



Bachelor of Professional Studies Degree Program Policies

These policies are effective as of November 3, 2017 and are subject to change.

Abbreviated Table of Contents:

Admissions Policies and Procedures

Admissions Requirements

Prior Learning Credit

Transfer Credit

Acceptance into Berklee Online

Academic Policies

Registration

Withdrawal from Courses/Semester

Administrative Withdrawal Due to Non-Participation

Medical Withdrawal

Declaration of Major

Guitar Private Lesson Policies

Grading

Satisfactory Academic Progress

Graduation Requirements

Student Policies

Transcript Requests

Family Educational Rights and Privacy Act (FERPA)

Code of Conduct

Financial Policies

Payment of Tuition

Acceptable Methods of Payment

Financial Aid for Domestic Students

Financial Aid for International Students

Financial Obligation—Your Rights and Responsibilities

Admissions Policies and Procedures

Admissions Requirements

The Board of Admissions takes into consideration your academic record, professional experience, as well as aptitude for music-related studies. Applicants must have proficiency in the English language, including reading, writing, and speaking, and must have completed high school/secondary school by the time they enroll at Berklee Online. Our comprehensive evaluation of each applicant is designed to assess an applicant's ability to succeed at Berklee Online.

Contacting Berklee Online Admissions

Toll-free within the United States and Canada:

1-866-BERKLEE (1-866-237-5533)

Outside the U.S. and Canada: (617) 747-2146 Option 1

Email: advisors@online.berklee.edu

Application Form

Berklee Online requires applicants to apply online. The fee is \$75.00 (non-refundable), to be paid by credit card at the time of the application submission. Note that all correspondence related to the application will be addressed to the email address provided on the application.

Supporting Application Materials

1. Video presentation (uploaded to YouTube) or essay (500 word) in which applicants:
 - a. tell us about your background, particularly any experience with music and/or the entertainment industry
 - b. share goals for pursuing a degree program in music business or music production
 - c. discuss career aspirations in music
 - d. describe how a degree from Berklee Online will help achieve personal, professional, and creative goals
2. Two letters of recommendation:
 - a. one academic/professional
 - b. one personal (not by a family member) that attests to his/her personal character
 - c. Note: In the application, applicants will be prompted to submit the email addresses of the people writing letters of recommendation. They will then receive a link to submit their letters online.
3. Official transcripts (all documents must be in English; international applicants should review additional guidelines below):
 - a. one official copy of a high school transcript or official GED (for applicants with more than 24 college credits completed, a copy of the high school diploma or

- transcript may be submitted instead)
- b. official transcripts from all institutions of higher education attended or currently attending
 4. TOEFL or IELTS score for applicants whose first language is not English
 5. For some majors, a recorded audition or portfolio of compositions is required.

Mail application materials to:
Berklee Online Admissions
855 Boylston St, 7th Floor
Boston, MA 02116

International Applicants/Students Who Have Studied outside the United States

International applicants and those applicants who have studied outside the United States must submit official transcripts for evaluation by an accredited credential evaluation agency, such as the Education Credential Evaluators (www.ece.org). Ask for a course-by-course evaluation with grades.

TOEFL Requirements

Applicants to the degree program whose first language is not English are required to submit a TOEFL or IELTS score to complete their application for admission. Berklee Online recommends the following scores:

- TOEFL: iBT (internet-based): 100; Computer-based: 250; Paper-based: 600
- IELTS: 7.5 or higher.

Home-Schooled Applicants

Home-schooled applicants must submit a homeschool portfolio outlining all course content, textbooks used, examples of work done, and grades received.

Prior Learning Credit

A maximum of 30 prior learning credits may be earned toward a student's degree. To gain prior learning credit, a student must first be accepted into a Berklee Online degree program. The student must then enroll in the Prior Learning Portfolio course, in which they complete and submit a portfolio, consisting of a resume, written narratives, and supporting documentation, such as business plans, production projects, scores, or audio. The materials should demonstrate what he/she has learned, where he/she learned it, and how that learning equates to the course(s) for which he/she is seeking credit. The student should draw parallels between stated course objectives as shown on Berklee Online course syllabi and the learning through work, volunteer activities, or other experiences. An academic advisory committee will review the portfolio and issue final approval for prior learning credits. For more information on prior learning and associated fees, visit <https://online.berklee.edu/degrees/about/prior-learning-credit>.

Transfer Credit

Berklee Online recognizes the integrity of college-level coursework completed at other higher education institutions and strives to award as much transfer credit as possible to assist students in pursuit of their academic and musical goals.

A maximum of 60 transfer credits aligned with a student's degree program can be accepted from external colleges and/or universities with regional accreditation. Courses must be passed with a grade of C, 73%, 2.0 or better.

Students who have completed credits through Berklee prior to matriculating may also transfer their coursework, which does not count toward the 60 external credit limit.

In rare cases, transfer credit may be granted for coursework completed at a nationally accredited institution. Accreditation must be granted by an agency recognized by the U.S. Secretary of Education as a reliable authority as to the quality of postsecondary education within the meaning of the Higher Education Act of 1965, as amended (HEA). This credit is granted solely at the discretion of the Dean.

Official Transcript

Students must provide an official transcript from each of their prior institution(s). A transcript is considered official only if it is sent directly from an institution to Berklee Online in a sealed and stamped envelope or via a secure electronic transcript service such as Parchment or National Student Clearinghouse.

International students or those students who wish to transfer post-secondary credit completed at institutions outside of the US and Canada are required to have their transcripts evaluated by an accredited credential evaluation agency.

Berklee Online cannot award transfer credit for unevaluated international coursework, unless the student previously attended a Berklee BIN school or is submitting the official score report for their A Level exams. **Please note that all documents must be in English.**

Berklee Online recommends the following provider of evaluation service:

Education Credential Evaluators, Inc.
P.O. Box 514070
Milwaukee, WI 53203-3470
USA
(414) 289-3400
eval@ece.org

Credit Systems

Berklee Online operates on a semester-hour system. When transferring credit from an institution using a different system, the following conversions must be made.

Quarter-Hour Systems

- 3 quarter-hour credits outside of Berklee Online are equivalent to 2 semester-hour credits at Berklee Online
- 4.5 quarter-hour credits taken outside of Berklee Online equal 3 semester-hour credits at Berklee Online.

Contact-Hour Systems

- 45 contact hours outside Berklee Online equal 3 semester-hour credits at Berklee Online

When necessary, like-courses on alternate systems may be combined and transferred as a single 3-semester credit course.

Institutional Requirements

All students, including those transferring from other colleges and universities, are required to complete a minimum of 60 credits for a single major or 105 credits for a dual major at Berklee in order to obtain their degree.

Additional Courses Eligible for Transfer

International Baccalaureate

Many courses taken through the International Baccalaureate program are eligible to be accepted at Berklee Online. The courses must be taken at the Higher Level (HL), with a minimum score of 4 earned. Information regarding International Baccalaureate can be found at www.ibo.org.

Advanced Levels and Advanced Subsidiary Levels

Advanced Level Exams (A-Level) and Advanced Subsidiary Level Exams (AS-Level) are accepted, provided that they are compatible with a student's program and an official score report is submitted to Berklee Online. The Transfer Team is responsible for evaluating these reports and will make the final determination on acceptance and transfer equivalency.

Advanced Placement

Berklee Online accepts certain AP exams as transfer credit and reserves the right to determine

which tests are acceptable and how they will apply to the degree programs.

For more information on the Berklee Online equivalencies, visit the Berklee Online Transfer webpage:

<https://online.berklee.edu/degrees/about/degree-transfer-credits-planning-guide-and-faqs>.

A passing score on an AP test is equivalent to 3 semester credits.

An official score report from College Board must be sent to Berklee Online to receive AP credit.

AP scores can be sent directly to Berklee Online using the code: **6774**

College Level Examination Program (CLEP)

Berklee Online accepts certain CLEP exams as transfer credit and reserves the right to determine which exams are acceptable and how they will apply to the degree programs.

For more information on the Berklee Online equivalencies, visit the Berklee Online Transfer webpage:

<https://online.berklee.edu/degrees/about/degree-transfer-credits-planning-guide-and-faqs>.

A passing score on a CLEP test is equivalent to 3-6 semester credits.

An official transcript from the College Board must be sent to Berklee Online to receive CLEP credit.

CLEP scores can be sent directly to Berklee Online using the code: **6283**

DSST Exams

Berklee Online accepts certain DSST exams as transfer credit and reserves the right to determine which exams are acceptable and how they will apply to degree programs.

A passing score on a DSST exam is equivalent to 3 Berklee Online credits.

An official score report must be requested from Prometric to be sent to the following address:

Berklee Online
Attn: Berklee Online Registrar's Office
855 Boylston St, 7th Floor
Boston, MA 02116

Berklee Online will consider other credit-granting exams on a case-by-case basis.

Transfer Credit Process

Applicants:

1. Prospective students seeking admission to the BPS degree program at Berklee Online should submit official transcripts from all previous institutions attended with their application. A transcript is considered official only if it is sent directly from a college/university to Berklee Online. Transcripts that have been opened or faxed are not considered official and, therefore, are not acceptable for transfer credit. Grade reports are also not acceptable for transfer credit. Transcripts should be submitted prior to the application deadline.
2. For those students admitted to the BPS degree program, an electronic copy of their Official Transfer Evaluation will be sent to the email address associated with their account within 7-10 business days of being notified of their acceptance.
3. Students who have submitted college-level transcripts and are awarded no transfer credit will be notified.
4. Students who do not wish to seek transfer credit for their completed college-level coursework must inform the Transfer Team in writing by emailing transfer@online.berklee.edu.
5. Students offered provisional acceptance will not receive their evaluation until they have satisfied the terms of their admission.

Admitted Students:

1. Students who have completed additional coursework since their admission must submit an updated official copy of their transcript to Berklee Online.
2. The course(s) must be completed with a grade of C, 73%, 2.0 or better.
3. Students who feel they are eligible for additional credit than received should contact the Transfer Team and provide the following information: the external code and title of course they believe should transfer, the BPS degree requirement they believe it should fulfill, and supporting documentation, such as detailed course syllabi from the year the course was completed.

Matriculated Students:

1. Students currently enrolled in the BPS program who are seeking to fulfill a remaining degree requirement by completing additional external credit must first get their coursework approved by the Transfer Team. Students should supply the name of the institution where the credit will be completed, the external course code and title, and a detailed course description. Materials can be emailed to transfer@online.berklee.edu or faxed to 617.747.2149. Please note that additional information such as a course syllabus

may be requested.

2. Upon review of the official course description and/or syllabus, the student will be notified whether the course can be accepted and which Berklee Online requirement it will fulfill.
3. Students are strongly encouraged to complete the Berklee Online Consortium Agreement paperwork to ensure the proper dispersal of financial aid.
4. The course(s) must be passed with a grade of C, 73%, 2.0 or better. Once the coursework is completed, an official copy of the transcript must be sent to Berklee Online in order for any additional transfer credit to be awarded.

Documentation can be sent to:

Berklee Online
Attn: Berklee Online Registrar's Office
855 Boylston St, 7th Floor
Boston, MA 02116

transfer@online.berklee.edu

For more detailed information, please refer to the [Berklee Online Transfer Credit Services Guide](#).

Acceptance into Berklee Online

Placement/Proficiency Testing

Entering students may take a music proficiency assessment and other exams specific to their major. The results of these assessments are used to place entering students in classes appropriate to ability level.

Orientation Course

All Berklee Online degree students are required to complete an online orientation course. The purpose of the online orientation is to ensure that students are well prepared to take online courses. The orientation course should be completed by 5:00 P.M. on Sunday prior to the start of the semester.

Acceptance Expiration

Admission acceptances are only valid for four consecutive semesters.

Acceptance to Berklee College of Music versus Berklee Online

Students accepted to Berklee College of Music who wish to pursue a degree through Berklee Online will need to apply for admission to Berklee Online. Documentation provided to Berklee College of Music during the original application process may be used during the application

process for Berklee Online. Students who are dismissed from Berklee College of Music may not apply for admission to Berklee Online.

Students accepted to Berklee Online who wish to pursue a degree through Berklee College of Music will need to apply for admission to Berklee College of Music and go through the audition and interview process for Berklee College of Music.

Acceptance to one degree program does not confer acceptance to another degree program.

Incarcerated Students

Participation in Berklee Online degree programs will not be warranted if you (1) are an adult presently incarcerated as a result of conviction of a crime(s); (2) have previously been incarcerated as an adult as a result of conviction of a crime(s) unless the incarceration was the result of a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbing the peace; or (3) have been convicted of any crime within the past five years.

Academic Policies

Academic Year

Berklee Online has four intensive semesters per year, Fall, Winter, Spring, and Summer.

Semester Length

Each Berklee Online semester is 12 weeks in length.

Catalog Year Policy

All students must complete the curriculum defined in the catalog at the time of their matriculation. Students may opt to change to a more recent catalog year assignment if they prefer to graduate under a newer set of curricular requirements. To do so, students should submit a request via email to registrar@online.berklee.edu. Students who leave and return to Berklee Online after four or more years will automatically be assigned to the new catalog year that is in effect at the time of their return. Students may not change their catalog year assignment to an earlier catalog. However, students are encouraged to meet with their advisor to discuss the applicability of past course work to their existing catalog assignment.

Registration

It is each student's responsibility to work with his/her assigned advisor before attempting to register for courses. Berklee Online may make changes to a student's registration schedule in

situations, including but not limited to the following: (1) if a course is cancelled, (2) if the student becomes ineligible to enroll in a course due to failing a requisite course, or (3) if a student fails to meet the Satisfactory Academic Progress requirements.

Full-Time/Part-Time Status

- Full Time = 12 credits
- $\frac{3}{4}$ Time = 9 credits
- Half Time = 6 credits
- Less than Half Time = 3 credits

Add/Drop

After registering for courses in a given semester, students may make adjustments to their course schedule under certain conditions.

The add/drop period at the beginning of each semester is the first five days of the semester. Through Friday of the second week of the semester, students may add or drop a course with approval from an academic advisor.

Questions about registration or schedule adjustments may be directed to the Berklee Online Registrar's Office.

Course Participation

Prompt and regular online participation is required to complete all Berklee Online courses successfully. The weekly lessons are cumulative; therefore, it is imperative that students stay current with their coursework and assignments. In addition, student-to-student communication and collaboration are essential elements to the overall Berklee Online educational experience, and students who fall behind in their course work not only miss out on the cumulative curriculum but the community aspect of their courses as well.

It is recommended that students begin their course(s) promptly when the semester begins. If a student does need to start the course a few days late, they should contact the instructor via a private message and/or e-mail as soon as possible after the course has opened.

If students plan to be away from their courses, they should inform their instructors via a private message and/or e-mail, and make every effort to continue working on the courses while away. If this is not possible, they should make a plan with their instructors to catch up upon returning. Note that failure to submit required work in courses in a given semester for two weeks or more will result in an administrative withdrawal for the semester (see Administrative Withdrawal Due to Non-Participation for more information).

Each instructor has his/her own policy for accepting late work. It is important that students review this information. Students should contact their instructors as soon as possible to determine what, if any, arrangements can be made for the specific situation. Instructors may issue a failing grade for failure to submit required work in a course. The grade of “F” will be recorded for failure to complete or properly withdraw from courses.

Transferring from a Degree to a Certificate

Students pursuing a degree program through Berklee Online can transfer their enrollment to a certificate program by contacting their academic advisor. Students will be required to pay the registration fee for the certificate program they wish to pursue. No refunds will be issued for tuition or fees paid towards a degree program.

Withdrawal from Courses/Semester

Withdrawing from a course is the responsibility of the student. Students can withdraw with a grade of W through week 8 of the semester. No withdrawals are accepted after week 8. Once the withdrawal deadline has passed, all registered students will receive a course grade based on the stated grading criteria. Students continue to be financially responsible for that course and are not eligible for a tuition refund or replacement course. Students should note that withdrawing from a course might affect students’ eligibility to receive scholarships, financial aid, and veterans’ benefits. Students are strongly advised to consult with their instructor, advisor, or the Berklee Online Registrar’s Office prior to withdrawing from a course.

Students wishing to withdraw from a course(s) should download, complete, and submit the Withdrawal from a Course Form found at <https://online.berklee.edu/degrees/about/degree-program-policies-and-forms>.

Withdrawal from Berklee Online

Students who wish to withdraw from the college must complete the Withdrawal from the College Form, which can be found at <https://online.berklee.edu/degrees/about/degree-program-policies-and-forms>. No deduction is made for temporary absence, nor is any credit granted if students are suspended, dismissed, or leave the college without formally withdrawing. In some instances, financial aid awards may be prorated upon withdrawal from the college. Contact the Office of Financial Aid or see below for more information.

Administrative Withdrawal Due to Non-Participation

Students pursuing a degree through Berklee Online are required to maintain regular participation in the courses in which they are enrolled.

Through week 10 of the semester, students who do not participate in any of their courses for two consecutive weeks will be administratively withdrawn from their courses, unless prior arrangements have been made with their instructor, academic advisor, and student success specialist. Participation is defined as posting an assignment within a course. No administrative withdrawals will be processed for lack of participation during the last two weeks of the semester; students will be required to finish the semester and will be issued the grade earned.

Extenuating circumstances that prevent a student from participating, either at the beginning of the semester or during the semester, will be reviewed on a case-by-case basis by the Dean of Continuing Education.

Students who are administratively withdrawn will be responsible for any tuition and fees incurred as a result of their enrollment. Students receiving financial aid should keep in mind that credit changes may affect their aid eligibility. In addition, a grade of "W" will affect students' Satisfactory Academic Progress (SAP) and, subsequently, their financial aid eligibility.

Medical Withdrawal

Students who need to withdraw from their online course(s) for medical reasons may be eligible for a medical withdrawal and refund. A medical withdrawal will be considered only if accompanied by a written verification from a medical doctor on letterhead stating the student cannot complete the semester due to an illness or disability. Please note the doctor's note must be in English to be considered. The withdrawal will not be allowed if a student fails to submit medical documentation to the Student Success Specialist prior to the end of week 8 of the semester. If the requested medical withdrawal is approved, the student will receive a grade of "W" for the semester.

Withdrawal from Berklee Online with Financial Aid

Title IV federal financial aid includes Federal Pell Grants, Federal Direct Stafford Loans (subsidized and unsubsidized), and Federal Direct PLUS Loans.

Per federal regulation, students who receive Title IV federal financial aid and who fully withdraw from Berklee on or before the 60 percent point in the semester (in calendar days) are entitled to keep only the portion of Title IV federal student aid that they have earned to that point. Students who receive federal financial aid and withdraw after the 60 percent point of the semester are considered to have earned all of their federal student aid for that semester.

Students who stop attending all classes without officially withdrawing are considered to be "walking-away." The federal aid received during the semester will be subject to the federal return calculation based on the effective date of withdrawal, which is determined by the last recorded date of academically related activity (see Administrative Withdrawal Due to Non-Participation).

Post-Withdrawal Disbursement

Students who withdraw prior to Title IV funds being disbursed may be eligible for a portion of their available aid. Students eligible for Federal Direct Loans will be notified of the percentage of their loan(s) for which they are eligible and will be given 14 days to accept the loan(s) and have it applied to their balance. Loans will not be applied without confirmation.

Return of Federal Financial Aid

Based on a pro-rata schedule, the percentage of the semester attended is used to calculate the amount of a student's earned/unearned federal financial aid funds. Any unearned federal aid must be returned to the federal government. Federal aid funds previously disbursed will be adjusted and may create a balance owed to the college. Students are responsible for any balance due after the return of funds calculation has been completed.

The unearned portion of Title IV federal financial aid will be returned to the appropriate aid programs in the following order:

- Federal Direct Unsubsidized Stafford Loan
- Federal Direct Stafford Loan
- Federal Direct PLUS Loan
- Federal Pell Grant

Refunds to the student and/or to the federal financial aid programs by the student or the college will be made within 30 days of the date that the college determines the student has withdrawn.

The chart below will help explain how refunds are calculated. Refer to the column that applies to a student's withdrawal/federal student-aid status at Berklee College of Music. The college will calculate a student's tuition charges and aid eligibility under the policy, which applies to a student's status and withdrawal.

Tuition and Aid Percentage Chart for Students Withdrawing

	<u>Tuition Charged</u>	<u>Federal Aid Earned*</u>
Before classes begin	0%	0%
Monday of Week 1	0%	6%
Monday of Week 2	0%	14%
Monday of Week 3	100%	20%
Monday of Week 4	100%	28%

Monday of Week 5	100%	34%
Monday of Week 6	100%	41%
Monday of Week 7	100%	48%
Monday of Week 8	100%	54%
Monday of Weeks 9-12	100%	100%

*These percentages are weekly guidelines; actual refunds are based on calendar days. This represents the amount of student aid that is earned at the point of withdrawal. Unearned Federal Aid will be returned to the government. Final eligibility will be determined by the Office of Financial Aid within 30 days of the student withdrawing from classes.

State funds have their own eligibility criteria for when students withdraw. State regulations vary, and we recommend students check with their state or with the Office of Financial Aid to determine eligibility for any state funds when withdrawing.

Veterans' benefits, too, have their own eligibility criteria for when students withdraw. We encourage any student receiving veterans' benefits to talk with the veterans' certifying official for Berklee Online before withdrawing from the college.

Note that when a student fully withdraws, any adjusted Berklee charges that have not been paid are still owed to the college.

For more information, contact:
 Office of Financial Aid
 Berklee College of Music
 921 Boylston Street
 Boston, MA 02215
 (617) 747-2073
financialaid@berklee.edu

Credit Limits

Full time status is a minimum of 12 credits (four courses) per semester. Students interested in taking more than four courses (not including private lessons) in a semester require approval by the Berklee Online Registrar's Office.

Declaration of Major

Students are required to declare a major prior to completing 45 credits (including transfer credit)

in the degree program. With the help of assigned advisors, students will have the opportunity to examine their musical and educational objectives and to select the most appropriate major.

Dual Majors

Students wishing to pursue a dual major will need to a total of 165 credits, including the required and specified elective courses for both majors. Students should download, complete, and submit the Change of Degree Major Request Form found at <https://online.berklee.edu/degrees/about/degree-program-policies-and-forms> to declare a dual major.

Change of Major

Changes in your declared major must be completed by the Friday before the first week of classes in order for the change to be effective for that semester. Changes received after this date will be effective for the following semester. Changes to your declared major cannot be made for a semester previously attended. Students should download, complete, and submit the Change of Degree Major Request Form found at <https://online.berklee.edu/degrees/about/degree-program-policies-and-forms> to change their major.

Please note that changing your major may result in changes to transfer credit accepted into the program.

Dual-Major Exception to Changing Academic Major

A student who is a dual major and has completed all graduation requirements for one of the two majors, but plans not to enroll again to complete his/her second major, may opt to change to a single major and graduate in the single major in which all requirements are satisfactorily completed. The official graduation date will be the end of the semester in which the change to the single major was completed.

Guitar Private Lesson Policies

Guitar majors in the [Bachelor of Professional Studies degree program](#) complete nine levels of private guitar lessons. Each level of private lessons is 12 weeks in duration and involves a weekly, one-hour, live webcam session with a faculty member of your choosing.

When course registration opens for the semester, you will be able to register for the appropriate private lesson course level, and then select a day, time, and instructor. Guitar majors in the Bachelor of Professional Studies degree will earn two credits for the successful completion of each level of private lessons, for a total of 18 credits.

You may transfer up to five consecutive levels of lessons (levels 1-5) from a regionally accredited college or university. The private lessons you wish to transfer must map to the learning outcomes

or proficiencies of Berklee Online's private lessons. Standard transfer credit policies and procedures apply.

You may also register and submit a portfolio for prior learning credit for any of the nine required levels of lessons (totaling 18 credits). Standard prior learning credit policies and procedures apply.

Tuition for private lessons follows the same per-credit cost of a Berklee Online course (note that private lessons are two credits instead of three credits). In addition, there is a \$500 per semester fee for each of the nine levels of private lessons to cover the cost of one-on-one instruction.

Technical Requirements for Guitar Private Lessons

Software Requirements

- A basic audio recording tool that will allow you to record yourself playing along with a background track and save the recording in MP3 format. You will have a tool to use for this purpose inside the learning environment. Alternatively, you can use software like Audacity or GarageBand
- Mac Web Browser: Firefox (Recommended), Chrome, or Safari
- PC Web Browser: Firefox (Recommended), Chrome, Internet Explorer, or Edge

Hardware Requirements

- Audio interface such as the IK Multimedia Stealthplug, Focusrite Scarlett 2i2, Mbox, etc. See the [Student Deals](#) page for discounts
- Speakers or headphones for your computer
- A built-in microphone or an external microphone plugged directly into your computer (via built-in ports or an external audio interface)
- A webcam

Mac-specific Hardware Requirements

- OS X 10.7 or higher
- 2 GB RAM and 500 MB hard drive space recommended

PC-specific Hardware Requirements

- Windows Vista SP2 or higher
- Intel Pentium 4 or higher
- 1 GB RAM and 500 MB hard drive space recommended
- Sound card

Grading

Academic standing and eligibility for a degree or diploma are determined by the quality of course

work. To determine academic standing, the college uses a point system, each qualitative grade having an equivalent numerical value.

Grading System

Letter Grade Equivalent	Numerical Percentage	Value
A	93–100	4.00
A-	90–92	3.70
B+	87–89	3.30
B	83–86	3.00
B-	80–82	2.70
C+	77-79	2.30
C	73–76	2.00
C-	70–72	1.70
D	60–69	1.00
F	0–59	0.00
W	Withdrew	0.00
I	Incomplete	0.00

Note: Berklee Online does not rank its students.

Grade of Incomplete ("I")

Under limited circumstances, students may request a grade of Incomplete ("I") from course instructors in the final two weeks of the semester. To be considered for an Incomplete, students must be passing the course at the time of the request in addition to having satisfactory attendance. The decision to grant the request rests entirely with the instructor of the course. The instructor of the course reserves the right to require an agreement with the student who seeks the Incomplete for the particular course. The agreement specifies the work to be completed and the deadline for completion.

The instructor of the course additionally retains the right to change the student's final grade from "I" to the grade that the student had earned at the completion of the semester, at any time after the completion of the semester, including during the period prior to the submission of the remaining work for the course by the student.

Berklee recognizes that students may be presented with certain opportunities, such as work projects, music performances, vacation, or other activities. These situations do not qualify a student to receive a grade of Incomplete. It is strongly recommended that the necessary coursework be completed and submitted to the instructor as soon as possible after the completion of the semester, but it must be submitted by the end of the immediately following semester, whether or not the student is enrolled in that semester. A grade of Incomplete that is not resolved by the last day of the following semester automatically changes to a grade of "F."

Grades of “I” are not calculated into the GPA. Students do not receive credit for courses with a grade of “I,” nor does any course with a grade of “I” count as a prerequisite for another course until the “I” is changed to a passing grade. Criteria for receiving Dean’s List honors specify that a student cannot have a grade of Incomplete for the semester in question. Dean’s List honorees are determined in the third week of classes of the following semester. Any grade of Incomplete must be changed to a grade of “B” or better by the second week of classes to be eligible for Dean’s List consideration.

Grade Change

The student transcript is the college’s official record of the courses that each student takes and the course grades received while at Berklee Online. To ensure accuracy, students and alumni have online access to view their transcripts.

If a student feels he/she has been issued a grade that does not accurately reflect his/her performance in a course, he/she should first reach out to their instructor to discuss the concerns.

If unable to resolve the issue with the instructor, the student should send a written appeal to the Berklee Online Registrar’s Office to dispute the grade. The appeal should include the name of the course, the instructor, and a detailed reason why the student feels the grade is incorrect. This can be emailed to registrar@online.berklee.edu.

The appeal must be received prior to the end of the following semester to be considered. Any appeal received after this time will not be eligible for review.

Repeat Course Policy

Students may enroll in and receive a grade for a course taken for a second or subsequent time. Only the highest grade will be computed in the cumulative GPA. The repetition of a course will not eliminate the previous grade from the student’s record, nor will any additional credit toward a degree be earned by repeating a course. Additional tuition and fees will apply.

Dean’s List

Students averaging honor grades for any given semester are placed on the Dean’s List and receive a letter from the Dean confirming their accomplishment. Specific criteria for inclusion on the list are as follows:

Students must earn at least 6 credits in the semester in question and achieve a grade point average of 3.60 or above.

No grade in the semester in question may be lower than “B,” and no grades of Incomplete (“I”) or Withdrawal (“W”) are permitted.

The Dean's List is calculated based on a deadline of all grades received by the end of the second week of classes in the following semester. Students should be aware that any work intended to satisfy a grade change for the purposes of making the Dean's List must be submitted to their instructors for review well in advance of the deadline for the Dean's List.

Satisfactory Academic Progress

All Berklee Online students are required to make satisfactory academic progress. All students must meet or exceed the following three standards at the end of each academic year (the end of Summer semester) to meet Berklee Online's Satisfactory Academic Progress requirements. In addition, they must meet these requirements to maintain federal financial aid eligibility.

1. A cumulative grade point average of 2.00.
2. A cumulative credit completion percentage of 70 percent, calculated by cumulative credit hours completed divided by cumulative credit hours attempted.
3. The ability to complete their degree requirements for graduation within 150 percent of the normal credits allotted for degree completion. Example: A student enrolled in a 120 credit degree program has a maximum of 180 attempted credits to complete the degree.

Failure to satisfy any one of these standards will result in a student being placed on satisfactory academic progress suspension. Suspended students lose federal financial aid eligibility.

Students placed on satisfactory academic progress suspension may appeal the decision to Berklee Online. Any appeal must be based on extenuating circumstances and contain written verification of those circumstances. Students who choose not to appeal or whose appeal is denied face dismissal from the college.

If an appeal is granted, students will be placed into academic probation status and must sign and agree to the semesters of an academic recovery plan in order to continue to receive federal financial aid and register for classes for the Fall semester. If students have not fulfilled the conditions of the academic recovery plan by end of Spring semester, they will face academic dismissal.

At the end of the probation period:

- If a student has made satisfactory academic progress and fulfilled the conditions of the academic recovery plan, his/her enrollment eligibility will be conditionally restored, and the student will maintain financial aid eligibility.
- If a student has not made satisfactory academic progress but has fulfilled the conditions of his/her academic recovery plan, the student may request an extension to his/her academic probation.

- If a student has not made satisfactory academic progress nor fulfilled the conditions of his/her academic recovery plan, the student will have his/her enrollment eligibility permanently revoked, resulting in academic dismissal from Berklee Online.

Students placed on academic dismissal are ineligible for future semesters of enrollment in the Bachelor of Professional Studies degree program.

Note that satisfactory academic progress will be monitored throughout the academic year to ensure student success. At the end of each semester, prior to Summer semester, students may receive an academic warning that they are not meeting the requirements for satisfactory academic progress. Failure to show academic improvement could result in dismissal from the college.

Reinstatement after Academic Dismissal

Students who have been dismissed from the Bachelor of Professional Studies degree program for not meeting satisfactory academic progress standards can petition to be reinstated to their program. To be considered for reinstatement, students must take a minimum of 6 credits outside of their degree program, either with Berklee Online or another regionally accredited institution. The courses taken should apply towards their degree program. Students must earn a grade of B or better in their courses, with no Ws, Fs, or incompletes.

Students who opt to take courses outside of Berklee Online should first reach out to the Transfer Evaluation department at transfer@online.berklee.edu to be sure the courses they wish to take fulfill requirements in the degree program. At the conclusion of the courses, students should request to have an official transcript mailed to Berklee Online.

After fulfilling these requirements, students should complete the Bachelor of Professional Studies Reinstatement Form. Completed forms should be sent to success@online.berklee.edu, faxed to (617) 747-2149, or mailed to Berklee Online, 1140 Boylston Street, MS-855 BM, Boston, MA 02215. All requests for reinstatement will be reviewed by the Dean, and students will receive a decision by email.

Students who are reinstated in the degree program and are not yet meeting satisfactory academic progress standards will be placed on academic probation and will need to follow an academic recovery plan until they meet the requirements.

Financial Aid and Part-Time Student Status

Financial aid is available on a prorated basis to students who are enrolled part-time at Berklee Online. The amount of aid for which students are eligible is impacted by the number of credits for which a student enrolls. All part-time students must continue to make satisfactory academic

progress to be considered for financial aid funding. Most federal grants and loans require students to be enrolled in six or more credits in order to continue receiving prorated funding. Students enrolled in fewer than six credits are likely to enter their grace period and/or begin loan repayment.

Graduation Requirements

To graduate from the Berklee Online Bachelor of Professional Studies degree program, students must satisfy all major requirements and complete a minimum of 120 credits for a single major or 165 credits for a dual major. Students must also earn a minimum of 60 institutional credits for a single major or 105 institutional credits for a dual major. Although “D” (1.0) and “C-” (1.67) grades are considered passing in a course, a student must have a minimum GPA of 2.70 in their major and an overall cumulative GPA of 2.00. Prior to receiving a degree, students must fulfill all financial obligations to the college.

GPA Honors

Students who have attained the following final cumulative GPAs upon degree conferral will have the coordinating honors listed on both their transcript and diploma:

- Summa Cum Laude 3.85–4.00
- Magna Cum Laude 3.70–3.84
- Cum Laude 3.50–3.69

Applying to Graduate

Students must apply for graduation by academic year. The graduation application for an academic year will open in the fall term on October 1. Students planning to complete their degree requirements by the end of that academic year are asked to submit their applications by December 1. A link to the Berklee Online *Application for Graduation* can be found on the [Berklee Online Graduation Planning Page](#). Students are held responsible for determining that they have earned all necessary credits for graduation. Those students with questions regarding their eligibility are encouraged to contact the Academic Advising Team.

Completing the *Application for Graduation* is the only way to initiate the graduation process. A degree cannot be conferred unless the student has submitted the Application for Graduation. The graduation application is considered active for one academic year following its submission. If graduation requirements are not completed during this time period, the student’s application will expire and they will be required to submit a new graduation application.

Applications submitted after the December 1 deadline may delay processing of the student’s academic record and diploma. It may also have implications on a student’s ability to participate

in the Berklee College of Music Commencement Ceremony.

Participating in the Berklee College of Music Commencement Ceremony

Berklee Online Bachelor of Professional Studies degree students have the option of attending the Berklee College of Music Commencement Ceremony. Berklee has one ceremony that is held in Boston, Massachusetts once a year in May. Students interested in participating should indicate this on their *Application for Graduation*.

In order to be eligible to walk in the Berklee College of Music Commencement Ceremony, BPS students must be within nine (9) credits of completing their degree requirements by the end of the spring semester. Students are responsible for ensuring they will be within necessary credit range to participate and can lose eligibility to take part in Commencement should they not be in compliance with this policy.

If a student intends to become eligible to participate in the commencement ceremony either by completing additional external credits or by applying for prior credit, they must submit their official transcript and/or prior learning credit portfolio by the winter term.

It is essential that students planning to walk in the ceremony submit the *Application for Graduation* by the December 1 deadline. Should a student submit their application late, they will need to wait until the following year to walk.

Participating in Commencement does not mean a degree has been conferred. The student is still responsible for successfully completing all eligibility requirements even if they have already walked in Commencement. All eligibility requirements must be successfully completed prior to degree conferral.

Students may only participate in one commencement ceremony per degree, even if eligibility requirements are completed during a subsequent academic year.

Diploma Policy

Diplomas will be mailed to the address provided on the student's graduation application within 6-8 weeks of successful program completion. To ensure timely delivery of their diploma, students are asked to verify the accuracy of this address by contacting the Graduation Team at graduation@online.berklee.edu. College policy allows each graduate only one diploma. Should a diploma be lost, stolen, or damaged, a replacement may be requested by supplying the original or by submitting the police report or insurance claim. A diploma cannot be issued until a student has submitted their *Application for Graduation* and is free from any and all holds.

Student Policies

Student IDs

All Berklee Online degree students will be provided a student ID card, which will be mailed to them.

Transcript Requests

To obtain an official copy of your transcript, please download the Official Academic Transcript Request form and complete all applicable information. A signature and date are both required. In addition, please be sure to complete the Mail To section of the form so it is clear where the transcript should be sent.

The completed form can be faxed to (617) 747-2149 or mailed to:

Berklee Online
855 Boylston Street, 7th Floor
Boston, MA 02116
Attn: Berklee Online Registrar's Office

Students can also submit the completed form as a PDF via email. These can be sent to registrar@online.berklee.edu. Please allow two weeks from receipt of a written request to process a transcript. Transcripts cannot be processed if you have an outstanding financial obligation to Berklee Online.

Methods of Communication

Email

Email is the official method of communication regarding important deadlines, events, administrative business required for student enrollment, announcements, changes to existing courses and programs, and other updates. Students enrolled with Berklee Online must agree to receive all email communications. Students are responsible for checking their berklee.edu email account daily for important school-related information.

To ensure there are no gaps in communication, students are required to use their berklee.edu email address for all Berklee Online related communication.

Mailing Address

All students must have a current mailing address on file with Berklee Online. Berklee Online regularly sends out important documentation via mail. Some examples include:

- 1098-T federal tax forms
- Letters regarding enrollment status

- Refunds
- Other important information

Grievance Policy

Situations sometimes arise in which particular circumstances surrounding a policy decision require special consideration, or students have a complaint about the behavior or performance of a faculty or staff member.

As a general rule, students should address their concerns about a policy decision or a faculty member directly with the Berklee Online Registrar's Office. An unresolved complaint about the behavior/performance of a staff member may be brought to the attention of the person's immediate supervisor.

If the complaint remains unresolved, the student may continue to appeal to a higher level of authority, within the appropriate area, up to the vice president of the area.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) grants students the right of access to inspect or review their educational files, records, or data. If a student wishes to inspect his/her records, he/she must file a request with the Berklee Online Registrar's Office within 10 days of receipt of the Right of Access form. The student will be notified as to the date, time, and location that the desired record will be available for inspection.

The college maintains the following general records on students: permanent academic records and account payment records. A student file will contain a record of all non-Berklee affiliated individuals or organizations requesting access to it plus statements that specify the legitimate educational purpose for which access was requested. The Record of Access may be released only to Berklee College of Music personnel or to state or federal officials as a means of auditing the reporting of access to student records.

Except as listed below, information or records concerning individual students may not be released to any individual or agency without the student's written permission. Any request for such information received without such written notice will not be honored and will be returned with a request for a written release from the student. With the approval of the registrar and without the student's approval, educational records may be released to the following individuals or agencies under the following specific conditions:

1. Berklee College of Music personnel for legitimate educational purposes only
2. Federal or state officials in connection with the audit and evaluation of federally funded programs, in connection with the enforcement of federal legal requirements that relate to such programs, or in connection with the student's application for or receipt of financial

aid

3. State and local officials to whom disclosure is required by state statute adopted prior to November 19, 1974, for organizations conducting studies for the purpose of developing predictive tests, administering student aid programs, and improving instruction
4. Accrediting organizations in order to carry out their accrediting function
5. The student's parents, if they claim the student as a dependent on the most recent Internal Revenue Service tax return and provide documentation of such
6. Persons possessing a judicial order or lawfully issued subpoena (provided that the college first makes reasonable attempts to notify the student)
7. When necessary in an emergency, to protect the student's health, safety, or welfare or that of others, to persons who are in a position to deal with an emergency
8. The Bureau of Citizenship and Immigration Services (BCIS), formerly Immigration and Naturalization Services (INS), upon specific request to the college to verify F-1 status of international students

Unless an individual or agency can meet one of the aforementioned conditions, the college will not release a student's educational records, class schedule, specific address, or telephone number. However, the following data are considered by the college to be informational in nature and may be released without the student's permission, at the discretion of the college: name, enrollment status, graduation status, term level, program, major, dates of attendance, and hometown.

Additional information on procedures or policies relating to the college compliance with the Family Educational Rights and Privacy Act can be obtained from the Berklee Online Registrar's Office.

Code of Conduct

Students enrolling in Berklee Online assume an obligation to conduct themselves in a manner compatible with the College's function as an educational institution. As a result, reasonable policies, procedures, and regulations have been developed to guarantee each student's freedom to learn and to protect their rights.

Each student's attitude and deportment must conform to standards inherently necessary to advance the educational process. Failure to observe these standards may result in a review of a student's behavior for appropriate determination. Such behavior could be grounds for dismissal. Students who fail to comply with the regulations of Berklee Online may be dismissed from the online school at any time with no reimbursement of fees.

Harassment and Sexual Harassment

Berklee Online is committed to fostering an online learning environment free of harassment.

Verbal or written conduct that is unwelcome, or that denigrates or shows hostility or aversion toward an individual based on any of the factors listed below will not be tolerated. Harassment of any form is strictly against College policy and may result in disciplinary action.

Harassment is any verbal or physical action based upon race, color, creed, religion, gender, national or ethnic origin, age, handicap, or sexual orientation. Sexual harassment includes but is not limited to sexual advances, requests for sexual favors, or unwelcome contact. Sexual innuendoes, use of obscene language, and telling sexual jokes can also be construed as sexual harassment.

A fundamental belief of the College is that each member of the community has a right to a healthy and supportive environment for learning and working. Harassment of any form is considered a serious matter at Berklee. All members of the community are responsible for ensuring that the campus is free from harassment. Complaints of harassment will be promptly and carefully investigated, and all members of the community are assured that they will be free from any and all reprisal from filing a complaint.

Honesty in Academic Work and in Scholarly and Professional Practice

Berklee Online values integrity within the classroom, across all areas of scholarly and professional practice, and in the use of information technology resources. Consequently, members of the Berklee Online community are expected to maintain high standards of honesty and practice throughout the many aspects of their life and study at the College. Students who have evidenced academic dishonesty may be made subject to disciplinary procedures including but not limited to: receiving a warning; dismissal from the course; suspension or permanent dismissal from Berklee Online.

The following definitions are provided for the information of the Berklee Online community and constitute notice of unacceptable academic behavior or scholarly and professional practice. Academic work in this context means any and all music and non-music work related to any course or major at the College. While scholarly and professional work may occur in the context of a course, they also are found in activity that is independent of coursework. Dishonesty in scholarly or professional work, whether in the form of fraud, plagiarism, or cheating, is unacceptable and subject to appropriate disciplinary procedures.

- **Fraud** is using identifiers (such as name, password, ID) of other persons as one's own or submitting false information about oneself. Some examples include such infractions as concealing or misrepresenting one's identity, impersonating another individual, falsifying information on such documents as one's resume or internship applications, misrepresenting oneself as acting on behalf of Berklee, or using the College's name, logo, or symbol without prior written permission.
- **Plagiarism** is defined as misrepresenting work that has been done by another as one's own efforts whether such misrepresentation has been accomplished with or without the

permission of the other individual.

- **Cheating** is the use of prohibited assistance (whether in the nature of a person or a resource) in the performance of assignments and examinations, and copying of another student's work or the giving or receiving of information or answers, whether verbally or in writing. More extensive guidelines regarding honesty and the use of technological resources are found in the Technology Policy.

Use of Berklee College of Music or Berklee Online Name

Students may not under any circumstances, without the College's prior written consent, use the name "Berklee College of Music" or "Berklee Online" in any form or use any symbol or logo or graphic used by or associated with Berklee College of Music alone or with the name "Berklee" or any name, symbol, logo, or graphic confusingly similar to Berklee's name, symbols, logo, or graphics as part of an e-mail address, a "homepage," or a second or higher-level domain name for any online network a student utilizes, originates, or registers with Internet or similar authority. Unauthorized use of the name "Berklee Online," "Berklee College of Music," or any symbol, logo, or graphic used by or associated with the College or any confusingly similar thereto is a violation of college policies and subject to sanctions.

Credit Card Fraud Policy

Under the Fair Credit Billing Act, your bank cannot hold you liable for more than \$50.00 of fraudulent charges. In the event of unauthorized use of your credit card, you must notify your credit card provider in accordance with its reporting rules and procedures. Please note that when using your bank debit card as a credit card, you are protected under the Electronic Funds Transfer Act. You must report any fraudulent charges within two business days to avoid being liable for more than \$50.00. Please contact your bank or www.consumer.gov for more information.

Berklee Online takes credit card fraud very seriously and cooperates fully with local, state, and federal law enforcement officials to apprehend groups or individuals committing credit card fraud.

Berklee Online will supply all information about fraudulent orders to law enforcement officials who will then pursue investigation and prosecution of the criminal action taken by offending parties. Once the criminal case has been completed, a separate civil case is then submitted against the offending party to recover any and all damages (financial and otherwise) that is incurred by Berklee Online.

Financial Policies

Payment of Tuition

Before students attend any classes, all tuition and fees for the semester must be paid. Students are required and agree upon registration to pay tuition and fees by the tuition due date. If students add additional courses to their schedule, they must pay any additional tuition or related fee(s). Students will be notified of any unpaid balance that appears on their account via email or the student portal. Students who do not make a payment or payment arrangements with the Finance Department upon receipt of their bill will be subject to collection procedures (see Collection Policy for more information).

Acceptable Methods of Payment

Credit Card

Payments via credit card may be made online or by phone at (617) 747-2146. The following major credit cards are accepted: American Express, Discover, MasterCard, and Visa.

Personal Check, Cashier's Check, or Money Order

All checks should be made payable to Berklee College of Music with the negotiable amount in U.S. currency. If a student makes payments with a personal check and the check is returned, Berklee Online charges a \$50 processing fee. Notice of the returned check will be sent to the student. If the return payment creates a debit balance on the account, a hold will be placed on the student account, which blocks academic schedule changes, access to grades and transcripts, and all future registrations until complete restitution of funds is made. Berklee Online reserves the right to require future payments in the form of a certified check, money order, or credit card, and the student will no longer be able to use personal checks as a form of payment. Berklee Online will not redeposit personal checks that have been returned and requires that full payment be made within five business days of the notice being issued.

Checks and money orders can be mailed to:

Berklee Online
855 Boylston Street, 7th Floor
Attn: Finance
Boston, MA 02116

Do not mail cash to the college for application fees, deposits, fees, or tuition.

Domestic Wire Transfer

The following information will be required by the student's bank in order to process a domestic wire transfer.

Beneficiary Name: Berklee College of Music

Beneficiary Account Number: 169789320

ABA Number: 021000021

J.P. Morgan Chase Bank N.A.

270 Park Avenue

New York, NY 10017

Student Name & Student ID: Reference Berklee Online, in addition to the student ID

Once the transfer process has begun, the transfer confirmation should be faxed to (617) 747-2149, to the attention of Finance, or emailed to finance@online.berklee.edu.

International Wire Transfer

Berklee Online has partnered with peerTransfer to streamline the tuition payment process for international students. peerTransfer offers excellent foreign exchange rates, allowing students to pay in their home currency (in most cases) and save a significant amount of money, as compared to traditional banks. Students can log into their peerTransfer account, at any time, to track the progress of payments. Students are notified by email when their payment is received by Berklee Online.

PayPal

Berklee Online accepts payment via PayPal. Students should submit a request to finance@online.berklee.edu with the amount to be paid, the email address associated with the PayPal account, and student ID in order to utilize this method of payment.

Online E-Payment

Students can pay Berklee Online tuition and fees with no additional outside fees by making payments from a United States-based checking or savings account.

Berklee Online Degree TMS Payment Plan Policy

To meet the needs of our students, we offer a flexible payment plan each semester through Tuition Management Systems (TMS). This plan allows students and families to spread payments throughout the semester beyond the tuition due date. The first installment is due upon enrollment in the plan, along with an enrollment fee of \$25. To enroll through TMS, please visit berkleeonline.afford.com. Additionally, students can contact our Finance Department by email at finance@online.berklee.edu or by phone at 617-747-2146, ext. 5 for further information.

Third-Party Billing/Tuition Assistance

Berklee Online can apply advanced credit to students' accounts for a scholarship awarded from an outside sponsoring agency, employer, or other form of tuition assistance from a third party. Students should submit a letter or voucher to the Finance Department from the source, on their

letterhead, stating the following:

- Student's name
- Course or courses covered
- Tuition amount covered
- Semester and dates covered
- Name and address where invoices will be sent
- Contact Information for the third party being billed
- Student signature if applicable

This information can be emailed to finance@online.berklee.edu, faxed to (617) 747-2149, or mailed to:

Berklee Online
855 Boylston Street, 7th Floor
Attn: Finance
Boston, MA 02116

These letters or vouchers must be received by the bill due date. Upon approval of the letter or voucher, the amount the employer or scholarship organization is paying will be applied to the student's account as a temporary credit. If there is a balance remaining, the student will be responsible for paying it by the bill due date. Once this balance is paid, the student will be officially enrolled in the relevant course(s). Students will be responsible for any approved amount that is not paid by their third party.

Military Benefits

Students may be able to use their military benefits toward tuition and fees. For more information, visit <https://online.berklee.edu/military/overview>.

Refund Checks and Overpayments of Tuition or Fees

If students are owed money for overpayment of their bills, Berklee Online will process refunds during the third week of classes, after all schedules are finalized and all student data is verified. Refunds are issued once a week to students who have become eligible since the previous week. Refunds are not issued for overpayments of anticipated (i.e., verified or pending) funds or instances in which the college has advanced credit (i.e., payment plans) pending actual payment of expenses. Note: Students must keep in mind how the tuition and fees are paid, as it may affect the manner in which Berklee Online issues refunds:

- Payments received by credit card will be refunded to the credit card account in the amount of the refund within 60 days of the initial charge.
- Payments that include Federal Pell Grants or other Federal Direct Loans require

completed registration for the semester, signed promissory notes, and Entrance interviews with the College. If payment by financial aid results in a credit balance on the student's statement, the student must wait until the college receives funds from the originating bank or the federal government before a refund is processed. The same process is required for alternative loans and funding sources outside of Berklee Online. Students should contact the Office of Financial Aid for inquiries regarding grants or loan statuses by emailing financialaid@berklee.edu, or calling 800-BERKLEE (800-237-5533).

Students should contact the Finance Department for assistance in calculating a refund.

Military Student Refund Policy

Military students who withdraw before completing 60% of the semester are entitled to partial tuition refunds. No additional refunds will be given on courses in progress after this time period. Please refer to the chart below.

Proportion of semester completed as of date of withdrawal	Tuition Refund
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to but not including 60%	20% refund
More than 60%	No refund

Collection Policy

By registering for classes at Berklee Online, students acknowledge financial responsibility for the charges and fees assessed to their student accounts. Students are also responsible for any additional costs related to their enrollment with Berklee Online. Student account balances are to be paid in full by the due date published. Students will be notified of any unpaid balance on their account. Students are also expected to periodically check their online account for any additional charges or loss/reduction in aid that resulted in an unpaid balance. Should it be necessary to place a delinquent account with an outside collection agency, all fees assessed by the agency become the responsibility of the student.

Financial Aid for Domestic Students

Funds for financing a Berklee Online education are available from many different sources, including Berklee Online programs, federal and state programs, other government agency programs, and private sources.

The Office of Financial Aid is responsible for administering need-based funds through a review of a student's Free Application for Federal Student Aid (FAFSA). The FAFSA is available for U.S. citizens and permanent residents. The FAFSA calculates a family's financial need and allows the student and family to be considered for state grants and scholarships and the following federal programs: the Pell Grant and the Direct Stafford Loan. For more information, review the Guide to Private Loans available at <http://www.berklee.edu/forms>.

Students should apply well in advance for all possible sources of assistance: need-based, merit-based (generally scholarships), and non-need-based loans.

Financial Aid for International Students

Long-term financing is available to international students and their families. Many loan companies offer programs for credit-worthy applicants with a U.S. citizen or permanent resident cosigner. Further information on these programs is available in the Guide to Private Loans at <http://www.berklee.edu/forms>.

Counselors in the Office of Financial Aid work with students to help find solutions for financing their education. Options include payment plans and parent and student loans. For more information, visit <http://www.berklee.edu/financial-aid>, email financialaid@berklee.edu, or call 800-BERKLEE (800-237-5533).

Financial Obligation—Your Rights and Responsibilities

As a Berklee Online student, you are entering into a partnership with the college, part of which is financial. As a result, you have a number of rights and responsibilities.

You have the right to:

- have all records and data submitted with your application for financial aid treated as confidential information as prescribed by the Family Education Rights and Privacy Act (FERPA)
- receive an explanation of the financial aid award process
- be notified in a timely manner of any balances owed to the college

You have the responsibility to:

- read and ensure that you understand all materials provided to you regarding financial aid, particularly the rules governing the aid
- keep copies of all forms that you sign
- understand that financial aid is awarded based upon your anticipated credit load. Should

your actual credit load be different than the anticipated credit load, your aid will be recalculated after the add/drop period. This recalculation could result in a balance due that is your responsibility to pay

- understand that by registering for courses with Berklee Online, you are financially responsible for the associated tuition and fees assessed to your student account on the published due dates
- understand Berklee Online's withdrawal policy and how it affects the return of financial aid and any outstanding balances you may owe
- understand that Berklee Online will place a finance hold on your account if payment is not made on a timely basis for tuition and fees assessed. The hold will prevent future registrations, receipt of transcripts or diplomas, and other college services
- report any changes in your status including marital, academic, enrollment, residential, or name
- keep your contact information, including phone number, residential and mailing addresses, current with the Berklee Online Registrar's Office

Overdue Debts

In the unlikely event you owe past due amounts to Berklee Online, the college will attempt to contact you in an effort to bring your account up to date. However, if these efforts are unsuccessful, the college may refer your debt to an outside collection agency. In that case, all arrangements for repayment will be made with the outside collection agency and such agency's collection fees will be added to your then current debt. Fees for collection may vary.

Berklee Online Terms of Use

Acceptance of Terms

Berklee Online ("Web site") is published and maintained by Berklee College of Music, Inc. ("Berklee"). Berklee provides its service to users of the Web site ("you"), subject to the following Terms of Use ("TOU"), which may be updated by Berklee from time to time without notice to you. Please read these Terms of Use ("Agreement") and [Privacy Policy](#) carefully before using. Your use of the Web site is subject to your acceptance of this Agreement, and when you access, browse, or use this Web site, you accept, without limitation or qualification, the TOU Agreement as if you had signed it. Also, when using particular Berklee services, you and Berklee are subject to any posted guidelines or rules applicable to such services that may be posted from time to time.

1. Restrictions on Use

Any materials posted on the Web site that you copy, print, or download are licensed to you by Berklee for your personal, non-commercial use only, provided that you do not change or delete any copyright, trademark, or other proprietary notices. You agree not to reproduce, duplicate,

copy, sell, resell or exploit for any commercial purposes, any portion of the Web site, use of the Web site, or access to the Web site. Berklee reserves the right at any time and from time to time to modify or discontinue, temporarily or permanently, the Web site (or any part thereof) with or without notice. You agree that Berklee shall not be liable to you or to any third party for any modification, suspension or discontinuance of the Web site. Recognizing the global nature of the Internet, you agree to comply with all local rules regarding online conduct and acceptable Content. Specifically, you agree to comply with all applicable laws regarding the transmission of technical data exported from the United States or the country in which you reside.

Information Sharing with Nonaffiliated Third Parties

Because Berklee Online values all student relationships, it will not disclose students' non-public personal information to non-affiliated third parties, except as described in this policy or as otherwise permitted by law. We DO NOT allow any email harvesting. If you feel you have been contacted in error by a party other than Berklee Online, please contact student support at support@online.berklee.edu.

2. Public Communication and Forum Conduct

You are solely responsible for all content of any type, including but not limited to text, music, and/or photographs (collectively "Content") that you upload, post, email, transmit, or otherwise make available on the Web site. Berklee does not control the Content posted by you or others on the Web site and, as such, does not guarantee the accuracy, integrity or quality of such Content. Berklee will not be liable for any Content, or for any loss or damage of any kind incurred as a result of the use of any made available in any manner through the Web site. You agree that you, or any Content you submit, will not: contain libelous or otherwise unlawful, obscene, or abusive material; harm minors in any way; impersonate any person or entity, including, but not limited to, a Berklee official, forum leader, instructor, or other registered member, or falsely state or otherwise misrepresent your affiliation with a person or entity; contain any Content that infringes any patent, trademark, trade secret, copyright or other personal or proprietary rights of any party; contain any material that contains software viruses or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of any computer software or hardware or telecommunications equipment; disrupt the normal flow of dialogue; interfere with or disrupt the Web site or any servers or networks connected to the Web site, "stalk" or otherwise harass another person or entity; or collect or store personal data about other users. We do not pre-screen Content, and have no obligation to do so, but you acknowledge that we reserve the right, in our sole discretion to refuse or move any Content that is available via the Web site. Without limiting the foregoing, Berklee and its designees shall have the right to remove any Content that violates the TOU or is otherwise objectionable. You acknowledge and agree that Berklee may retain Content and may also disclose Content if required to do so by law or in the good faith belief that such retention or disclosure is reasonably necessary to: (a) comply with legal process; (b) enforce the TOU; (c) respond to claims that any Content violates the rights of third parties; or (d) protect the rights, property, or personal safety of Berklee, its users and the public.

3. Harassment or Intimidation

Sending of abusive or unwanted material causing the work or Berklee Online experience of others to be disrupted is a violation of college policies, may violate the law, and is unacceptable. Targeting another person or organization to cause distress, embarrassment, injury, unwanted attention, or other substantial discomfort is harassment, which is prohibited. Personal attacks or other action to threaten or intimidate or embarrass an individual, group, or organization; or attacks based on a person's race, national origin, ethnicity, handicap, religion, gender, veteran status, sexual orientation, or another such characteristic or affiliation are prohibited.

4. Content Submitted or Made Available for Inclusion on the Web Site

Berklee does not claim ownership of Content you submit or make available for inclusion on the Web site. However, with respect to Content you submit or make available for inclusion on publicly accessible areas of the Web site, you grant Berklee an irrevocable, royalty-free, non-exclusive, unrestricted, worldwide license to use, copy, sublicense, adapt, transmit, publicly perform, display, in all languages, and to incorporate such Content into other works in any format or medium now known or later developed. "Publicly accessible" areas of the Web site are those areas of the Web site that are intended by Berklee to be available to the general public. By way of example, publicly accessible areas of the Web site would include Berklee Discussion Boards and portions of the Web site that are open to both members and visitors. However, publicly accessible areas of the Web site would not include portions that are limited to members, or enrolled distance education students,

Berklee online services intended for private communication such as Berklee Online email, or areas off of the Berklee network of properties such as portions of World Wide Web sites that are accessible through the Web site but are not hosted or served by Berklee.

5. License

You acknowledge and agree that the Website and any necessary software used in connection with the Website ("Software"), as well as all course materials and content provided by Berklee, Berklee instructors, and/or third parties for the Berklee online courses (the "Course Content") contain proprietary and confidential information that is protected by applicable intellectual property and other laws. You further acknowledge and agree that Content contained in sponsor advertisements or information presented to you through the Website, Course Content, or advertisers is protected by copyright, trademarks, patents or other proprietary rights and laws. You agree not to modify, rent, lease, loan, sell, distribute or create derivative works based on the Website, the Course Content, or the Software, in whole or in part.

Berklee grants you a personal, non-transferable and non-exclusive right and license to use the object code version of the Software on a single computer; provided that you do not (and do not allow any third party to) copy, modify, create a derivative work of, reverse engineer, reverse

assemble or otherwise attempt to discover any source code, sell, assign, sublicense, grant a security interest in or otherwise transfer any right in the Software. You agree not to modify the Software in any manner or form, or to use modified versions of the Software, including (without limitation) for the purpose of obtaining unauthorized access to the Web site, or any portion of the Web site. You agree not to access the Web site by any means other than through the interface that is provided by Berklee for use in accessing the Web site.

6. Indemnity

You agree to indemnify and hold Berklee, and its directors, trustees, officers, employees, agents, affiliates, and co-branders, or other partners, and other users, harmless from any claim or demand, including reasonable attorneys' fees, made by any third party due to or arising out of Content you submit, post, transmit or make available through the Web site, your use of the Web site, your connection to the Web site, your violation of the TOU, or your violation of any rights of any third party.

7. Dealings with Third Parties

Your correspondence or business dealings with, or participation in promotions of, third parties (companies, jobs, gigs, music teachers and other users) found on or through the Web site, including payment and delivery of related goods or services, and any other terms, conditions, warranties or representations associated with such dealings, are solely between you and such advertiser. You agree that Berklee shall not be responsible or liable for any loss or damage of any sort incurred as the result of any such dealings or as the result of the presence of such advertisers on the Web site.

8. Links

The Web site may provide, or third parties may provide, links to other World Wide Web sites or resources. Because Berklee has no control over such sites and resources, you acknowledge and agree that Berklee is not responsible for the availability of such external sites or resources, and does not endorse and is not responsible or liable for any Content, advertising, products, or other materials on or available from such sites or resources. You further acknowledge and agree that Berklee shall not be responsible or liable, directly or indirectly, for any damage or loss caused or alleged to be caused by or in connection with use of or reliance on any such Content, goods or services available on or through any such site or resource.

9. Disclaimer of Warranties

You expressly understand and agree that:

- Your use of the online service is at your sole risk. The web site is provided on an "as is" and "as available" basis. Berklee expressly disclaims all warranties of any kind, whether express or implied, including, but not limited to the implied warranties of merchantability, fitness for a particular purpose and non-infringement.
- Berklee makes no warranty that (i) the web site will meet your requirements, (ii) the web

site will lead to employment or gigs (iii) the web site will be uninterrupted, timely, secure, or error-free, (iv) the results that may be obtained from the use of the web site will be accurate or reliable, (v) the quality of any products, services, information, or other material purchased or obtained by you through the web site will meet your expectations, and (vi) any errors in the software will be corrected.

- Any material downloaded or otherwise obtained through the use of the web site is done at your own discretion and risk and that you will be solely responsible for any damage to your computer system or loss of data that results from the download of any such material.
- No advice or information, whether oral or written, obtained by you from Berklee or through or from the web site shall create any warranty not expressly stated in the TOU.

10. Limitation of Liability

You expressly understand and agree that Berklee shall not be liable for any direct, indirect, incidental, special, consequential or exemplary damages, including but not limited to, damages for loss of profits, goodwill, use, data or other intangible losses (even if Berklee has been advised of the possibility of such damages), whether based on contract, tort or strict liability, or otherwise, resulting from: (i) the use or the inability to use the web site; (ii) the cost of procurement of substitute goods and online services resulting from any goods, data, information or online services purchased or obtained or messages received or transactions entered into through or from the web site; (iii) unauthorized access to or alteration of your transmissions or data; (iv) statements or conduct of any third party on the web site; or (v) any other matter relating to the web site. Some jurisdictions do not allow the exclusion of certain warranties or the limitation or exclusion of liability for incidental or consequential damages. Accordingly, some of the above limitations may not apply to you.

11. Termination

You agree that Berklee, in its sole discretion and without prior notice to you, may terminate your registered account (or any part thereof) or use of the Web site, and remove and discard any Content within the Web site, for any reason, including, without limitation, for lack of use or if Berklee believes that you have violated or acted inconsistently with the letter or spirit of the TOU. Berklee may also in its sole discretion and at any time discontinue providing the Web site, or any part thereof, with or without notice. Termination, suspension, or cancellation of this Agreement or your access rights will not affect any right or relief to which Berklee may be entitled in law or in equity. Upon termination of this Agreement all rights granted to you will automatically terminate. Paragraphs 3, 5, 8, 9, 10, 11 and 13 shall survive termination of this Agreement.

12. Trademark Information

Berklee College of Music, Inc., Berklee Press, Berklee Media, Berklee Online Access, Berklee Online Passport, Berkleemusic, and Berklee Online trademarks, logos, and product and service names are trademarks of Berklee College of Music, Inc. Without Berklee's prior permission, you agree not to display the above or use in any manner.

13. Copyrights and Copyright Agent

Berklee respects the intellectual property of others, and we ask our users to do the same. You may notify Berklee Online by providing the following information to our designated agent, as required by 17 U.S.C. § 512, if you believe you have a copyright infringement claim resulting from material posted on this site. These may include, but are not limited to:

- an electronic or physical signature of the person authorized to act on behalf of the owner of the copyright or other intellectual property interest
- a description of the copyrighted work or other intellectual property that you claim has been infringed
- a description of where the material that you claim is infringing is located on the site;
- your address, telephone number, and email address
- a statement by you that you have a good faith belief that the disputed use is not authorized by the copyright owner, its agent, or the law
- a statement by you, made under penalty of perjury, that the above information in your Notice is accurate and that you are the copyright or intellectual property owner or authorized to act on the copyright or intellectual property owner's behalf

Designated Agent:

Jessie Cappuccilli
Berklee Online
855 Boylston Street, 7th Floor
Boston, MA 02116
Tel: (617) 747-2146
Fax: (617) 747-2149
Email: copyright@online.berklee.edu

14. General Information

The TOU agreement and any posted operating rules constitute the entire agreement between you and Berklee, and govern your use of the Web site, superseding any prior agreements between you and Berklee with respect to the subject matter of this Agreement. You also may be subject to additional terms and conditions that may apply when you use affiliate services, third-party content or third-party software. You may not assign your rights under this Agreement to any third party. The TOU and the relationship between you and Berklee shall be governed by the laws of the Commonwealth of Massachusetts, USA without regard to its conflict of law provisions. You and Berklee agree to submit to the personal and exclusive jurisdiction of the courts located within the city of Boston, MA, USA.

The failure of Berklee to exercise or enforce any right or provision of the TOU shall not constitute a waiver of such right or provision. If any provision of the TOU is found by a court of competent jurisdiction to be invalid, the parties nevertheless agree that the court should endeavor to give effect to the parties' intentions as reflected in the provision, and the other provisions of the TOU

remain in full force and effect. You agree that regardless of any statute or law to the contrary, any claim or cause of action arising out of or related to use of the Online Service or the TOU must be filed within one (1) year after such claim or cause of action arose or be forever barred. The section titles in the TOU are for convenience only and have no legal or contractual effect.

15. Violations

Please report any violations of the TOU to: termsofuse@online.berkeley.edu.