

Student Enrollment Agreement

Students must sign the CJC Student Enrollment Agreement prior to enrolling in classes **each semester**. This document serves as a binding agreement between the student and the school formalizing the details of the student's financial obligations to the school and the school's obligations to the student.

Cancellations, Withdrawals and Refunds

Cancellation — A student has the right to cancel the Enrollment Agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. A notice of cancellation shall be in writing and submitted to the Registrar. The notice to cancel the Enrollment Agreement will be considered effective no later than the date it is received by the Registrar.

Withdrawal — A student who wishes to permanently withdraw from the CJC must file a Withdrawal Form with the Registrar. Withdrawal Forms are available from the Registrar in the Main Office. The notice to permanently withdraw will be considered effective no later than the date it is received by the Registrar. Permanent withdrawal may be effectuated by a student's written notice or by a student's conduct, including, but not necessarily limited to, a student's lack of attendance (see under Code of Conduct and Attendance).

All financial and academic penalties apply as of the date the notice to permanently withdraw is received by the Registrar (see under Refunds below, and Adding, Dropping and Withdrawing from Courses). Exceptions may be made for family or medical emergencies with valid documentation. Please note: Students who have permanently withdrawn and subsequently wish to return to the CJC must reapply for admission as a new student (see under Admission Requirements).

Refunds — New students who cancel the Enrollment Agreement within the aforementioned timeframe may obtain a 100 percent refund of charges paid less the Application Fee (\$100), Registration Fee (\$50) and Enrollment Deposit (\$100). Returning students who cancel the Enrollment Agreement within the aforementioned timeframe may obtain a 100 percent refund of charges paid less the Registration Fee (\$50) and Enrollment Deposit (\$200).

Refunds for students who withdraw during a period of attendance are calculated as follows: Students who have completed 60 percent or less of the period of attendance shall receive a refund calculated on a pro rata basis. Refunds shall be calculated based on the total amount owed by the student for the portion of the educational program completed as of the date of receipt of the notice of cancellation or withdrawal.

A pro-rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows: The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

Note: Pro-rata refunds for *full-time* students who wish to withdraw from the program are calculated based on the following: their total tuition, divided by the total number of weeks in the semester (15), multiplied by the total number of weeks remaining in the semester.

Please note: A student who has been enrolled for more than nine weeks (60 percent of the term) is not eligible for a refund.

The CJC shall issue or credit refunds within 45 calendar days of a student's cancellation, withdrawal or completion of the program.

Upon a student's failure to pay a debt owed to the CJC, permission to register for the forthcoming semester may be withheld. The CJC also reserves the right to withhold a student's transcript until the debt and all costs associated with collecting it are paid in full.

Leaves of Absence

Students who wish to take a temporary leave of absence between semesters for professional, medical or personal reasons must submit a request in writing to the Dean of Instruction. Leaves of absence may not exceed two consecutive semesters without permission from the Dean of Instruction. Leave of Absence Request forms may be obtained from the Registrar in the Main Office and must be submitted to the Dean of Instruction prior to the first day of instruction of the semester for which the leave is requested.

Students who wish to take a leave of absence from the CJC during a semester are subject to all academic and financial penalties (see under Cancellations, Withdrawals and Refunds and Adding, Dropping and Withdrawing from Courses) as of the date of the requested leave of absence. Exceptions may be made for family or medical emergencies with valid documentation.

Students taking a leave of absence for more than two semesters must reapply for admission as a new student (see under Admission Requirements).

Attendance

Students must attend all class meetings, rehearsals and performances on a timely basis, barring illness or family emergency. Chronic tardiness or failure to attend class regularly may adversely affect student grades; please see individual class syllabi for attendance policies specific to each course.

Students missing 15% or more of class time per course, per semester, may be dropped from the course by the instructor with approval from the Dean of Instruction (a “mandatory drop”). In the case of a mandatory drop, academic and financial penalties will apply (see under *Cancellations, Withdrawals and Refunds and Adding, Dropping and Withdrawing from Courses*) as of the date of the requested mandatory drop, which shall be submitted in writing to the Dean of Instruction for approval.

Grading and Academic Penalties

Grades are based on a combination of attendance, progress, written assignments, exams and performances. Students must maintain a cumulative grade point average of 2.0 or higher to remain in good academic standing. The CJC adheres to the following grading scale:

A+	100%–99%	= 4.0
A	98%–93%	= 4.0
A-	92%–90%	= 3.7
B+	89%–87%	= 3.3
B	86%–83%	= 3.0
B-	82%–80%	= 2.7
C+	79%–77%	= 2.3
C	76%–73%	= 2.0
C-	72%–70%	= 1.7
D+	69%–67%	= 1.3
D	66%–63%	= 1.0
D-	62%–60%	= 0.7
F	59% and below	= 0.0

Please note: To advance, a student must receive a letter grade of no less than C. A student receiving a grade of less than “C” in a required course must retake it at his/her own expense and receive a grade of “C” or higher to graduate.

“W” — Withdraw

The grade of “W” is given when a student withdraws from a course within weeks 5 and 6. Please note: A “W” is not factored into the calculation of a student’s grade point average, but may be of concern to a potential employer or a graduate school.

“WP” — Withdraw Passing

The grade of “WP” is given when a student has been granted approval for withdrawal from a course within weeks 7–8, and at the time of withdrawal, was passing the course. A “WP” is not factored into the calculation of a student’s grade point average, but may be of concern to a potential employer or a graduate school.

“WF” — Withdraw Failing

The grade of “WF” is given when a student has been granted approval for withdrawal from a course within weeks 7–8, and at the time of withdrawal, was failing the course. A “WF” is not factored into the calculation of a student’s grade point average, but may be of concern to a potential employer or a graduate school.

“I” — Incomplete

A student who has satisfactorily completed a substantial portion of the coursework may request a temporary grade of Incomplete (“I”) if he/she is unable to complete a course due to circumstances beyond their control. Requests must be made no later than the last class meeting and are granted at the discretion of the instructor. Coursework must be completed prior to completion of the next consecutive semester to convert the grade of “I” to a passing grade of “A”, “B” or “C”. Exceptions may be made with prior approval from the instructor with approval from the Dean of Instruction. Coursework submitted after the deadline without prior approval will automatically result in a permanent grade of “IF” and will be averaged into students’ GPA as “F”.

Adding, Dropping and Withdrawing from Courses

Students wishing to add, drop or withdraw from a course must do so in writing, either by e-mailing the Registrar at registrar@cjc.edu or by submitting an Add/Drop/Withdraw form available from the Registrar in the Main Office.

Weeks 1 and 2: Students may add or drop courses without academic penalty. No new courses may be added after week two.

Weeks 3 and 4: Students may drop courses without academic penalty.

Weeks 5 and 6: Students may drop courses and receive a “W” on their transcript (see under Grading and Academic Penalties).

Weeks 7 and 8: Students may drop courses with the consent of the instructor and Dean of Instruction and receive a “WP” (Withdraw Passing) or “WF” (Withdraw Failing) on their transcript (see under Grading and Academic Penalties).

After week eight, students will be permitted to withdraw from courses without academic penalty for medical or family emergencies only. Students are required to provide the Registrar with valid documentation for all medical or family emergencies. Students withdrawing from courses after week eight for any reason other than a medical or family emergency will receive the grade of “F” in those courses.

Challenge Examinations

Students may take a Challenge Examination to demonstrate their ability to meet the learning objectives of the following course requirements: MUS101, MUS201, HAR200A, TEC100 and TEC400. Successful completion of a Challenge Examination allows a student to waive that requirement within the undergraduate program. The fee for taking a Challenge Examination is \$275 per course. Please contact the Dean of Instruction to schedule a Challenge Examination.

Auditing

Currently-registered CJC students are permitted to audit CJC classes (ensembles excepted) with consent of the instructor and on a space-available basis. Audited classes are not recorded on students’ course schedule or academic transcripts. Auditors are not permitted to participate in discussions, exams, or written papers without the consent of faculty.

Credit for Prior Experiential Learning

Students entering the CJC may bring with them a wealth of prior, non-college experiential learning in the field of jazz performance. Recognizing the value of these experiences, the CJC offers students the opportunity to earn credit in private instruction and/or performance, based on their performance and recording portfolio.

Credit for prior experiential learning is granted only to matriculated students. The amount of credit is determined and documented in writing by CJC faculty with relevant credentials. Of the first 60 semester credits, no more than 15 may be awarded for prior experiential learning; of the second 60 semester credits, no more than 15 semester credits may be awarded for prior experiential learning. The maximum number of credits awarded for prior experiential learning is 30.

Credit is not granted based on the student's experiences per se, but rather on the student's ability gained through their experiences. Credit granted for prior experiential learning must have approval from the Dean of Instruction and will be recorded on a student's transcript as 'credit for prior experiential learning.' Students must appeal for credit for prior experiential learning via live audition or recorded playing sample. Students are not required to pay for credits awarded for prior experiential learning.

Credit Hour Policies

• Definition of Semester-Hour of Credit

The semester-hour of credit represents one hour of classroom instruction plus a minimum of two hours of work outside of the classroom for a period of 15 weeks. Short-term offerings are calculated on the same basis.

• Calculations for the Determination of Credit Hours

Lecture Courses

Lecture courses are defined as courses in a primarily lecture-style format. In lecture courses, one hour of credit is given for one 60-minute period of recitation.

Lecture/Laboratory Courses

Lecture/laboratory courses are defined as courses that combine lecture with hands-on application of course material. In lecture/laboratory courses, one hour of credit is given for one 60-minute period of combined recitation and application.

Laboratory Courses

Laboratory courses are defined as courses in a primarily hands-on format. In laboratory courses, one hour of credit is given for two 60-minute periods of application.*

* Please note: In instrumental performance ensembles, one hour of credit is given for one 60-minute period of supervised instruction. Instrumental ensembles meet for a total of 2 hours per week. Instrumentalists in both small and large ensembles earn 2 hours of credit for each 15-week semester of classroom instruction plus a final exam in the form of a public performance.

In vocal performance classes, one hour of credit is given for one 60-minute period of supervised instruction. Vocal performance classes meet for a total of 3 hours per week (3 hours supervised). Vocalists earn 3 hours of credit for each 15-week semester of classroom work plus a final exam in the form of a public performance.

• Private Instruction

Private Instruction is defined as a course in a one-on-one format focusing on technique on an instrument or voice. Private Instruction faculty also prepare students for their annual juries. Students must complete fifteen 1-hour lessons within each given semester to earn one credit. *Note: Private instruction may not extend beyond the immediate 15-week semester.*

• Independent Study

Independent Study is defined as time spent independently completing a proposed research project that extends above and beyond the parameters of the curriculum. Students are required to submit a proposal in writing to the Dean of Instruction outlining: the project scope; objectives; time frame for completion; and their preferred faculty advisor. In Independent Study, one hour of credit is given for a minimum of one 60-minute period of research per week per 15-week semester. Students are required to present the findings of their research to the public in the form of a paper, lecture/demonstration or concert. The designated faculty advisor provides supervision three times throughout semester. An evaluation of the completed project is submitted to the Dean of Instruction in writing. Students are graded on a pass/no pass basis.

• Workshops

Workshops are defined as short-term courses or programs in a lecture/laboratory format usually with a visiting artist. Credit hours for workshops are calculated on the same basis as credit hours for lecture/laboratory courses i.e., one hour of credit is given for one 60-minute period of recitation/application.

Transfer Credit

Students who wish to transfer to the CJC must provide an official satisfactory academic record and have earned an overall GPA of 2.0 or higher to be admitted to the CJC.

The CJC accepts the following courses for transfer: MUS101; MUS201; and the English Communication, Arts and Humanities, Physics, Mathematics and Quantitative Reasoning General Studies requirements earned at any accredited institution.

The CJC also accepts up to 5 Elective credits relevant to the program's purposes earned at any accredited institution. Please note: students must have earned a grade of C or higher in all courses considered for transfer.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at the California Jazz Conservatory is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in Jazz Studies is also at the complete discretion of the institution to which you may seek to transfer. If the degree that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at **that** institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the CJC to determine if your degree will transfer.

Student Grievances

Students with complaints regarding their academic progress must first discuss the issue with their instructor. If the issue is not resolved to their satisfaction, they may file a grievance with the Dean of Instruction in writing.

Students with complaints regarding other students must first discuss the issue with the Dean of Instruction. If the issue is not resolved to their satisfaction, they may file a grievance with the Dean of Instruction in writing. The Dean of Instruction, along with the President, will take necessary action to resolve the issue.

Students may contact the Bureau of Private Post-secondary Education at any time at 888.370.7589 or complete a complaint form which can be obtained at the Bureau's website: bppe.ca.gov.

Student Right to Privacy

Matriculated students are afforded the following rights regarding access to and privacy of their personal information and educational records:

1. Students have the right to inspect and review the education record maintained by the CJC through the Office of the Registrar.
2. Students have the right to request that the Registrar correct any records they believe to be inaccurate or misleading. The Dean of Instruction shall serve as mediator should information be contested. If the Dean of Instruction deems the request to amend a record unfounded, students have the right to place a written statement in their file, documenting their position.
3. Students have the right to privacy regarding any personal information including but not limited to information provided on their application, dates of attendance, grading, scholarship awards and/or financial assistance. The CJC must have written permission on file from the student to release any information from a student's record.

Injury Prevention

The California Jazz Conservatory places great importance on the prevention of injury resulting from activities inherent in the life of a musician. These include but are not limited to practicing, performing and/or listening, as related to both vocal and musculoskeletal health. Injury prevention is specifically addressed in the following courses: Audio for Live Performance (required); Yoga for Musicians (elective); Vocal Technique for Instrumentalists (elective); and the Alexander Technique (elective). Injury prevention is also addressed in instrumental and vocal private instruction (required).

