- by a person upon another person,
- that is without the consent of the other person and/or is by force.

Intercourse includes the following:

- Vaginal penetration by a penis, object, tongue, or finger; or
- Anal penetration by a penis, object, tongue, or finger; or
- Oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

While the use of physical force (restricting movement, battery, etc.) is not "worse" than the feeling of violation of someone who has sex or sexual contact without consent, the use of physical force constitutes a

stand-alone nonsexual offense as well and will be treated as a separate violation of the Student Code of Conduct.

4. Domestic/Relationship/Dating Violence and Stalking is a pattern of abusive, controlling, or coercive behaviors that a person uses to exercise control and power over another person who is a current or former intimate partner. It can occur between those who are dating or have dated; are having or have had a sexual relationship; are living or have lived together, whether on- or off-campus; are married or have been married; do share or have shared a child, etc. Relationship/dating violence can occur in opposite-sex and same-sex relationships, and either gender can be the abuser or the abused.

The coercive and abusive behaviors can be physical, sexual, psychological, verbal, or emotional. Examples include, but are not limited to:

- Actual or attempted physical harm through hitting, slapping, pushing, choking, throwing things, or assaulting with a weapon;
- Nonconsensual sexual contact or intercourse; using drugs or alcohol to impair a partner's ability to consent; coercing participation in sexual acts via threats of abandonment, control, violence to the partner, or violence to others;
- Confining or restricting the movements of a partner; monitoring a partner's use of time; isolating a partner from friends or family; controlling attire, communication, access to transportation; or compelling compliance through threats to family members, friends, or pets;
- Yelling, name-calling, intimidation, and irrational accusations, especially related to flirting and cheating; "outing" someone against their will;
- Controlling finances; harassing the partner at work; preventing the partner from working or studying; destroying artwork, school papers, personal property; or expecting obedience in exchange for gifts;
- Exhibiting extreme possessiveness or jealousy, blaming the partner for one's abusive behavior; and
- Stalking, threatening, or harassing the partner in person or via email, phone calls, mail, texts, social media, etc.

Domestic violence includes similar behaviors but also can exist within non-intimate relationships by blood or marriage.

Stalking is conduct, generally occurring over two or more instances, that places a person or group in reasonable fear of death or injury to self, family, friends, or intimate partners (boyfriend/girlfriend, significant other, partner, spouse, etc.). Stalking can also consist of unwanted attention that causes or would reasonably be expected to cause substantial emotional distress to a person or group. Stalking can occur in the physical world or as cyber-stalking. Examples of stalking behavior include but are not limited to:

- Making threats to a person about that person, about the person's family or friends, or the person's intimate partners;
- Pursuing, following, surveilling, or spying on another person or group;
- Repeatedly engaging in unwelcome communication to a person, a person's home, a person's school environment, or a person's work, whether that communication occur in person or via phone, text, email, online message, voice message, written note, gift, etc.;
- Trespassing, vandalizing, or damaging property;
- Accessing personal, educational, medical, financial, or other private information without permission;
- Using GPS, cell phone locator programs, or other forms of technology or gaining unauthorized email or voice mail access in order to track someone's movements or monitor their activity;
- Filing false complaints about the person in their residence, classroom, or workplace;
- Disguising one's own identity or using a false identity to monitor, harass, or make unwelcome contact with another via electronic media; and

- Repeatedly showing up where the other person will be for no legitimate purpose.

5. Sexual Exploitation

Sexual Exploitation occurs when a person takes nonconsensual sexual advantage of another for the person's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited.

Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another student for money, goods, or other benefits;
- Nonconsensual photographing, video- or audio-recording of sexual activity;
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in voyeurism;
- Knowingly transmitting an STI or HIV to another student; and
- Exposing one's genitals in nonconsensual circumstances (e.g., exhibitionism to an unsuspecting audience) or inducing another to expose their genitals.

Sexually based stalking and/or bullying may also be forms of sexual exploitation.

Additional Applicable Definitions & Clarifications

Consent means "affirmative consent," which means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other person(s) to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent.

Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

In the determination of whether consent was given to sexual activity, it shall not be a valid excuse to an alleged lack of affirmative consent that the person whose conduct is at issue ("Respondent") believed that the person who experienced the Respondent's conduct ("Complainant") consented to the sexual activity under either of the following circumstances:

A. Respondent's belief in affirmative consent arose from the intoxication or recklessness of the Respondent.
B. Respondent did not take reasonable steps, in the circumstances known to the respondent at the time, to ascertain whether the Complainant affirmatively consented.

In the evaluation of complaints under this Policy, it shall not be a valid excuse that the Respondent believed that the Complainant affirmatively consented to the sexual activity if the Respondent knew or reasonably should have known that the Complainant was unable to consent to the sexual activity under any of the following circumstances:

A. Complainant was asleep or unconscious.
B. Complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.
C. Complainant was unable to communicate due to a mental or physical condition.

Consent is given by words or conduct, as long as those words or conduct create mutually understandable clear permission regarding willingness to engage in sexual activity of a given kind under given terms.

- Because consent is active, stopping only when a person says, "No," rather than when the person says, "I'm not sure I want to," or "I don't think we should do this," is not enough.
- Failure to resist is not consent.
- Consent to one form of sexual activity is not consent to other forms of sexual activity.
- Previous relationships or prior consent is not consent to future sexual acts.
- Consent is not possible by persons under age 18.
- Consent is not possible by persons who are incapacitated.
- Resistance is a demonstration of nonconsent.
- Resistance is at times not reasonable to expect of a person who does not wish to, or is not able to, consent.

Force is the use of physical violence and/or threats thereof and/or imposing on someone physically to gain sexual access. Force includes threats, intimidation (implied threats), and coercion that overcome resistance or produce consent ("Have sex with me or I'll hit you" "Okay, don't hit me; I'll do what you want"). Sexual activity that is forced is by definition nonconsensual, but sexual activity does not have to be forced to be nonconsensual.

Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure a person uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Incapacitation is a state in which someone cannot make rational, reasonable decisions because the person lacks the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why, or how" of their sexual interaction).

- Someone who is incapacitated cannot give consent.
- Sexual activity with someone who one knows to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness, or blackout) constitutes a violation of this policy.

This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of "rape drugs." Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy.

Complainant refers to the individual who may identify as having experienced, or being a victim or survivor of sexual misconduct and who makes a report of sexual misconduct under this Policy. A complainant can also be a person who has knowledge of an incident of sexual misconduct but is not a victim.

Respondent refers to the individual whose conduct is at issue under this Policy. A Respondent may be a current or former SFCM student, staff member, faculty, teacher, administrator, visitor, alumni, contractor, or any other person.

Witness refers to any individual who either witnessed an incident or who has relevant information regarding a case that is being investigated under this Policy.

Advisor or Support Person is a person who provides emotional support to a Complainant or Respondent and who may be present in a non-participating role to provide moral support during the Informal and/or Formal Resolution process. The advisor or support person may be a currently enrolled student, parent of the student, and/or faculty or staff member. Non-participating means that the advisor or support person is silent and does not speak or present information during the meeting or proceeding. [Attorneys are not

permitted to participate in any meeting or proceeding under this Policy, absent advance written consent of the Title IX Coordinator and agreement to terms.]

False complaint. Knowingly furnishing false information to SFCM is a violation of the Student Code of Conduct. Since false allegations can have wide-ranging consequences, those who knowingly file false reports, pursue a false complaint under this policy, or otherwise knowingly report, complain, or assist with a false complaint of unlawful harassment violate this policy as well as the Student Code of Conduct and are subject to disciplinary action. **Note**: Failure to substantiate a good-faith claim of harassment is not the same as knowingly making a false accusation out of malicious intent.

Intoxication as a defense. Use of alcohol or other drugs will generally not function as a complete defense ("I was high, too, so I couldn't tell they were incapacitated" "They were too drunk to talk, but they were conscious and not stopping it, so I assumed they were okay with it").

Sexual Assault and Rape. For information regarding sexual assault and rape, see "Nonconsensual Sexual Contact" and "Nonconsensual Sexual Intercourse" within this policy as well as additional information under the heading of "Additional Actions in the Case of Nonconsensual Sexual Intercourse" in *Reporting Sexual Misconduct, Discrimination, Harassment, and Retaliation*.

Other Related Matters & Concerns

Reporting Sexual Misconduct. Please refer to the policy on *Reporting Sexual Misconduct, Discrimination, Harassment, and Retaliation* for grievance procedures.

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

For related policies, please also refer to the *Sexual, Gender and other Unlawful Harassment* and the *Prohibiting Sexual Misconduct* policy.

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 contact an intake officer 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 "Jane Doe" (nonidentifying) account to an intake officer or Title IX administrator, who will advise about next steps.

For staff and faculty, the primary contact person is the *Associate Vice President of Human Resources and Administration*. For students, the primary contact is the *Associate Dean for Student Affairs*. The Intake Officer receives reports, 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.

Title IX Coordinator
Michael Patterson, Associate VP of Human Resources and Administration
Provides general oversight for Title IX compliance
mpatterson@sfcm.edu, 415-503-6237, 50 Oak 406

Title IX Designee for Students
Jason Smith, Associate Dean for Student Affairs
Receives and responds to reports and complaints by/about students.
jsmith@sfcm.edu, 415-503-6281, Bowes 116B

Title IX Designee for Students
Susannah White, Assistant Director of Student Affairs
Receives and responds to reports and complaints by/about students.
swhite@sfcm.edu, 415-701-7040, Bowes 116C

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 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 so 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 which 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 of which there is a legal duty of confidence, such as with 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 immediate 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 Alerts)

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 students, faculty and staff are

automatically enrolled. Please contact the Associate Dean for Student Affairs, jsmith@sfcm.edu, with any questions.

Intake Meetings and Initial Assessment
When the Title IX Coordinator or the Title IX Coordinator's designee (Intake Officer) receives notice of a sexual misconduct report, he or she will schedule a meeting with the Complainant to go over this Policy and to identify possible forms of support for the Complainant (see the Resources section below).

At this meeting, the Intake Officer will also discuss whether there are any interim measures (see Interim Measures section below) that may be implemented at the discretion of SFCM, taking into consideration the preferences of the Complainant and the Respondent.

If the Respondent is another student of SFCM, the Intake Officer will also meet with the Respondent to go over this Policy, and to discuss whether there are any interim remedies or accommodations that may be of assistance during the investigation and resolution of the report.

If the Respondent is a Conservatory faculty, staff or visitor, or other person who is not a student, the Title IX Coordinator will conduct the intake meeting with the Respondent.

At the initial intake meetings, the Intake Officer will also discuss the following:
- A student's right to report the incident(s) to local law enforcement agencies
- A student's right to seek medical treatment and the importance of preservation of evidence
- SFCM's obligation to consider all reports of incidents of possible sexual misconduct and the inability of SFCM to thereby guarantee complete confidentiality
- SFCM's policy against retaliation of any person making a report or participating in the investigation or adjudication of an incident under this Policy
- The possibility of an Informal Resolution of the matter after an investigative report
- The possibility of a Formal Resolution of the matter after an investigative report, including a hearing
- The use of an advisor or support person
- SFCM's obligation to report crime statistics into its daily crime log
- SFCM's advising the community of a potential threat, where appropriate in the judgment of SFCM

If the initial intake meetings are conducted by someone other than the Title IX Coordinator, the designee will report the designee's initial assessment following the initial intake meetings, to the Title IX Coordinator who will consider the nature of the report, the safety of the individuals involved and of the campus community, and the Complainant and Respondent's expressed preferences for resolution. The Title IX Coordinator will then decide whether to refer the matter for investigation.

Interim measures will be implemented at the discretion of SFCM, if needed to prevent possible harm to SFCM community or any member thereof. Interim measures may be applied to the Complainant and/or the Respondent or any other person. Such measures, include:
- Issuance of a "no-contact" order or directive that restricts persons from having contact with one another in person or through electronic means;
- Change in class schedule;
- Change in on-campus housing;
- Change in on-campus employment;
- Rescheduling of exams or assignments (in conjunction with appropriate faculty);
- Voluntary leave of absence;
- Providing escort services for movement between classes and Conservatory activities;
- Interim suspension or Conservatory-imposed leave;

- Administrative hold on student accounts, including a hold on the release of transcripts while an investigation is pending;
- Denial of access to campus, campus facilities and/or Conservatory activities; and
- Other measures.

Following the initial assessment, the Title IX Coordinator decides whether to refer the matter for investigation, and if so, the Title IX Coordinator will designate an impartial investigator who has specific training and experience. The investigator may be an employee of SFCM or an external investigator engaged to assist SFCM in fact gathering. SFCM retains the right to designate an external investigator of its own choice at all times.

The investigator will conduct the investigation in a manner deemed appropriate in light of the circumstances of the case.

The role of the investigator is to be a neutral fact-finder. The investigator may also designate another trained colleague to assist in interviewing parties, identifying and locating witnesses, and in gathering other facts and evidence.

A typical investigation will include interviews with the Complainant, the Respondent and third-party witnesses, and of the collection of available physical, documentary and other evidence. Photographs may be taken. The Complainant, the Respondent and any third-party witnesses may present witnesses or other evidence to the investigator for consideration. If any law enforcement agency is also investigating the incident, SFCM's investigator may defer to the law enforcement agency for the collection and preservation of evidence.

The investigator will compile the details of the investigation into a report, which will contain summaries of the evidence and of the events. Before finalizing a witness statement, the investigator may send a draft of the statement to the witness to allow them a chance to add to it or make any suggested changes to their statement.

The investigative report will include a summary of findings and recommended actions. In this summary, the investigator will:

- State the initial complaint by the student and/or the conduct at issue under the policy;
- Outline the details of the investigation;
- State, whether, using a preponderance of evidence standard, it is more likely than not that policy violation(s) occurred; and may or may not,
- State what sanctions are recommended, if any, if policy violations are deemed to have occurred and if the Title IX Officer has requested the investigation to so state.

The completed report will normally be submitted within twenty (20) work days of the Intake. However, depending on the complexity of the case, additional time may be needed to complete the investigation.

The report will be forwarded to the Title IX Coordinator. The Title IX Coordinator shall have the right to amend the report based on SFCM policy and/or new information and/or to identify recommended sanctions.

The Title IX Coordinator will then determine if the matter requires further proceedings. Note: In some cases, there will be no further proceedings.

Informal Resolution

If the Title IX Coordinator determines that further proceedings are warranted, within ten (10) business days of the receipt of the investigative report, or as soon as possible thereafter, the Title IX Coordinator will

then meet separately with the Complainant and the Respondent in attempt to resolve the matter. The Title IX Coordinator reserves the right to hold additional meetings with the Complainant and/or Respondent as he or she deems necessary to facilitate the Informal Resolution process. Note: In cases involving Respondents who are faculty, staff, visitors, or any other person that is not a student of SFCM, the Associate Vice President of Human Resources and Administration and/or the Dean shall ordinarily participate in the Informal Resolution process.

Both the Complainant and the Respondent will be notified in writing of the results of the informal resolution process. If an Informal Resolution is reached, the Resolution is final with no right of appeal. If the matter is deemed to be resolved, both parties waive their right to the formal resolution process.

The Informal Resolution process typically will be completed within (20) business days of the completion of the investigative report.

If either the Complainant or the Respondent do not agree to make an Informal Resolution, then a Formal Resolution proceeding as described below will be initiated.

Note: Sexual assault cases will not be resolved through informal resolution or mediation.

Formal Resolution

The Formal Resolution process will consist of either, (1) a hearing with the Dean or (2) a hearing with the Community Judicial Board. The Dean will decide which process will be utilized.

If the respondent is a student, and hearing is being pursuant to the Student Code of Conduct, then the hearing will follow the procedures set forth in the code.

All parties will be provided adequate advance notice of a hearing and an opportunity to make pre-hearing submissions that include a list of witnesses whom they would like to call to the hearing and any additional documentation which they would like to be considered.

At least five (5) business days prior to the hearing, the Complainant and the Respondent will each have an opportunity to review the investigative documents, subject to the privacy limitations imposed by state and federal law, and within a manner deemed to be consistent with a person's reasonable expectation of privacy.

The investigative documents may include the investigative report, witness statements, statements by the Complainant and the Respondent, and any other documentary information that will be presented. Investigative documents may be redacted for privacy and confidentiality purposes consistent with this Policy.

The formal hearing is not intended to be adversarial. The hearing is intended to provide an impartial opportunity for each side to present an account of the incident and for the hearing panel to make a determination as to whether SFCM policy was violated and if so, to recommend appropriate sanctions. The hearing does not follow a courtroom model or traditional rules of evidence.

After witnesses have been questioned, both the Complainant and the Respondent may ask for a short break in order to prepare a closing statement.

The hearing may be suspended and reconvened as determined proper, but not due to the failure of witnesses to appear or the proposed introduction of documents or information that could and should have been presented prior to the hearing.

When requested, reasonable efforts will be made to allow the Complainant and the Respondent to avoid contact. This may be done through use of a privacy screen, conference call, closed-circuit television, or other similar technology. It may alternatively be done by having the Complainant and the Respondent participate at different times. In latter instances, the Chair will summarize the main points which were presented by the opposing party.

The hearing may be recorded. If it is recorded, the recording is the property of SFCM. The Chair may arrange for a transcript of the recording to be made at the request of either party, but any expense involved will be assumed by the requesting party.

SFCM will evaluate the case based on a 'preponderance of the evidence' standard of proof. This means that the information pertaining to the case indicates that it is "more likely than not" that the Respondent violated the Sexual Misconduct Policy.

After all of the information has been presented, the parties will be dismissed and the hearing will be formally closed. The hearing board will conduct their deliberations in private. Members must reach a decision on responsibility by majority vote. If the Board finds the Respondent responsible, the Title IX Coordinator will recommend appropriate sanctions and will obtain the decision of the proper SFCM Officer as to the sanctions.

The outcome of the hearing will be summarized in writing no later than ten (10) business days after the conclusion of the formal hearing. The outcome letter will include the name of the Respondent, the violation for which the Respondent was or was not found responsible, the essential information on which the findings were based, and the recommended sanction, if any.

Following the outcome of the Formal Resolution process, if the hearing is before the Community Judicial Board, and if either the Complainant or the Respondent is not satisfied with outcome following the Formal Resolution process (including the determination of responsibility and/or imposition of sanctions), a request for review of the decision can be made by submitting a request in writing to the Dean, no later than thirty (30) calendar days after issuance of the written outcome of the Formal Resolution.

The request shall consist of a plain, concise and complete written statement outlining the grounds for disagreement with the outcome and all relevant information to substantiate the basis for doing so.

The Title IX Coordinator will retain records of all reports and complaints, regardless of whether the matter is resolved by Informal or Formal Resolution. Further, complaints against a student under the Policy may become a part of the students' academic record.

Documents that are prepared in anticipation of the hearing (including the report, notice of hearing, the pre-hearing submissions and any other documents) will not be disclosed outside of the hearing process, except as required by law.

The final outcome letter will be issued concurrently to both the Complainant and the Respondent. SFCM neither encourages nor discourages the further disclosure of the final outcome letter by either the Complainant or the Respondent. SFCM acknowledges that sharing the Final Outcome Letter with others may be an important part of a student's healing process.

Dissemination of Policy; Educational Training

As part of SFCM's commitment to maintaining its campus and programs free from sexual misconduct, this Policy shall be disseminated widely to the SFCM community through publications, websites, new employee orientations, student orientations, and other appropriate channels of communication. SFCM shall also make

preventive educational materials or programs available to all members of the SFCM community to promote compliance with this Policy.

In addition, SFCM will provide appropriate training to internal Intake Officers and investigators, hearing officers, and all other persons delegated responsibilities under this Policy. Students, faculty and staff are urged to take part in all prevention education and training provided by SFCM with respect to this Policy.

Temporary Supplement to Sexual Misconduct Policy

Overview: This temporary policy supplement is an extension of the existing Title IX Sexual Misconduct Policy. It implements the US Department of Education August 2020 Rules. If the Title IX Coordinator considers a report to be of **a very serious** asserted violation of the SFCM Sexual Misconduct Policy, this temporary supplement will be used along with the Policy.

Very serious reports are those that upon completion of the intake, the Title IX Coordinator believes that if true, the case reasonably may lead to sanctions of expulsion, suspension of matriculation or of co-curricular activities and/or a permanent adverse finding of sexual misconduct on record with SFCM.

Notice: Very serious reports require more detailed written notice. The Title IX Coordinator will provide written notice to the parties who are known, including a statement of the allegations and details known at the time, such as names of those involved, the alleged conduct, the date, time and location of the incident; a statement of the policies and standard of evidence that will apply; a statement that the Respondent is presumed not responsible for the alleged conduct until a final determination is made by the appointed fact-finder(s); and a reminder that both parties will have the opportunity to review the investigative report and evidence prior to the hearing and an opportunity to bring an advisor of their choice to the hearing. Both parties are sent a copy of the SFCM Sexual Misconduct Policy and this supplement.

Live Hearing: Very serious reports require a live hearing if the report is not resolved by an agreement that is approved by the Title IX Coordinator, unless both the Complainant and the Respondent do not want a live hearing.

The hearing will take place in real-time, however, participants may be located in separate rooms using audio and/or video technology that allows simultaneous viewing and listening. The hearing fact-finder(s) shall decide who is allowed at the hearing and the order of the proceedings. SFCM may retain an external person to be the neutral fact-finder.

The live hearing is held by the fact-finder(s) who is appointed by the Title IX Coordinator and who is not otherwise involved in the case. The person will be appropriately trained. The fact-finder(s) will not have a conflict of interest or any bias for one side or the other.

All parties will receive 20 days or more notice of the date, time and location for the hearing, and a reminder of the equal opportunity for bringing an advisor/support person to the hearing.

At least ten (10) days before the hearing takes place, both the Complainant and the Respondent will have equal opportunity to review the investigative file subject to any parameters set by the Title IX Coordinator. This information will also be available at the hearing.

Each party's advisor will be permitted an opportunity to ask the other party and any witness who testifies, relevant questions and follow-up questions, including those challenging credibility, but only upon the advance approval by the fact-finder(s), and subject to their guidelines, if any. Direct questioning of any witness by a party is <u>not</u> permitted. If a party does not have an advisor, they may inform the Title IX Coordinator in advance of the hearing, who will determine how to proceed. The fact-finder(s) will decide questions of relevance at the hearing.

Complainants and Respondents will be treated equitably. All relevant evidence at the hearing and in the hearing file will be objectively evaluated, including both inculpatory and exculpatory evidence. A

determination will not be based on a party's status as a Complainant, a Respondent, or a witness, or any preconceived notions or biases.

Within ten (10) business days of the live hearing, with extension as permitted by the Title IX Coordinator, the fact-finder(s) will provide a written determination to the Title IX Coordinator of whether or not the Respondent is found responsible under this Policy, and may also include a recommendation for sanctions or remedies.

The Title IX Coordinator will thereafter send the parties (simultaneously) a written Outcome Letter as stated in the SFCM Sexual Misconduct Policy. The range of possible disciplinary sanctions or remedies that may follow a determination of responsibility are stated in the SFCM Sexual Misconduct Policy.

Records: An audio or audiovisual recording or transcript of the live hearing will be created. The Title IX Coordinator will receive and retain records of the case including the interim and the supportive measures, if any. If no such measures were provided, the Conservatory will document the reasons why. The Office of the Title IX Coordinator will also maintain materials used to train any staff of the Conservatory who are appointed to serve as investigator(s), fact-finder(s) or in any other role related to this Policy. Requests for inspection of such records may be directed to the SFCM Title IX Coordinator.

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, Twitter, LinkedIn, YouTube, 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 are encouraged 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, 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

All SFCM students, faculty, and staff are entitled to one (1) complimentary ticket to most ticketed SFCM events, 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. Tickets for most events are available throughout the school year. Seating is limited and given on a first-come, first serve basis, so students are encouraged to get their tickets well in advance. 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 importantly, 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.

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 (part-time or full-time, degree-seeking or not) in 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 campus 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

Requirement 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 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.

Minimum Requirement	On-Campus Residency	Off-Campus Residency
Returning students in all current degree programs, Fall 2020, and continuing until completion of the student's current degree program; *and* **Returning students coming for a new degree program, Fall 2020, and continuing until completion of the student's new degree program**	Silver Dining Plan	No Requirement
Undergraduate students starting in Fall 2020 and after, and continuing for the entire Residency Requirement Period of three years in housing	Gold Dining Plan	Bronze Dining Plan
Graduate students starting in Fall 2020 and after, and continuing until completion of the student's degree program	Silver Dining Plan	Bronze Dining Plan

Dining Plans	Academic Year Declining Balance	Per Semester Declining Balance
Gold Dining Plan	$5,000.00	$2,500.00
Silver Dining Plan	$2,500.00	$1,250.00
Bronze Dining Plan	$1,000.00	$500.00

As long as a student maintains an active spring dining plan, unused declining balance will transfer from the fall semester to the spring semester. Unused meals will expire at the end of each day. Declining balance funds are non-refundable at the conclusion of the academic year.

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.

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.

Requests for exemption for financial reasons will be reviewed with the SFCM Financial Aid Office.

Students may contact the Office of Student Affairs Dining Services at dining@sfcm.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 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.

The 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@sfcm.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 (page 57).

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 eligible, but not required, to enroll.

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: desktop, laptop, portable storage and mobile devices, and e-mail, voicemail, servers, central computers, and networks; network access systems including wireless systems; hard drives and databases; computer software; printers and projectors; telephone equipment and switches including local and long-distance services; camcorders, TVs, video players, and FAX machines; satellite equipment and any other current or future IT resource adopted by SFCM.

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 and 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 employees 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 employees 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 of 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 chain letters;
- 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 outline 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. 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.

MUSIC TECHNOLOGY FACILITIES POLICY

Rooms: C01, C07, S01, S04, S19, and S20

C01 & C07 Clavinova Labs

Each of these rooms doubles as both keyboard lab and classroom. C07 is equipped with thirteen Clavinovas, C01 has seven. 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, not as a 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. All students who wish to receive access to any of the following facilities must receive the appropriate training and sign a Studio Use Agreement. Special access may be granted with permission from the Executive Director of the Technology and Applied Composition, Director of TAC Studios, or Director of Recording Services. S04, S19, and S20 may be reserved in advance by contacting tacstudios@sfcm.edu.

S01: Technology and Applied Composition Lab

A state-of-the-art digital audio production lab and classroom with 14 workstations, each equipped with a dual display Apple iMac, Yamaha 88-key weighted action digital keyboard, M-Audio Fast Track audio interface, Arturia BeatStep MIDI controller, and KORG nanoKONTROL2. 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@sfcm.edu to schedule a training session.

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 SFCM's performance halls or S20. Studio A is geared towards large-scale and professional quality student and faculty recording projects. Access to Studio A is limited to SFCM students who have completed or are enrolled in a prerequisite recording class.

S19: Studio B - Project Studio

This professional post-production studio features 5.1 surround sound playback, multimedia capabilities, and electronic instruments. Intended as a room for advanced student projects, SFCM-sponsored professional projects, and technical ear training, Studio B provides a workspace for mastering audio to film and other multimedia. Access to Studio B is available to TAC students and all SFCM students who are currently enrolled in a related class.

S20: Live Room

A large, acoustically tempered room with a Steinway 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 may be reserved and used in tandem with Studio A or Studio B for recording purposes.

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
- Cinesamples CineSymphony Complete Bundle
- EastWest Complete Composers Collection
- Finale
- FMOD Studio
- GRM Tools * (S04 & S19 Only)
- Max/MSP/Jitter
- Melodyne
- Native Instruments Komplete
- Pure Data
- Sibelius
- Soundtoys
- Synthogy Ivory American Concert D
- Unity
- Vienna String Library* (S19 Only)
- Waves Diamond Bundle * (S04 & S19 Only)
- Wwise

Music Technology Equipment for Checkout

A selection of music technology equipment including microphones, MIDI controllers, and audio interfaces is available for loan to students and faculty. A full list of available equipment can be accessed and reserved by searching "TAC" in the SFCM library catalog. All equipment can be checked out from S03 (not the Library) and must stay within the SFCM building while on loan.

PERFORMANCE HALL PIANO POLICY

- **Please do not move pianos.** Pianos in the performance halls should only be moved by SFCM Production staff. Piano covers should also only be removed by staff. This applies to pianos both in backstage areas and on the stage. Pianos can easily be damaged if not properly moved.
- **If you need use of a piano for a scheduled booking, a request must be made with the Production department.** 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, or, if done after the hall is booked, by email to bookings@sfcm.edu.

- **Practicing on performance hall pianos is not permitted, unless already scheduled with Production.** These three spaces are Caroline H. Hume Concert Hall, Sol Joseph Recital Hall, and Osher Salon. Practicing on performance hall pianos is only permitted through scheduled dress rehearsals. Pianos in these spaces are typically locked and can only be unlocked by Production staff. If anyone is caught practicing on performance hall pianos during an unscheduled time, SFCM administration and security staff can ask people to leave those spaces. Repeat offenders may have practicing privileges revoked.
- **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.
- **Prepared piano use is only permitted if a request is first made with the Production department.** Prepared piano requests can be made either at the time of hall booking, or by email to bookings@sfcm.edu.

If you have any questions or concerns regarding performance hall pianos, please contact Hank Mou, Associate Dean for Artistic Operations, at hmou@sfcm.edu (415)503-6314.

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.

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 are reserved for the Pre-College Division between 7:00 AM and 7:00 PM (until 4:00 PM for Recital Hall and Concert Hall) 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 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 who wish to reserve practice rooms and performance spaces must do so through the Production Office. The Concert Office requires at least two hours' notice to reserve practice rooms; requests within two hours will not be honored.

Sign-up Practice Rooms: A select number of practice rooms on the third and fifth floors have a weekly sign-up process during the academic year. Across all the sign-up practice rooms, students may not sign-up for more than two hours per sign-up slot, six hours per week.

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 on the select third and fifth floor practice rooms.

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, 50 Oak) – ext. 6257; ext. 6241
- Office of Student Affairs (Bowes Center) – ext. 6281; ext. 6259
- Office of Academic Affairs (Suite 408, 50 Oak) – ext. 6309; ext. 6292
- Security (First Floor, 50 Oak and Bowes Center), ext. 6280
- Executive Office (Suite 308, 50 Oak), ext. 6304

RECITAL INFORMATION

Degree recital and jury requirements vary from major to major. It is extremely important that students refer to the *Collegiate Catalog* for information regarding degree recital requirements. The procedure for booking recitals will be distributed at the start of the academic year. In order for a student recital to count towards the student's degree requirements, the student must submit a Recital Verification form which is available in the Office of Academic Affairs and the Registrar.

Students must book individual recitals, both required and non-required, through the Production Office. Students must obtain the signatures of their major teacher and the Registrar to book any recital. Alumni may book recitals based on availability.

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

Faculty and Staff Concert Booking Protocol:

1. Make a 10-minute Recital Consultation Meeting with the Concert Operations Manager. (at least 3 weeks previous to performance)
2. Email the completed program template to the Concert Operations Manager. (**Deadline** is 2 weeks previous to performance)
3. In Recital Consultation, all production requests and programs will be finalized.

Notes:

1. Any change to the program that occurs two weeks before the performance will not be reprinted but will be announced from the stage.
2. If you cannot attend the meeting yourself, please send a representative from your department who is prepared with the information.

Exception: Masterclass information may be submitted 5 business days (Monday through Friday) before the performance.

Student Concert Booking Protocol:

1. Make a 10-minute Recital Consultation Meeting with the Concert Operations Manager. (at least 3 weeks previous to performance)
2. Email the completed program template to the Concert Operations Manager. (**Deadline** is 2 weeks previous to performance)
3. In Recital Consultation, all production requests and programs will be finalized.
   Exception: Masterclass information must be submitted 5 school days before the performance.
   Note: Any change to the program that occurs two weeks before the performance will not be reprinted, but will be announced from the stage

Concert Program Policy:

Program guides and templates are also available online in this Google Drive folder.

Student Programs for Recitals

The following materials must be submitted to Production Office (programs@sfcm.edu) on or before your Recital Consultation 14 days prior to the performance date. **Failure to meet the deadline will result in no printed program.**

- Date, time, and venue of performance
- Names of all performers, as listed in program
- Brief bios of all artists (175-word maximum per bio)
- Complete titles of pieces, including movement titles and Op., BWV, Hob., K., D. numbers
- Composers' full names and years

Other Programs

Faculty Artist Series, Large Ensemble Concerts, String and Piano Chamber Music, Alumni Recitals, Studio Recitals, and Departmental Recitals the following materials must be submitted to Production Office (programs@sfcm.edu) on or before your recital consultation which will be 14 days prior to the performance date. For a proof of the program, you must submit the program information before this Recital Consultation. Failure to meet the deadline will result in no printed program.

- Date, time, and venue of performance
- Names of all performers, as listed in program
- Brief bios of all artists (175 word maximum per bio)

- Complete titles of pieces, including movement titles and Op., BWV, Hob., K., D. numbers
- Composers' full names and years

Required recitals: Required recitals must be given within the regular collegiate session, between fall registration and Commencement in the spring. No senior or graduate recital will be scheduled unless the student is registered in PVL 100/110/112/600 at the time of the recital. Weekday recitals may be scheduled at 8:00 PM Saturday recitals may be scheduled for 5:00 PM or 8:00 PM Sunday recitals may be scheduled for 11:00 AM, 2:00 PM, 5:00 PM or 8:00 PM. Each performer has the hall for a total of three hours, beginning one hour before the concert starting time. If a reception is given, it must end by the end of the three-hour period. For example, for a recital starting at 2:00 PM, the performer has the stage from 1:00 PM and must vacate the reception area by 4:00 PM. All required recitals should be booked as early as possible. To receive credit for a required recital, students must submit a Recital Verification Form available in the Office of Academic Affairs and Registrar. Failure to do so will have serious consequences for graduation status.

Non-required recitals: Non-required recitals may only be scheduled in September and October (fall semester), or in January and February (spring semester). There will be a mandatory $25 cancellation charge.

Off-campus recitals: To schedule a required recital off-campus, students must obtain and complete a Request for Off-Campus Degree Recital Form. Please contact the Production Office at extension 6241 or 6257 for additional information.

Dress rehearsals: Students giving required senior or graduate recitals may book 60-90 minutes of dress rehearsal time in the hall where their recital is scheduled based on availability. Junior voice recitals may book a one-hour dress rehearsal in the hall where their recital is scheduled based on availability. Additional rehearsal time may be scheduled in an alternate space, as necessary. Students are encouraged to schedule a dress rehearsal at least one month prior to their recital date.

Receptions: Reception locations are cleared through the Production Office when scheduling a recital. Recital Hall and Osher Salon recitals may use the Café Level area for receptions. Concert Hall recitals may use the Deleage Family Reception Area on the 2nd Floor of the Atrium area for receptions. Reception areas that are used and not cleaned may be assessed a $25 cleaning fee. If a reception is given, it must end by the end of the three-hour period. For example, for a recital starting at 2:00 PM, the performer has the stage from 1:00 PM and must vacate the reception area by 4:00 PM.

Recording and other Audio/Visual Requests: All collegiate events and graduating recitals are automatically recorded. Students can view recordings by following these instructions and can also request DVD copies or download privileges from the SFCM Recording Services website. Non-graduating recitals and recording sessions are subject to recording fees and can be requested via the Recording Services website no later than two weeks prior to the event. For all other A/V requests, please email the Recording Studio for assistance: recording@sfcm.edu. Recording Services website: http://sfcm.edu/recording-services

Cancellations of Required Recital: You may cancel your recital at any time. However, if you cancel your recital within two months of the original date and wish to reschedule, you must pay a rescheduling fee of $75.00 to the Production Office. To reschedule your recital, you must fill out a Recital Cancellation Form and obtain signatures from your major teacher and faculty advisor. Recitals may not be changed or rescheduled more than two times.

Cancellation of Non-required Recital: Canceling a non-required recital will result in a mandatory $25 fee paid to the Production Office. There is no cost to reschedule a non-required recital. Recitals may not be changed or rescheduled more than two times.

Extra Crew: SFCM reserves the right to assign extra crew for elaborate or complex stage set-ups, at a mandatory fee of $30.00 per crew member. Please check with the Production Office if you think your recital needs fall under this category.

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. If you need help finding an accompanist, consult Timothy Bach, chair of the accompanying department, early in the semester. Professor Bach will make every effort to match each student with an accompanist. You should also consider participating in the advanced accompanying classes offered every semester. See Professor Tim Bach for details.

Pianos: Unless you have a piece that calls for two pianos, you will only be able to use one during your recital. Prepared works must be performed on the 7ft Knabe piano ONLY, no exceptions.

Use of Baroque instruments for recitals: If a student wishes to use a Baroque keyboard instrument (harpsichord, fortepiano, etc.) for a recital, they must pay a $75 fee (except majors) and get written approval from Professor Corey Jamason on the Concert Set-Up Form. The Concert Office will arrange to have the instrument tuned for your recital. Requests received less than two weeks prior to a scheduled recital will be denied.

Use of Baroque instruments for dress rehearsals: Students are responsible for arranging the use of a Baroque instrument for dress rehearsals. To do so, students make these arrangements with the Concert Office at least ten days before the dress rehearsal. This ensures that the instrument will be available at the dress rehearsal. Tuning of instruments for a rehearsal is the responsibility of the student.

Scores: SFCM does not provide rental scores or parts.

RESIDENCY REQUIREMENT FOR STUDENT HOUSING

Beginning with the undergraduate class entering fall semester 2018, SFCM requires undergraduate students to reside on campus for the first three academic years (freshman, sophomore, and junior years). Prior to fall semester 2018, SFCM required undergraduate students to reside on campus for the first two academic years (freshman and sophomore years). The pre-fall-2018 policy is still in effect for those particular undergraduates.

Freshmen (first-year undergraduate students) entering SFCM in the fall semester 2018 and thereafter are required to live on campus for their first six semesters at SFCM, and may apply to live on campus for subsequent semesters pending availability of housing. This includes transfer students admitted to SFCM as freshmen.

Freshmen (first-year undergraduate students) entering SFCM for the first time in the spring semester 2019 and thereafter are required to live on campus for their first five semesters at SFCM, and may apply to live on campus for subsequent semesters pending availability of housing. This includes transfer students admitted to SFCM as freshmen.

Transfer students admitted to SFCM as sophomores (second-year undergraduate students) in the fall semester 2018 and thereafter are required to live on campus for their first four semesters at SFCM.

Transfer students admitted to SFCM as sophomores (second-year undergraduate students) in the spring semester 2019 and thereafter are required to live on campus for their first three semesters at SFCM.

Senior and Graduate-level students at SFCM will be offered on-campus housing depending on availability. If a student wants to be considered for on-campus housing, the student should request space by applying for housing through the Office of Student Affairs.

Students returning from a Leave of Absence (LOA) will be offered on-campus housing depending on availability.

Housing contracts extend through the full academic year (fall and spring semesters), and students living on campus in the fall semester are obligated to remain in on-campus housing for the fall and spring semesters.

Exemptions to the Residency Requirement

Exemptions to the residency requirement may be granted by the Office of Student Affairs. Students seeking an exception must submit a "Request for Exemption to Residency Requirement" form along with supporting documentation. Students are expected to pay room fees in full by published payment deadlines unless they have received a residency requirement exemption from the Office of Student Affairs. If a student's request for exemption from the residency requirement is granted after payment is made, the student will be issued a refund. A separate "Request for Exemption to Residency Requirement" form is required for each year an exception is being sought. For consideration, the form must be received by the Office of Student Affairs no later than June 15 for new students scheduled to be in housing for the fall semester and no later than December 15 for new students admitted for the spring semester.

Exemptions are typically granted when:

- 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.
- A returning student is able to demonstrate a financial hardship that would otherwise prevent the student from attending SFCM.
- The student has a disability that precludes living in a residence hall. Documentation of the student's disability is required from a qualified professional who has direct knowledge of the student and the student's condition, e.g., physician, psychiatrist, psychologist, etc. This documentation must meet the guidelines described in the policies and procedures found in "Disability Support Services" policy (see page 57).
- 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.
- The student is 21 years of age or older prior to September 1 of the academic year in question.

RIGHTS AND RESPONSIBILITIES FOR STUDENTS ON FINANCIAL AID

Please see the *Academic Regulations* at www.sfcm.edu/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, Associate Dean for Academic 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 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, 50 Oak opens at 7:00 AM and closes at 11:30 PM for all days of the week. 50 Oak building hours are subject to change. 50 Oak 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 and 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.
- 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 50 Oak 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 Associate Dean for 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 students will have two SFCM accounts: your SFCM network account and your SFCM Google account.

SFCM Network Account

Your network account provides access to the Student Lab Computers and programs, located in the Library and near the Student Lounge on the fifth floor. The Student Lab Computers provide access to pay-to-print printers, Finale, Sibelius as well as other applications.

Your network account will be something like this: joe.student

Your network login 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 web site www.sfcm.edu).

Your network login also lets you access the SFCM wireless network. New as of Fall 2018, SFCM has two wireless networks called SFCM and SFCM Guest. The "SFCM" wireless network gives you access to internal SFCM resources.

To connect to the "SFCM" wireless network, you will need to authenticate with your SFCM network username and password. (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 Google Account

The second account will be for access to the school's Google Suite services, including Gmail for your @sfcm.edu email account, Google Docs, Google Drive, and other Google Apps.

Your SFCM Google account is accessible by going to www.gmail.com on any internet-connected device. Sign in using your full SFCM email address. For example, joe.student@sfcm.edu.

The first time you log on to either account you will be asked to change your password. Reminder: **do not** share your password with anyone.

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

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 (see page 63).

If you have any questions regarding technology or issues with your account, please send an email to it@sfcm.edu requesting assistance.

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 to all students complete information about SFCM's drug abuse prevention program. 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 Gallagher Student Health 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 life-threatening circumstances.

Please see the "Health Insurance Policy" on page 63 for more information on health insurance requirements.

Primary Care with One Medical

All collegiate students receive a membership with One Medical Group. One Medical provides high-quality, patient-centered primary care services with same-day/next-day appointments. One Medical accepts the SFCM Student Health Insurance Plan through UnitedHealthcare as well as many other national insurers. Students also have access to 24/7/365 virtual care by phone, email, and video conference, a mobile app for appointment scheduling and prescription refills, personal health coaching, and referrals to a network of specialists. Please contact the Office of Student Affairs with any questions or for more details.

Psychological Counseling

Sarah Berman, LFMT, Counselor
(415)503-6325, sberman@sfcm.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 stress, relationship difficulties, and 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. Counseling services are sensitive to issues of ethnicity, religion, sexual orientation, gender, 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 under ordinary circumstances. 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. In certain cases, a referral will be made to an off-campus counselor.

Group Counseling: Group counseling can be a great way to help students manage or address specific mental health issues while helping them build a support network here at SFCM. The appropriateness of group counseling is determined by the student and the student's counselor. Future group topics include performance anxiety, stress reduction, and support for cultural adjustment issues and will be posted as the start dates approach.

Education Materials: Education materials on various mental health and wellness topics are available to students to help them empower themselves with information and coping tools. Pamphlets are available to students free of charge, and self-help books can be borrowed for limited periods of time.

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.

Consultation for Staff and Faculty: Consultation is available by appointment for staff and faculty members to help them support student wellness, or if they are experiencing issues related to student mental health in the classroom. The counselor will help define the problem, offer potential strategies, and determine if further intervention may be necessary.

Physical Therapy

Leslie J. Donohue, MPT, *Physical Therapist*, ldonohue@sfcm.edu
Chris Capra Fitzsimons, PT, *Physical Therapist*, cfitzsimons@sfcm.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 with the permission of the Chair of the String Department. This is subject to availability. Students will be asked to pay a semester fee based on the appraised value of the instrument and nature of the loan. 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 Chair of the String Department. If the instrument incurs any type of damage during the loaning period, the student will be held monetarily responsible.

Students may loan bows with the permission of the Chair of the String Department. This is subject to availability. It is the student's responsibility to have the condition of the bow inspected at the beginning and end of the loaning period by the Chair of the String Department. If the bow needs to be re-haired at the end of the loaning period, the student will be held monetarily responsible for the re-hair by submitting a receipt of the re-hair when the bow is returned or paying $45 upfront to cover the cost. All loan-related costs must be made at the beginning of the loaning period in cash or check only.

Instrument Loans are only an option while school is in session. Students may not transport SFCM instruments outside of the San Francisco Bay Area.

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.

LOAN FUND

SFCM administers a loan fund from which students may obtain an emergency loan of $20. The fund is available only to registered SFCM students beginning the first day of class. Please contact the Financial Aid Office if you need an emergency loan.

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 dependent 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 by 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 re-possess their belongings. If a student violates locker policy a second time, the student will lose locker privileges for the remainder of the academic year.

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, 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 50 Oak. **Your name is to the left side of your mailbox**. Please check your mailbox frequently, since 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 each June 1.**

Do not have your regular postal mail sent to SFCM 50 Oak. Any postal mail delivered to students at SFCM 50 Oak 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.

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.

PARKING

Automobiles

Free parking is not available at 50 Oak Street. 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 entrance to the building 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. Bicycle registration forms are available at the security desk. Bicycle parking for SFCM students is available only in the designated area on the Salon Level of 50 Oak. **Any bicycle left in the 50 Oak 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.** Please see the SFCM Bicycle Registration Form from Security for more information.

Students residing in the Bowes Center have access to bike parking spaces on Basement Level 2. Residents must register their bicycle with the Bowes Center security desk in order to obtain access to the bike parking area. Additionally, residents have access to a bike repair station inside the Bowes Center.

STUDENT ID BADGE

All badges are SFCM property and must be returned when the Student leaves or graduates. If a student does not return their SFCM badge, they will be subject to penalties including forfeiting the $50 Library/Security Deposit.

If asked by Security or any SFCM affiliate, you must be able to show your valid SFCM student badge when in the building. Your badge will allow you to use elevators, exit stairwells, and enter practice rooms. 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.

- 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 made during normal badging hours)
- A $10 fee will be charged for a lost temporary 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 or register for extended "summer access" (until June 30 of each year). Graduating students may also apply for Alumni access (no practice privileges) and/or a library card.

Returning collegiate student badges must be returned and will expire unless the student's tuition and fee account is current. If the student does not pay or does not arrange a payment plan, Student Accounts will notify the Facilities Office 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 Facilities Office.

PROFESSIONAL DEVELOPMENT GRANT

See information under "Professional Development and Engagement Center" on page 15.

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 or doorway.
- 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.

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 procedure.
- Faculty are responsible for helping their own classes evacuate quickly.

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. 50 Oak relocation area is the adjacent parking lot at Franklin and Oak. Bowes Center relocation areas are Dr. Tom Waddell Place and Polk Street and Hayes Street and Polk Street; 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.sfcm.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.
- SFCM Security: (415)503-6280
- 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.sfcm.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
- Student Services Center
- 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 Posts, 50 Oak and Bowes Center
- Facilities Offices, 50 Oak and Bowes Center
- On every floor of 50 Oak adjacent to the elevators; on every non-residential floor at the Bowes Center adjacent to the elevators.
- Library, 50 Oak
- Student Lounge, 50 Oak
- Faculty/Staff Lounge, 50 Oak
- Outside of 2nd Floor Pantry, 50 Oak
- Administration Suite, 50 Oak
- Student Services, Bowes Center

Emergency Phones

In 50 Oak, 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 50 Oak, 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.