

GENERAL INFORMATION

ADMISSION REQUIREMENTS

Both incoming freshmen and transfer students are accepted into the CJC based on the following:

1. A completed application form including a personal statement outlining your past accomplishments, future objectives and how and why you believe the CJC will help you realize them.
2. An official high school transcript. All students must have a satisfactory academic record and have earned an overall GPA of 2.0 or higher to be admitted to the CJC. Photocopies are not accepted. Please note: the CJC accepts ability-to-benefit students.
3. Official college transcript(s) if applicable. Please Note: all students must have a satisfactory academic record and have earned an overall GPA of 2.0 or higher to be admitted to the CJC. Photocopies are not accepted.
4. Two original letters of recommendation, at least one of which is from a professional musician and/or music educator familiar with your work and professional objectives. Photocopies are not accepted.
5. A live audition. Students living more than 150 miles from the CJC may substitute a video of their playing in lieu of a live audition. (See **Auditions, Audition Requirements** and **Placement Examinations**, next section.)
6. Results of the Ear Training and Sight Singing and Jazz Theory and Improvisation Placement Exams. (See **Auditions, Audition Requirements** and **Placement Examinations**, next section.)

Please note: To be accepted into the Jazz Studies degree program, students are expected to have:

1. A basic knowledge of music theory including:
 - Major and minor scales and key signatures in both treble and bass clefs
 - Major, minor, diminished and augmented triads
 - Major, dominant and minor seventh chords

AND

2. Basic musicianship skills including:
 - The ability to identify simple and compound intervals and seventh chords by ear
 - The ability to take simple melodic and rhythmic dictation
 - The ability to sight sing a simple melodic line
7. For international students, an internet-based TOEFL (iBT) score. All instruction at the CJC occurs in English. A high level of English proficiency is required for admission. All non-native speakers must submit an official score report from the Test of English as a Foreign Language (TOEFL) prior to enrolling. Applicants who have completed a 4-year degree program at an English-speaking college or university may request TOEFL exemption. The CJC accepts internet-based TOEFL (iBT) scores only. Please do not submit paper-based TOEFL (pBT) scores. Applicants must receive a score of 75 or higher to be admitted into the CJC. TOEFL scores are valid for two years after the test date and there is no limit to the number of times the test may be taken.

To apply, visit cjc.edu/apply. Please send all supporting materials including transcripts and letters of recommendation. For those students living more than 150 miles from the CJC, please include samples of your playing. Send all material — along with a non-refundable \$100 Application Fee — to:

California Jazz Conservatory
Office of Admission
2087 Addison Street
Berkeley, CA 94704

Auditions

All students applying for admission to the CJC must audition prior to acceptance. Auditions are held on-site. A live audition is required for all students living locally; pre-recorded performance samples are accepted in lieu of a live audition for students living more than 150 miles from the CJC. After your completed application has been received, the Registrar will contact you to schedule your audition.

Auditions are approximately 30 minutes in length and may be scheduled throughout the academic year. Students must be prepared to perform and improvise over the following tunes of their choice: a medium-tempo 12-bar blues; a ballad; a Latin tune; and an up-tempo jazz tune. They will also be given a short selection to sight-read.

Placement Examinations

All students applying for admission to the CJC must take two placement examinations: Musicianship (Ear Training and Sight Singing), and Jazz Theory and Improvisation. Placement exams are not graded: they serve to confirm basic required knowledge and skills, and determine appropriate placement appropriate placement in the Musicianship and Jazz Theory series. Placement examinations are administered directly following the audition. The Musicianship placement exam is approximately 30 minutes in length; the Jazz Theory and Improvisation placement exam is one hour in length.

Tuition and Supplemental Fees (B.M. and A.A. programs)

• Tuition — Instrumentalists

Full-Time (12 credits and above / semester):
\$10,500 (including 1 credit of Private Instruction;
not including Individual Tutorial, Trio Instruction)

Part-Time (11 credits or fewer / semester): \$850 /
credit (not including 1 credit of Private Instruction /
Individual Tutorial, Trio Instruction)

Private Instruction / Individual Tutorial:
\$1,800 / credit

Trio Instruction: \$1,200 / credit

- **Tuition — Vocalists**

Full-Time (12 credits and above / semester): \$11,000 (including Private Instruction; not including Individual Tutorial or Trio Instruction)

Part-Time (11 credits or fewer / semester): \$850 / credit (not including 1 credit of Private Instruction / Individual Tutorial / Trio Instruction)

Private Instruction / Individual Tutorial:
\$1,800 / credit

Trio Instruction: \$1,200 / credit

Tuition is due at the time of registration.

(See registration dates listed in the Academic Calendar.) Students registering after the registration period are subject to a late registration fee of \$50. Students must either have paid tuition and fees in full, have been accepted for financial aid, or have created an in-house semester-long payment plan prior to the first day of instruction to attend classes. Students with overdue tuition may not register for succeeding semesters. Seniors with outstanding tuition will be prohibited from taking part in their graduation ceremony and will not be issued their transcript.

In-House Payment Plan — The CJC offers students the option of paying their tuition on a monthly basis for a fee of \$50/semester. The CJC In-House Payment Plan must be created at the time of registration each semester. For fall semester, tuition is divided up into five equal payments due on the first of the month for months August–December; for spring semester tuition is divided up into five equal payments due on the first of the month for months January–May. A late fee of \$25 will be charged for payments submitted after the first of each month. Note: the current semester's tuition must be paid in full before a student may register for the subsequent semester. To create a payment plan, contact the Registrar at registrar@cjce.edu.

Students with an outstanding balance who have not yet been accepted for financial aid or created a payment plan by the first day of instruction will be dropped from the program. Students with overdue tuition may not register for succeeding semesters. Seniors with outstanding tuition will be prohibited from taking part in their graduation ceremony and will not be issued their transcript.

Tuition at the California Jazz Conservatory is subject to increase by approximately 4% per year.

- **Application Fee**

Students must pay a one-time, non-refundable Application Fee of \$100. The Application Fee is submitted along with the Application for Admission.

- **Registration Fee**

A non-refundable Registration Fee of \$50 is charged per semester. Students registering after the deadline will be charged a Late Registration Fee of \$50 (please see Academic Calendar 2019 – 2020 on the inside front cover for registration deadlines).

- **Enrollment Deposit**

New students are required to pay a non-refundable Enrollment Deposit of \$100 at the time of their acceptance into the program. Returning students are required to pay a non-refundable Enrollment Deposit of \$200 on or before June 1, prior to each fall semester, and on or before December 1, prior to each spring semester. The Enrollment Deposit is credited to students' tuition for the upcoming semester. A late fee of \$100 per month will apply to an Enrollment Deposit made after the due date.

- **Course Materials / Lab Fees**

Students should expect to pay approximately \$300 for texts and supporting course materials per semester.

- **Technology Requirements**

Instruction at the CJC utilizes many modern technologies and internet resources, and **all students are expected to own or have access to a computer** running Mac OS 10.14 (Mojave) or Windows 10 at minimum with high-speed internet access for research, communication and coursework. For music technology courses, a laptop with a recent version of Sibelius (version 7 or above) and Pro Tools (version 10 or above) or Apple Logic (10.4 or above) is required to participate. If purchasing a computer and software specifically for this program, we recommend a Macintosh laptop, a standard word processing suite such as Microsoft Office, and the Sibelius music notation program, for maximum compatibility with the material and software being taught.

- **Library Cards**

California residents are entitled to a Berkeley Public Library card. There is a \$100 annual fee for a library card for the Jean Gray Hargrove Library at UC Berkeley.

- **Challenge Examinations**

The fee for Challenge Examinations (testing out of a course) is \$275 per course.

- **Transcripts**

Official transcripts are issued for a fee of \$10 per transcript. Unofficial transcripts are free of charge. To request a transcript, please contact the Registrar at registrar@cjce.edu.

- **Student Tuition Recovery Fund (STRF):**

Students are required to pay the non-refundable state-imposed assessment for the Student Tuition Recovery Fund (STRF) of \$0.00 per every \$1,000 of tuition each semester. California law requires that upon enrollment a fee be assessed relative to the cost of tuition. These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of untimely school closure. Institutional participation is mandatory.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third-party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

• Summary of Tuition and Supplemental Fees

- Application Fee (one-time, non-refundable): \$100
- Enrollment Deposit (per semester, non-refundable; applied to tuition): \$100 (new students); \$200 (returning students)
- Enrollment Deposit Late Fee (per month): \$100 (See under Enrollment Deposit)
- Registration Fee (per semester, non-refundable): \$50
- Late Registration Fee (per semester): \$50
- Late Payment Fee (per month): \$50 (per terms of the Enrollment Agreement)
- Tuition Instrumentalists: \$10,500 / semester, full-time enrollment; \$850 / credit, part-time enrollment
- Tuition Vocalists: \$11,000 / semester, full-time enrollment; \$850 / credit, part-time enrollment
- Private Instruction / Individual Tutorial: \$1,800 / credit
- Trio Ensembles: \$1,200 / credit
- STRF fee: \$0.00 per \$1,000 of tuition (per semester); see under Student Tuition Recovery Fund
- Challenge Examinations: \$275 / course
- Textbooks and supporting materials: \$300 / semester (estimated)
- Music Software: \$600 (estimated)
- Library Fee (annually): \$0 – \$100
- Transcripts: \$10 per official transcript

• Total Tuition Charges

MASTER OF MUSIC

(See page 26)

BACHELOR OF MUSIC

Instrumentalists

- Full-time enrollment (8 semesters): \$84,500
- Full-time enrollment (9 semesters): \$95,050
- Part-time enrollment — Instrumentalists: \$123,800
- Part-time enrollment — Pianists: \$122,100

Vocalists

- Full-time enrollment (8 semesters): \$88,500
- Full-time enrollment (9 semesters): \$99,550
- Part-time enrollment: \$123,800

ASSOCIATE OF ARTS

Instrumentalists

- Full-time enrollment — \$42,300
- Part-time enrollment — Instrumentalists: \$62,000
- Part-time enrollment — Pianists: \$60,300

Vocalists

- Full-time enrollment — \$44,300
- Part-time enrollment — Instrumentalists: \$62,000

Private Instruction

Students are required to take fifteen one-hour private lessons per semester on their primary instrument to graduate. The cost of one credit of private instruction is included in full-time tuition; the rate for private instruction for part-time students is \$1,800 per credit and includes the cost of CJC room rental. Private lessons are scheduled on a to-be-arranged basis between student and teacher. **All fifteen hours of private instruction must be completed within the semester in which the student is enrolled.**

Scholarships and Prizes

The CJC awards unsolicited partial scholarships and prizes on occasion to qualified students based on a combination of artistic merit, financial need and the particular needs of the program at the time of inquiry. Students must maintain a cumulative GPA of 3.0, and earn a C or higher in all classes, to remain eligible for scholarships. Note: students receiving a scholarship who earn a non-passing grade of C- or lower in any required courses are responsible for retaking those courses at their own expense.

The following scholarships and prizes are awarded to CJC students who demonstrate a combination of artistic promise, commitment to excellence, and financial need on an as-available basis:

- **The Jamey Aebersold Scholarship**
Established in honor of Jamey Aebersold, one of the world's leaders in jazz education and performance, the Jamey Aebersold Scholarship provides financial support for promising CJC students.
- **The William E. Robinson Scholarship**
The William E. Robinson Scholarship is awarded to a CJC student who demonstrates commitment to excellence in the fields of jazz and related styles of music.
- **The Sy Grossman Family Scholarship**
A scholarship fund created in loving memory of CJC board member, jazz pianist and dear friend Seymour Grossman.
- **East Bay Center for the Performing Arts Scholarship**
A scholarship established by the California Jazz Conservatory in conjunction with East Bay Center for the Performing Arts to provide graduates of the Young Artist Diploma Program with partial scholarships to attend the California Jazz Conservatory degree program in Jazz Studies.
- **The Dick Hindman Prize in Jazz Piano**
First, second and third place prizes are awarded annually to three current California Jazz Conservatory students who demonstrate excellence in jazz piano. The Dick Hindman Prize in Jazz Piano was established in 2018 by Jacquelin and Sheafe Ewing in honor of revered San Francisco Bay Area jazz pianist and teacher Dick Hindman.

Work-Study

The California Jazz Conservatory offers work-study opportunities on an as-available basis. Work-study positions may include accompaniment, light office work, bookstore staffing and more. Please contact the Dean of Instruction regarding availability of work-study positions.

Code of Academic Integrity

Academic integrity is central to forwarding the mission, goals and objectives of the California Jazz Conservatory. The CJC is committed to providing an environment conducive to all aspects of teaching and learning. CJC students are held to the highest moral and ethical standards and are obligated to conduct themselves in a manner consistent with the principles as stated in the Code of Academic Integrity as follows:

The Code of Academic Integrity prohibits students from engaging in any acts of academic dishonesty whatsoever including but not limited to: *plagiarizing*; *lying*; *cheating*; and/or *fraud*. Under the Code of Academic Integrity:

Plagiarizing is defined as taking ownership of the work or idea of another as one's own without crediting the source.

Lying is defined as making a false statement which is intended to deceive.

Cheating is defined as benefitting from acting dishonestly or unfairly.

Fraud is defined as serving as an impostor for personal gain.

All alleged infractions of the Code of Academic Integrity should be reported to the Dean of Instruction in writing. The Dean of Instruction, together with the student's instructor, will thoroughly review the allegations for their veracity, and based on their findings, will determine the appropriate action. Proof of violation of the Code of Academic Integrity will result in either reprimand and a loss of credit for the assignment, loss of credit for the course, suspension for one year, or permanent dismissal, depending on the seriousness of the offense. Students found in violation must meet with the Dean of Instruction in person at which time they will be given a written notice citing the infraction and consequences of the offense. Any academic and/or financial penalties will apply as of that date.

Please note: In the case of suspension, a student is required to reapply for admission into the program as a new student (see under Admission Requirements). In the case of dismissal, a student may not reapply for admission into the program. Violation of the Code of Academic Integrity that results in either suspension or dismissal will be permanently attached to a student's transcript.

Code of Conduct

The California Jazz Conservatory is committed to providing our collegiate community of students, faculty and staff with an environment conducive to the freedom to teach and to learn — a setting that promotes intellectual freedom, nurtures individual creativity and self-expression and is free from discrimination of any kind.

Violations of the Student Code of Conduct include but are not limited to the following on-campus acts:

- Harassment, whether verbal, physical or written (including electronic communications), which is directed at an individual and/or member of a protected class, that extends beyond the bounds of protected free speech
- Use or sale of illegal drugs
- Alcohol intoxication
- Smoking within 50 feet of campus
- Disorderly conduct of any kind
- Non-consensual physical contact of a sexual nature
- Damaging or defacing CJC property or resources
- Theft or attempted theft
- Possession of weaponry of any kind

All alleged infractions of the Code of Conduct should be reported to the Dean of Instruction in writing. The Dean of Instruction, together with the student's instructor, will thoroughly review the allegations for their veracity, and based on their findings, will determine the appropriate action. Proof of violation of any aspect of the Code of Conduct will result in either reprimand, probation for the remainder of the semester and subsequent semester, suspension for one year, or permanent dismissal, depending on the seriousness of the offense. Students found in violation must meet with the Dean of Instruction in person at which time they will be given a written notice citing the infraction and consequences of the offense. *Please note: Academic and financial penalties (see under Cancellations, Withdrawals and Refunds and Adding, Dropping and Withdrawing from Courses) will apply as of the date of the written notice. Please note: In the case of suspension, a student is required to reapply for admission into the program as a new student (see under Admission Requirements). In the case of dismissal, a student may not reapply for admission into the program. Violation of the Student Code of Conduct that results in either suspension or dismissal will be permanently attached to a student's transcript.*

Students enrolled in the CJC are held to the highest standards of conduct and must obey federal, state and local laws.

California Jazz Conservatory Policy on Sexual Harassment

The California Jazz Conservatory adheres to the provisions under Title IX of the Education Amendments Act of 1972, the federal law stating that "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

The California Jazz Conservatory defines sexual harassment as conduct that comprises a combination of the following three conditions: is sexual in nature; is unwelcome; and denies or limits a person's ability to participate in or benefit from the California Jazz Conservatory's programs.

Sexual harassment may be associated with any of the California Jazz Conservatory's programs, regardless of the location. It applies to anyone of any sexual orientation, involving conduct that is carried out by any member of the California Jazz Conservatory community, e.g., a member of the board, faculty or staff, a student, or a non-employee third party, e.g., a visiting artist/scholar or consultant. Sexual harassment may be verbal, nonverbal or physical – or a combination of the three.

Examples of sexual misconduct include, but are not limited to, the following:

- making lewd remarks
- making sexual propositions
- pressuring for sexual favors
- touching of a sexual nature
- writing graffiti of a sexual nature
- distributing sexually explicit drawings, pictures, or written materials
- displaying sexual exhibitionism
- telling jokes of a sexual nature
- spreading sexual rumors
- circulating e-mails or websites of a sexual nature

The California Jazz Conservatory has a zero-tolerance policy for sexual harassment, in any and all forms, and upholds an absolute commitment to resolving sexual harassment within the institution's community while maintaining the strictest principles of confidentiality and discretion with those who report incidents of misconduct.

Any form of sexual harassment is to be reported in writing to the President, who will review those allegations and determine the appropriate next steps, including arranging for an independent investigation by an experienced and impartial workplace investigator.

Proof of sexual harassment by a faculty or staff member will result in termination; proof of sexual harassment by a student will result in either reprimand, probation for the remainder of the semester and subsequent semester, suspension for one year, or permanent dismissal, depending on the seriousness of the offense.

Anyone found in violation of the California Jazz Conservatory Policy on Sexual Harassment must meet with the President, at which time that person will be given a written notice citing the alleged infraction and subsequent consequences of the offense.

Academic Standing

Undergraduate students are classified as either Lower or Upper Division.

Lower Division students include:

Freshman — Students who have completed 0 – 34 credits of passing work.

Sophomore — Students who have completed 35 – 68 credits of passing work and have passed their freshman jury.

Upper Division students include:

Junior — Students who have completed 69 – 102 credits of passing work and have passed their sophomore jury.

Senior — Students who have completed 103 – 136 credits of passing work and have passed their junior jury.

Academic Probation, Suspension and Dismissal

All students must maintain a minimum cumulative grade point average of 2.0 or higher to remain in good academic standing (see Grading).

Academic Probation — A student whose cumulative grade point average falls below 2.0 will be placed on academic probation until the end of the semester after his/her cumulative GPA returns to 2.0 or above. A student must earn a semester grade point average of a minimum of 2.0 each semester while on academic probation.

Academic Suspension — A student on academic probation whose current semester grade point average falls below 2.0 will be suspended for one year and must reapply for admission into the program as a new student (see under Admission Requirements).

Academic Dismissal — A student who is suspended for the second time will be dismissed and may not reapply for admission into the program.

Please note: Students must maintain a minimum cumulative grade point average of 2.0 to be eligible for payment plans or scholarship.

Housing

The CJC is located within easy walking distance of a number of student-friendly apartment complexes in downtown Berkeley and the nearby vicinity and is also easily accessible by BART for students who wish to live outside of the city. There are no living accommodations available through the California Jazz Conservatory at this time. The CJC is not responsible for finding or assisting a student in finding housing. CJC students are responsible for making arrangements for their own housing. As of January 2016, average monthly apartment rent in Berkeley ranged from \$1,945 for a studio; \$2,200 for a one-bedroom; and \$3,175 for a two-bedroom apartment.

International Students

The California Jazz Conservatory is authorized to issue the F-1 student visa. For information on how to obtain the F-1 student visa, please visit <https://www.ice.gov/sevis>.

The CJC does not vouch for student status or any associated charges.

Please note: International students are required to submit an application along with a high school transcript, college transcripts (if applicable), two letters of recommendation, a TOEFL score (see under 7. on page 8), and a playing sample in the form of a DVD.

International students are also required to do a live audition and take the Ear Training and Sight Singing and Jazz Theory and Improvisation Placement Exams upon their arrival at the CJC.

