



# **Collegiate Student Handbook 2023 to 2024**

# Table of Contents

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Table of C



Community Judicial Board	33
Sanctions	34
Other Student Conduct Policies	35
Active Avoidance Policy	35
Alcohol and Drug Policy	36
Anti-Hazing Policy	38
Fire Safety Policy	38
Safety Drills	38
Prohibited Appliances, Equipment, & Other Hazardous Items	39
Responding to Violations of the Fire Safety Policy	39
Group Responsibility Policy	40
Involuntary Leave of Absence or Withdrawal	40
Medical Amnesty Policy	41
Sexual, Gender, and Other Unlawful Harassment	42
Prohibited Sexual M	

Disability Support Services	70
Disability Accommodation Registration Process	70
Emotional Support Animal Policy	72
General Information	72
Process for Requesting an ESA	73
Documentation	73
Equal Educational Opportunity	74
Family Education Rights & Privacy Act	74
Health Insurance Policy	75
Information Technology Terms & Conditions	75
Media Consent and Publicity Release Policy for Students	77
Missing Student Notification Policy	78
Music Technology Facilities Policy	79
C01 & C07 Clavinova Labs	79
Technology and Applied Composition Studios	79
S01: Technology and Applied Composition Lab	80
Bowes B109: Technology and Applied Composition Lab B	80
S04: Studio A - Mixing Studio	80
S19: Studio B - Project Studio	80
S20: Studio C - Live Room	81
S18: Studio D - Project Studio	81
Bowes 213: Studio E - Project Studio	81
Bowes 209: Studio F - Faculty Studio	81
Bowes B209: Studio G - Tech Hall	81
Bowes B201: Studio H - Recording Room	81
Bowes 212A, B, C, and D: TAC Pods	81
Software Resources	81
Music Technology Equipment for Checkout	82
Piano Usage Policies	82
General Policies	82
Performance Hall Piano Policy	82

Practice Room Policy	84
Practice Room Privileges	84
Practice Room Rules	84
Enforcement of Rules	85
Student Bookings of Classrooms and Performance Halls	85
Recital Information	86
Residency Requirement for Student Housing	89
Exemptions to the Residency Requirement	90
Rights and Responsibilities for Students on Financial Aid	90
Student Grievance Policy	91
Life at SFCM	92
Building Hours	92
Campus Safety Committee	92
Care of SFCM Buildings	92
Communication to Students	92
SFCM Network and Internet Services	93
SFCM Campus ID	93
SFCM Email	

Lost and Found	97
Mail and Student Mailboxes	97
MUNI Class Pass	98
Parking	98
Automobiles	98
Bicycles	98
Student ID Badge	98
Emergency and Safety Procedures	99
Earthquake	99
Fire	99
Active Shooter	99
Evacuation Procedures	100
Emergency Action Plan	100
Emergency Telephone Numbers	100
Emergency Website	100
Emergency Broadcast Stations	100
Emergency Kits/Radios	100
SFCM Alerts: Everbridge Mass Notification System	100
What to Do in Case of Accident	100
First Aid Kits	101
Emergency Phones	101
Safety Precautions	101

## Introduction

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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



requirements, and other matters referenced or set forth in these documents or otherwise related to students, are subject to change at the discretion of SFCM at any time, during or after registration or course enrollment, and with or without notice or written confirmation.

## Directory

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### OFFICE OF THE PRESIDENT

Suite 208

David H. Stull, *President*

Ava Harmon, *Director of Operations, Office of the President and Dean*

(415) 503-6251, [aharmon@sfc.edu](mailto:aharmon@sfc.edu)

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### SENIOR STAFF

Suites 208, 408 & 414

David H. Stull, *President*

Jonas Wright, *Dean and Chief Academic Officer*

Beth Giudicessi, *Vice President of Admissions, Marketing & Public Relations*

Kathleen Nicely, *Vice President of Advancement*

Regina Lee, *Interim Vice President for Finance and Administration*

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

Jason Thompson, *Associate Vice President of Information Technology*

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### OFFICE OF THE DEAN

Suite 208

Jonas Wright, *Dean and Chief Academic Officer*

Michael Roest, *Associate Dean for Academic Affairs*

Kai Fu, *Associate Dean for International Collaborations*

Hank Mou, *Associate Vice President of Artistic Operations*

Justin Sun, *Associate Dean and Executive Director of Pre-College and Continuing Education*

Timothy Dunn, *Associate Dean for Student Affairs*

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

Ava Harmon, *Director of Operations, Office of the President and Dean*

(415) 503-6251, [aharmon@sfc.edu](mailto:aharmon@sfc.edu)

Laura Huey, *Executive Office Assistant*

(415) 503-6230, [lhuey@sfc.edu](mailto:lhuey@sfc.edu)

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### ACADEMIC AFFAIRS

(415) 503-6217, Office 405

Connor Callaghan, *Registrar*, [ccallaghan@sfc.edu](mailto:ccallaghan@sfc.edu)

(415) 503-6235, Office 406

Ross Peacock, Interim Director of Institutional Research and Educational Effectiveness,  
[rpeacock@sfc.edu](mailto:rpeacock@sfc.edu)

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 form

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

## Alumni Relations

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

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## ARTISTIC OPERATIONS

Hank Mou, *Associate Vice President for Artistic Operations*  
Victoria Paarup, *Assistant Director of Artistic Operations*  
Allison George, *Director of Production Services*  
Daven Tjaarda-Hernandez, *Production Coordinator*  
Abbey Springer, *Manager of Ensemble Operations*  
Will Laney, *Institutional Performance Librarian*  
Chris Ramos, *Director of Concert Operations*  
Ann-Marie Daniels, *Assistant Director of Concert Operations*  
Daniel Hallett, *Box Office & Scheduling Coordinator*  
Michael Disque, *Director of Piano Services*  
Brian Lee, *Piano Technician*

General Production-related Inquiries: [production@sfc.edu](mailto:production@sfc.edu)

General Reservation/Booking-related Inquiries: [bookings@sfc.edu](mailto:bookings@sfc.edu)

## Ensembles

The Ensemble Department oversees all operations for the Ensembles which includes orchestra, new music ensemble, opera, wind ensemble, musical theater orchestra, and Baroque ensemble. This office communicates with conductors, faculty, students, and other departments to ensure all 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 related to attendance, seating assignments, sheet music, and other matters.

**Box Office and**

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

## **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

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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 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 students that are eligible.

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

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

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

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## INFORMATION TECHNOLOGY SERVICES

Room 416  
Lance Jabr, AV and Music Technology Systems Administrator  
(415) 503-6405, [ljabr@sfc.edu](mailto:ljabr@sfc.edu)

Room 420  
Matthew Lee, System Administrator  
(415) 503-6404, [mlee@sfc.edu](mailto:mlee@sfc.edu)

Room 416  
Younie Park, IT Systems Analyst  
(415) 503-6444, [ypark@sfc.edu](mailto:ypark@sfc.edu)

Room 421  
Jason Thompson, Associate VP of IT  
(415) 503-6274, [jthompson@sfc.edu](mailto:jthompson@sfc.edu)

The Information Technology Services team is responsible for all technology support

Jeong Lee, *Director of Library Services*  
 Andrew Barnhart, *Library Supervisor*  
 (415) 503-6213, [library@sfc.edu](mailto:library@sfc.edu)

## Hours

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

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

## Checking Out Library Materials

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

## Loan Policies

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

## Semester-long Check Outs

Students may check out music and books for the entire semester for works they are performing or research being completed. Please send an email request to [library@sfc.edu](mailto:library@sfc.edu).

## Overdue, Lost or Damaged Materials



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

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

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

### **Finding Library Items/Accessing Online Resources**

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

### **MARKETING AND COMMUNICATIONS**

Beth Giudicessi, *Vice President of Admissions, Marketing, & Public Relations*

Tim Records, *Director of Marketing and Digital*

Mark Taylor, *Director of Communications*

Catalina Kumiski, *Senior Marketing and Advertising Manager*

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

Alex Heigl, *Editorial Content Manager*

Carlo Dionisio, *Senior Graphic Designer*

Matthew Washburn, *Photographer/Videographer*

[marcom@sfcmm.edu](mailto:marcom@sfcmm.edu)

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



advising, internships, and much more. The PDEC also offers relevant programming throughout the academic year. The PDEC is the hub for community engagement initiatives, providing opportunities to teach and perform throughout the Bay Area. Advising is available by appointment ( ), Monday-Friday.

The PDEC website ([www.sfcm.edu/pdec](http://www.sfcm.edu/pdec))

## **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.

can be recorded upon request. To schedule a recording session or request a recording of a non-graduating recital, please visit the SFCM Recording Studio's website at least two weeks prior to the performance date.

For recording request forms, general information, and pricing

## **International Student Services**

The International Student Advisor is responsible for completing and submitting necessary forms for a student to obtain, and maintain, valid F-1 nonimmigrant status, and F-2 non-immigrant status for any dependents. For questions regarding international student status, please contact [international@sfc.edu](mailto:international@sfc.edu). See "International Student Services" at [sfc.edu/student-resources/international-stu](http://sfc.edu/student-resources/international-stu)

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## 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



- 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 ~~readem~~ ds

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

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

# Code of Student Conduct

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## **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

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

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

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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.



1. Fraud, misrepresentation, forgery, falsifying of documents and records, including plagiarism given to or received by a SFCM official acting within the scope of the official's duties. This includes providing false, misleading, or incomplete information to SFCM officials.
2. Unlawful or other use, manufacture, sale, distribution, or possession of alcohol as defined by the "Alcohol and Drug Policy".
3. Unlawful or other use, manufacture, sale, distribution of drugs, narcotics, controlled substances, and/or paraphernalia associated with such as defined by the "Alcohol and Drug Policy."
4. Unlawful or other possession, distribution, or use of items presenting an imminent potential threat to the safety and well-being of others, including but not limited to the following:
  - 4.1. Violations of the "Fire Safety Policy."
  - 4.2. Operation of, or tampering with, fire safety apparatus for other than the intended and proper use.
5. Disciplinary actions:
  - 5.1. Stalking, threat of assault, attempted assault, physical harassment, or other actual or attempted physical conduct which threatens the health and safety of another person.
  - 5.2. Noise violations or other auditory actions which compromise the unhindered pursuit of SFCM activities.





5. Disciplinary Warning, including an official letter of reprimand to the student stating that the student's behavior is in violation of SFCM policy and may not recur.
  6. Disciplinary Probation, which normally consists of an official notice that any further code violation may result in dismissal of the student or other serious penalty, or loss of privileges of the group. This is a serious warning which serves as a check on the student's or group's future behavior. Probation is given for a period of time and câ
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When the No Contact Directive Policy is implemented or subsequently modified or changed, a letter is sent to each party instructing each individual, in accordance with this policy, to contact the SFCM official who issued the No Contact Directive when a



6. *Rapid Consumption*: Items/substances used to dispense alcohol in a rapid manner, such as beer bong, 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. |

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.



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



- 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 L**

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.

that are outside of SFCM's control. This policy applie

advances, requests for sexual favors, conversations regarding sexual activities, or

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

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

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

This policy also applies to decisions affecting student education, such as but not limited to admissions, financial aid, the student code of conduct, and this policy applies to all employees of SFCM.

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Resources and Administration and (supervisors and managers).

M will promptly look into the... in the absence of a formal complaint... that conduct that violates this policy... request to withdraw their initial... the workplace is free from discrimination... and retaliation. Anonymous complaints... complaint.

To the extent possible, SFCM will... the reporting of the applicant or employee... confidentiality cannot be guaranteed when it interferes... SFCM's ability to fulfill its obligations... policy or any applicable law.

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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. This policy is labeled interim because the U.S. Department of Education has issued a Notice of Proposed Rulemaking regarding Title IX. If the new rules are promulgated, a new policy will be issued.

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

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

Emergencies: call 9-1-1

SF Police Department: call 415-553-0123

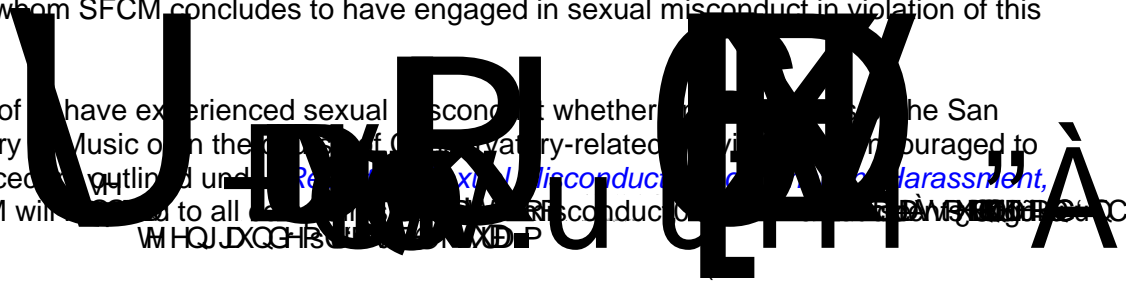
Rape Trauma Services 24-hour helpline: call 415-206-8256

National Domestic Violence hotline: 1-800-799-SAFE (7233)

National Sexual Assault hotline: 1-800-656-HOPE (4673).

**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 and/or 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 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, Sexual Harassment, and Retaliation](#). SFCM will respond to all reports of sexual misconduct.



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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.<sup>he</sup>



**Domestic Relations Coercive 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. A current intimate partner includes someone who has dated; are having or have had a sexual relationship; are living together; are in the military off-campus; are married or have been married; do share or have shared a child. Intimate partner violence can occur in opposite-sex and same-sex relationships, whether the perpetrator is the abuser or the abused.

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

- Actual or attempted physical harm, through hitting, choking, throwing things, or assaulting with a weapon;
- Nonconsensual sexual contact or intercourse, using drugs to impair a partner's ability to consent; coercing participation in sexual acts via threats of punishment, control, or violence to the partner, or violence to other people;
- Confining or restricting the movements of a partner from friends or family; or
- Stalking or harassing.



- 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. Consent may also be obtained in writing via text message.

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 thin



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, Prohibiting Sexual Misconduct and Addressing Title IX Complaints* Policies.

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

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

**Michael Patterson**, Associate Vice President of Human Resources and Administration and Title IX Coordinator (415-503-6237, Ann Getty Center for Education, Room 407, mpatterson@sfc.edu)

**Timothy Dunn**, Associate Dean for Student Affairs and Title IX Designee for Students (415-503-6281, Bowes Center for the Performing Arts, 1165, tdunn@sfc.edu)

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Title IX Coordinator









The possibility of a Formal Resolution of the matter after an investigative report, including a hearing at t

The investigator will compile the detail of the evidence and of the events. The report will include a summary of findings will:

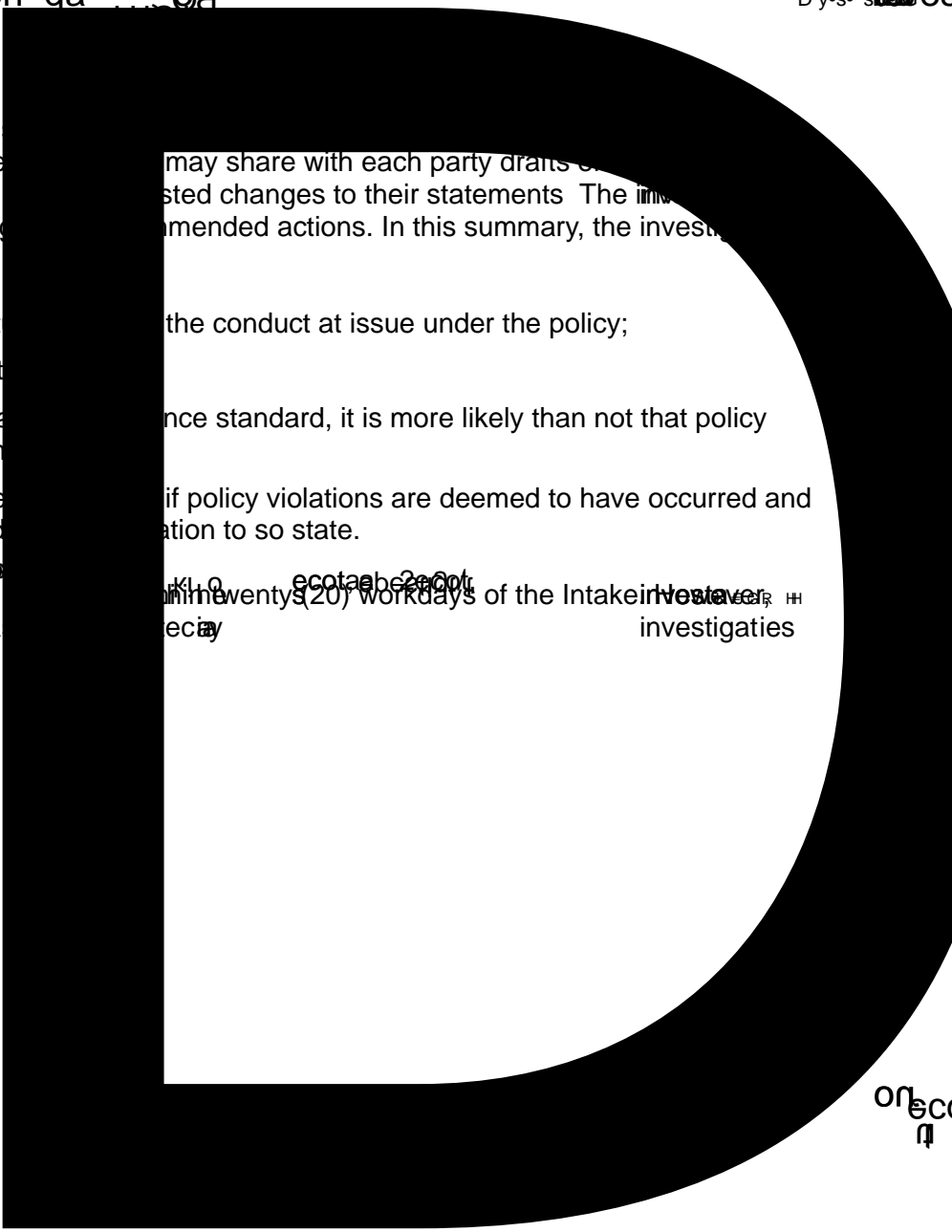
- State the initial complaint by the student
- Outline the details of the investigation
- State, whether, using a preponderance of evidence standard, it is more likely than not that policy violation(s) occurred; and may or may not
- State what sanctions are recommended if the Title IX Officer has requested

The completed report will normally be submitted within twenty (20) workdays of the intake of the complaint depending on the complexity of the case.

may share with each party drafts of proposed changes to their statements. The investigator will recommend actions. In this summary, the investigator will:

- State the conduct at issue under the policy;
- 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 policy violations are deemed to have occurred and if the Title IX Officer has requested

The completed report will normally be submitted within twenty (20) workdays of the intake of the complaint depending on the complexity of the case.



Locations, events and circumstances where SFCM exercises substantial control over the respondent and the context in which an incident occurs

Any building owned or controlled by SFCM

On computer & internet networks, digital platforms, and computer hardware or software owned or used by SFCM

Upon receiving a report of sexual and unlawful harassment and/or sexual misconduct, the Title IX Coordinator will determine if an allegation is covered by Title IX. Allegations that are covered by Title IX are handled according to processes created specifically to address Title IX complaints.

Reports of violations of our policy on sexual and unlawful harassment and/or sexual misconduct that are not covered under Title IX are treated with the same level of seriousness policies as reports that are covered by Title IX.

Our Current Title IX Coordinators are:

**Michael Patterson**, Associate Vice President of Human Resources and Administration and Title IX Coordinator (415-503-6237, Ann Getty Center for Education, Room 407, mpatterson@sfc.edu)

**Timothy Dunn**, Associate Dean for Student Affairs and Deputy Title IX Coordinator (415-503-6281, Bowes Center for the Performing Arts, 116C, tdunn@sfc.edu)

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

**Addressing Title IX Complaints.** If a Title IX Coordinator determines that a report of an allegation is covered by Title IX, a trained Title IX investigator will be assigned to explore and report on the facts, and the Complainant and Respondent will receive notice. Under some circumstances, SFCM may engage an external independent third-party investigator.

The Title IX Coordinator will notify the Complainant and Respondent of available supportive services. The Title IX Coordinator will also assign trained Title IX advisors to the Complainant and Respondent, who do not have conflicts of interest with either party. The Complainant and Respondent may choose a support person from within or outside of the SFCM community. Support persons may be a friend, teacher, parent, attorney, or anybody else chosen by each party.

Once a report is completed, the Title IX Coordinator will determine whether, based on the facts gathered, an allegation should move forward to a formal hearing or whether a voluntary informal resolution process may be offered. If the evidence gathered is insufficient to support a Title IX complaint, the Title IX Coordinator may dismiss the complaint.

**Responding to Very Serious Complaints.** 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, includ

...of the preponderance of evidence; and a respondent will have the opportunity to review the investigative report and evidence prior to the hearing and the opportunity to bring an advisor of their choice to the hearing. Both parties are sent a Sexual Misconduct Policy.

**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 Title IX Coordinator shall decide who is allowed at the hearing and the order of the proceedings. A live hearing is usually conducted by a Hearing Officer who is appointed by the Title IX Coordinator to serve as the Decision Maker in a case.

The investigator, advisors, and hearing officer assigned to a case will not have a conflict of interest or any bias for one side or the other.

Both parties will receive a copy (20 days) more not by the

The hearing may be recorded. If it is recorded, the recording is the property of SFCM. The Hearing Officer 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.

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After witnesses have been questioned, both the Complainant and the Respon

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 above will be initiated.

**Reports concerning sexual assault, and incidents that involve faculty and/or staff with a student will not be handled through an informal resolution and must be addressed as a very serious complaint subject to a live hearing.**

**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), advisors or in any other role related to this Policy. Requests for inspection of such records may be directed to the SFCM Title IX Coordinator. Under no circumstances will personal copies of Title IX records be provided to Complainants, Respondents, or any other involved parties.

**Reports of sexual and unlawful harassment and/or sexual misconduct that are not covered by Title IX are equally serious and are investigated and addressed with a level of seriousness and concern equal to Title IX violations.**

**Reporting an occurrence of sexual and/or unlawful harassment and sexual misconduct to a Title IX Coordinator does not preclude a complainant from filing a criminal report with the local police.**

### **Dissemination of Policy, Education and 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.

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## **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 in a wide variety of ways: with family, friends, and coworkers and on social media platforms. However, it is important to remember that what you post online can be seen by a far wider audience than you intend. Comments that a person posts and forwards to others can be used to identify and express or share information about that person.



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 stuäi

However, you may decide to post a public statement or opinion concerning your own experience with or observations about SFCM. You must follow the guidelines outlined in this policy, as well as any other policies that apply to you as an Employee or Student.

### Using Social Media at Work

SFCM does not specifically prohibit the use of Social Media on campus. However, in compliance with SFCM's *Employee Communication Policy*, employees should refrain from online activities that are significantly disruptive to 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 Student Affairs.

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.

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## **COLLEGIATE CATALOG AND ACADEMIC REGULATIONS**

The *Collegiate Catalog* is provided online. A table of contents with all the policies, procedures, and is available at



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



**Graduate & Postgraduate Students**

Silver Dining Plan

Bronze Dining Plan

	Per Semester Charge	Meal Exchange Swipes	Per Semester Declining Points
<b>Platinum Dining Plan</b>	\$4,300.00	1 breakfast, 1 lunch & 1 dinner (7 days / wk)	100
<b>Gold Dining Plan</b>	\$3,000.00	1 lunch & 1 dinner (7 days / wk)	375
<b>Silver Dining Plan</b>	\$2,000.00	1 lunch OR 1 dinner (7 days / wk)	375
<b>Bronze Dining Plan</b>	\$500.00	None	500

A “meal exchange swipe” is an entree item, one side, and a drink.

As long as a student maintains an active spring dining plan, unused declining points will transfer from the fall semester to the spring semester, however unused declining points will not roll over from the spring semester to fall semester. Declining point funds are non-refundable at the conclusion of the academic year. Unused meal exchange swipes will expire at the end of each day (Silver Plan) or meal per semester (Gold Plan).

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 are placed on each student's ID card for their personal use.

Students can view the weekly menu posted on the website at [www.3PuTWwd](http://www.3PuTWwd).

**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 extraordinary circumstances.

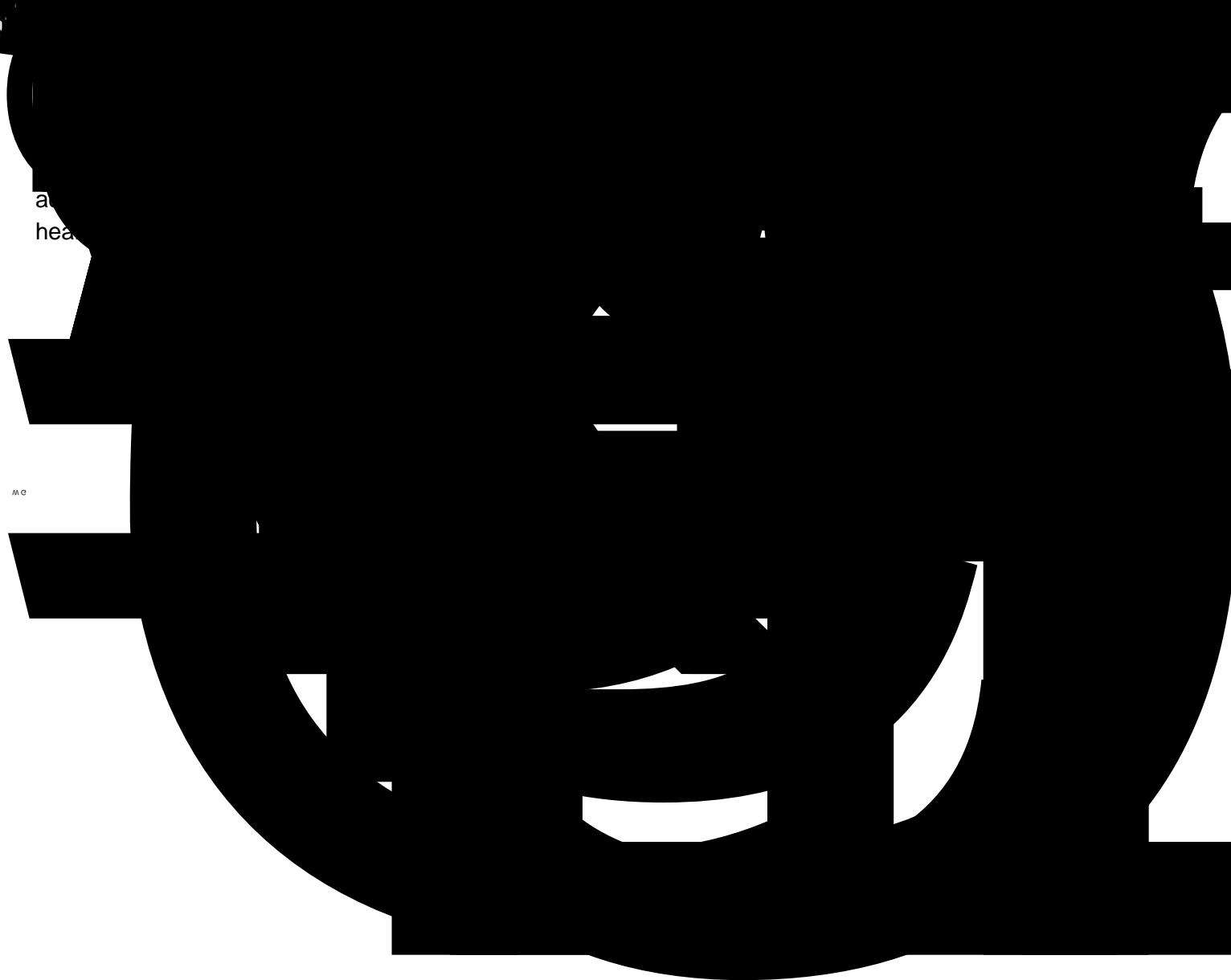




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precedent nor will it be a reasonable accommodation, and the student thereby is not regarded as an individual with a disability.

### **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.

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## **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 they are or where they would like to be. The Office of Student Affairs will also work with a student to identify appropriate spaces for that student's ESA to exercise and relieve itself, based on where they are or where they would like to be.



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### Documentation

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insurance policy through SFCM. Students enrolled in Optional Practical Training (OPT) are eligible, but not required, to enroll.

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## **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.



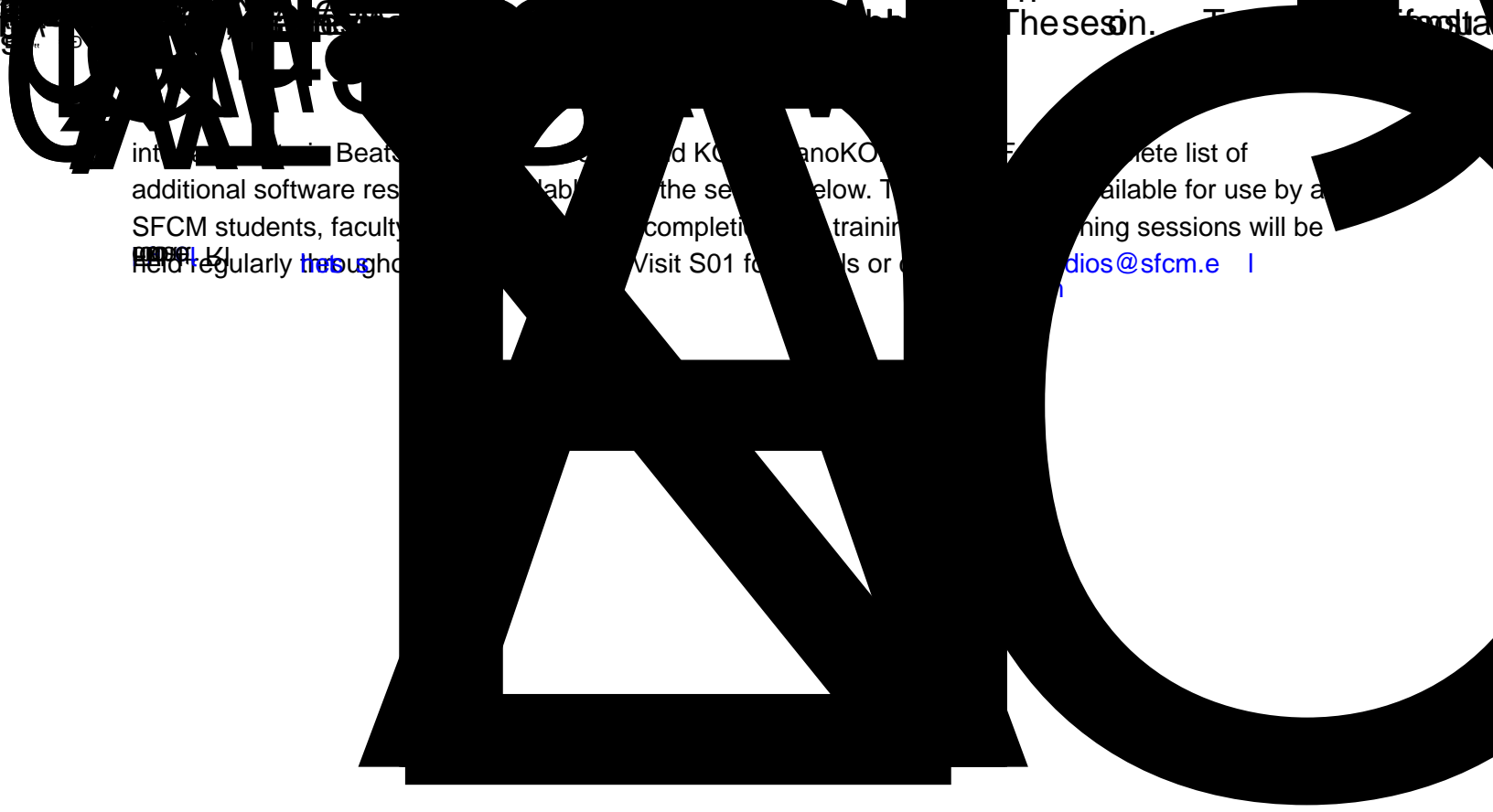




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**MISSING STUDENT NOTIFI**





into... Beats... and K... anoKO... E... complete list of  
additional software res... ab... the se... below. T... available for use by a  
SFCM students, faculty... completi... training... ning sessions will be  
held regularly thro... visit S01 fo... ls or c... dios@sfcme |

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

### **Bowes 213: Studio E - Project Studio**

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

### **Bowes 209: Studio F - Faculty Studio**

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

### **Bowes B209: Studio G - Tech Hall**

This large live room features variable acoustics and advanced lighting control, and is used in tandem with Studio H for recording large projects. It can also be used as a small performance space and a channel production facility. This studio is only

Izotope Music Production Suite  
Max/MSP/Jitter  
Melodyne  
Native Instruments Komplete  
Reaper  
Sibelius  
Soundtoys

Spectrasonics Omnisphere and  
Keyscape (Select Studios Only)  
Fabfilter Total Bundle  
Unity  
Vienna String Library (Studio B Only)  
Waves Diamond Bundle (Select Studios  
Only)  
Wwise

## Music Technology Equipment for Checkout

A selection of music technology equipment including 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. To request to check out this equipment, contact [tacstudios@sfc.edu](mailto:tacstudios@sfc.edu). For microphone rental, please check out the available equipment supplied by the Library.

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## PIANO USAGE POLICIES

### GENERAL POLICIES

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

Please do not remove piano benches from the halls, classrooms, or practice rooms. If a bench requires maintenance, please notify the Piano Technician.

Piano lids should NEVER be removed by students, under any circumstances. Only SFCM Production staff are trained and authorized to do so.

Prepared piano / extended techniques (removing parts to the piano, attaching objects to the strings, or playing the interior of the instrument) must first be approved by a Piano Technician.

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**PRACT**

! Students who do not arrive within the first ten minutes of their practice room



available for these bookings, available time is subject to room availability. Recitals and recital dress rehearsals do not count towards the total booking time for all bookings. Students are permitted to request additional time, beyond the booked time, in B1 ensemble rooms and other classrooms for self-recordings. B1 ensemble rooms and classrooms are equipped with technology and equipment for self-recording.

If performance hall bookings are used for self-recording, the student is responsible for providing any equipment needed for the recording. Self-recording equipment is provided for self-recordings. For recording sessions in performance halls, associated fees, requests should be made directly to the Recording Center at [recording@sfcu.edu](mailto:recording@sfcu.edu). This includes recording in halls used for recording sessions do not count towards student booking time.

Please note that student booking is not available from Spring break in March through the end of the semester and recitals, concerts, class performances, and holiday periods.

Questions regarding performance hall bookings can be emailed to [recording@sfcu.edu](mailto:recording@sfcu.edu).

Junior & 1st Year Masters' Students performing Required Spring Recitals



**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 collaborative piano, 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 piano during your recital. Prepared works may be performed only on designated pianos approved by the Piano Technician, on a case-by-case basis.

**Use of Baroque instruments for recitals:** If a student wishes to use a Baroque keyboard instrument (harpichord, fortepiano, etc.) for a recital, they must get written approval from Professor Corey Jamason on the Concert Set-Up Form at the time of booking their recital date. 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 two weeks

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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

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some complaints may require an extended time to resolve. Regardless of the complexity of the complaint, the student will receive regular and clear updates about the status of the complaint throughout the process.

1. A Student Grievance Form should be submitted to the Office of Student Affairs. It should contain the date and time of the alleged conflict or action, the reason(s) for the complaint, a summary of the complaint, a list of other persons who may provide information, and any appropriate documentation. The student must also include the resolution or outcome the student is seeking. The complaint must be submitted within ten (10) business days of the alleged conflict or action. For grievances involving grades, this means ten (10) business days from date the grade is issued for the assignment or semester.
2. Upon receipt of a completed form, a meeting will take place with the student and the Associate Dean for Student Affairs or designee.
3. The Associate Dean for Student Affairs or designee will notify appropriate persons and request any information or documentation needed to resolve the complaint.
4. The Associate Dean for Student Affairs or designee may attempt to resolve the complaint by encouraging discussion between the student(s) and the faculty member/administrator or by taking the appropriate action to resolve the complaint.
5. A review of the complaint with the Director of Human Resources and supervisor(s) may be used when deemed appropriate and beneficial to the process.
6. When possible, the final resolution or a finding of “unresolved” will be filed in the Office of Student Affairs within fifteen (15) business days of the date the complaint is filed. If there are circumstances requiring an extension of this deadline, the Associate Dean for Student Affairs or designee will notify the parties involved.
7. If the student is not satisfied with the outcome of the complaint, a committee will be appointed to review the information and render a final decision. The committee will consist of a total of five (5) members. Three (3) of the members will be from the Faculty Executive Committee (FEC) and two (2) of the members will be staff members from the Enrollment Management Committee (EMC). When the FEC and/or the EMC are not in session or at the discretion of the Dean, the Dean’s Office may appoint an ad hoc committee consisting of no less than three (3) faculty members and (2) staff members. The decision of the committee will be final.

### **Documentation**

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

## **Life at SFCM**

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### **BUILDING HOURS**

During the academic year, the Ann Getty Center and the Bowes Center open at 7:00 AM and close at 11:30 PM for all days of the week. Bowes residents have 24-hour access to the Bowes Center. Collegiate students will have limited access to Ann Getty Center on Saturdays from 7am-5pm as the

building is reserved f



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

## SFCM Campus ID

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

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

Your SFCM Campus ID also provides access to the SFCM Student Self Service for registration, grades, and transcripts (accessible by clicking "Student Login" at the bottom of the SFCM website [www.sfc.edu](http://www.sfc.edu)).

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

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

You can also connect to the SFCM Guest network for general internet use. The SFCM Guest network will ask you for a username and password.



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

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

**Brief Individual Counseling:** Brief individual counseling allows students to meet one-on-one with the counselor to discuss any personal concerns. Students work with the counselor to determine the appropriate course of treatment. Students are given 6 counseling sessions per semester. In certain cases, a referral will be made to an off-campus counselor.

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

## **Physical Therapy**

Leslie J. Donohue, MPT, *Director of Physical Therapy*, [ldonohue@sfc.edu](mailto:ldonohue@sfc.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.

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## **INSTRUMENT LOANS**

### **Strings & Bows**

Students





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 eachd

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