Manhattan
School of Music



STUDENT HANDBOOK
2026–2027

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MESSAGE FROM THE DEAN OF STUDENTS

Welcome to the 2026-27 academic year at Manhattan School of Music!

Student Affairs at Manhattan School of Music is dedicated to really being there for our students. We want you to be seen, heard, and known. We want you to be engaged in our community in such a way that you see, hear, and know your fellow students. Together we can make Manhattan School of Music a place where the remarkable talent of each of our students grows and is enhanced.

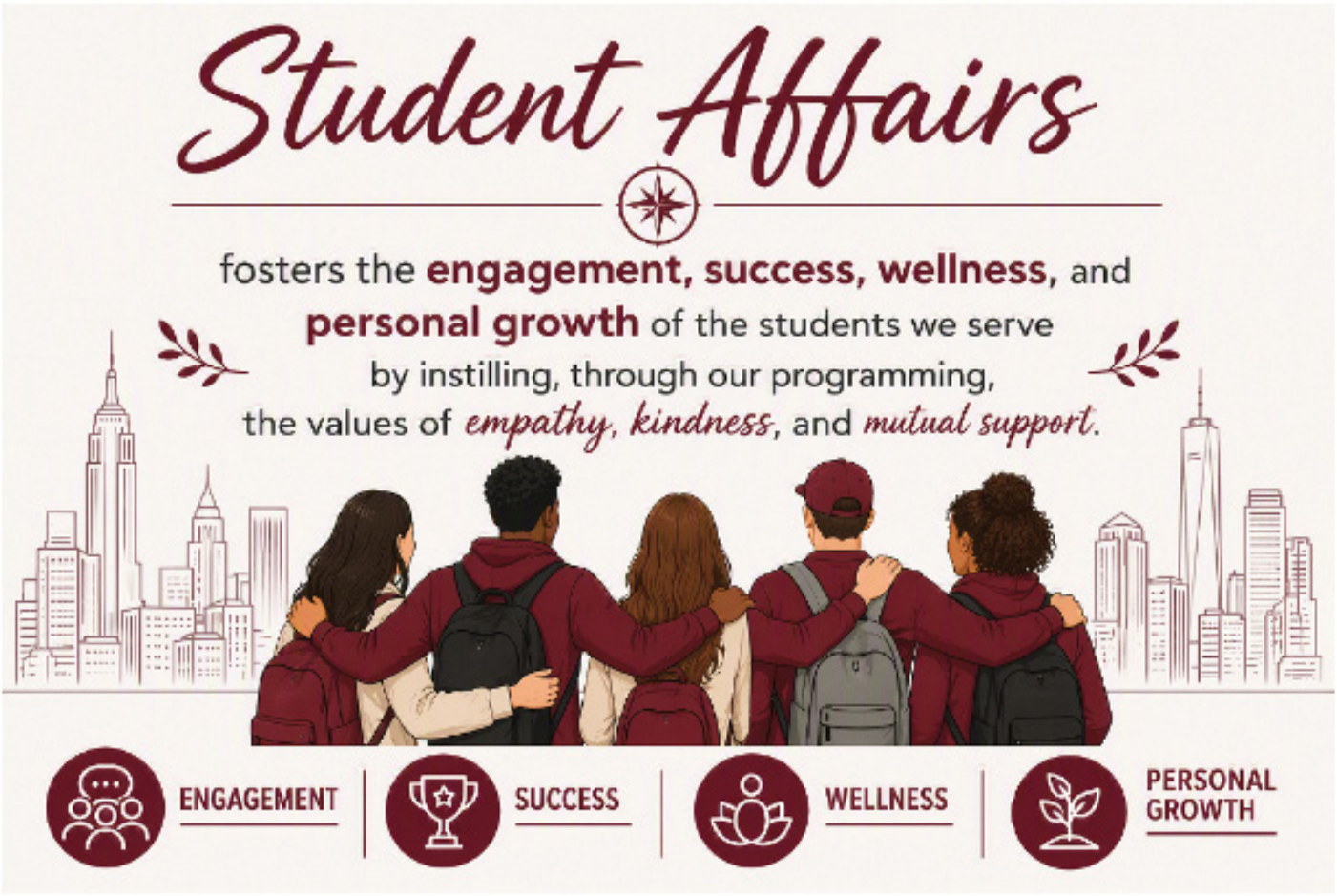
This Student Handbook outlines what Manhattan School of Music has in place to support and enhance the student experience, as well as the policies and procedures we ask students to adhere to – the "do's and don'ts" that you must live by in order to remain in good standing in the community. Please take a careful look at all the information that is offered to you in this Handbook.

This year, as always, we at MSM are committed to creating a warm and welcoming environment. The Dean of Students Office is a place to bring your questions and concerns. I do my very best to find answers and support for all who turn to me. The staff I work with in Student Affairs share my commitment, as we outline in our mission statement.

Have a great year!!

Monica Coen Christensen, Ed.D.
Dean of Students

STUDENT AFFAIRS MISSION & DEPARTMENT



Dean of Students

Provides support services to create an ethos of cooperation and kindness, promote a healthy and vibrant student experience.

English as a Second Language (ESL/SES)

The MSM Summer English Study (SES) program is a seven-week ESL program for accepted students. The Team in ESL continues to work with non-Native English Speaker students from the SES program throughout their first year at MSM.

Student Success

The Student Success Center offers a variety of programming that supports students in their academic and artistic development at MSM including tutoring and academic coaching.

Residence Life

Students from all over the world live on campus and participate in social and educational activities, sponsored by the Res Life team. In addition to providing on-campus convenience, making new friends is another reason students choose to live on campus.

Student Engagement

Beginning with Orientation, ending with Commencement and including many events in between, the Student Engagement staff is invested in cultivating a positive experience for all MSM students. Explore our Campus-wide programming, Civic Engagement opportunities, and our many Student Organizations.

Campus Health & Counseling

Manhattan School of Music offers a holistic approach to health & wellness, with services and counseling available to all students at the School.

Meet the Student Affairs Team

GENERAL INFORMATION

Academic Catalog

2026-27 Academic Catalog

See the Academic Catalog for information about Civic and Religious holiday policy, Federal Education Rights and Privacy Act (FERPA), Academic Honesty, Academic and Artistic Progress, Attendance policy, Leaves and Withdrawals, Use of School Facilities, and more.

BFA Academic Catalog

2026-27 BFA Academic Catalog

Building Hours

Campus is open for operation from 7:00AM to 11:30PM, seven days a week. The Precollege Division is in session most Saturdays during the school year from 8:00AM to 6:00PM. College students are not permitted into the main building until 6:00PM on Precollege Saturdays, except for Andersen Hall residents to use the cafeteria.

Students who wish to visit the Library on Precollege Saturdays must add their name and MSM email address to the online Saturday Sign-Up List by Friday at 3PM. The Saturday Sign-Up List may be found in the top banner of the catalog.

All hours are subject to change. If changes to building hours are needed, the Scheduling Office will communicate this change to students via email.

When entering an MSM entrance, students are required to present their MSM IDs to security personnel. The ID must have the current semester's validation sticker, which can be found in the Office of Student Accounts.

Tuba, jazz drum set, and percussion students are able to access the tuba studio, percussion, and jazz drum set practice rooms on Saturdays when Precollege is in session by signing in at the main security desk. Students enrolled in Electronic Music courses are allowed access the Electronic Music Studios on Saturdays by signing in at the main security desk. Students should note that their right to these rooms is not absolute — if their practice interferes with the normal operation of Precollege activities, they will be asked to leave and/or come back at a different time. Practice on Precollege Audition Saturdays may be limited and/or unavailable depending on the needs and activities of Precollege auditions.

Tuition payment provides access to Manhattan School of Music facilities only when classes are in session, and does not include either the intercessions or summer vacation. However, at times when the buildings are open and there are no special programs in session, Manhattan School of Music will make the building and practice rooms available to college students. Students will be informed of these limited opportunities for building access by the Scheduling Office via email before each intersession period.

Manhattan School of Music reserves the right to enforce rules for facilities usage at all times which may include closure of rooms, performance spaces, and the entire building. Because of high demand, only current students are allowed to use practice spaces unless an arrangement has been made through administrative offices. Once a student graduates from MSM, practice rights cease effective shortly before Orientation week of each year and entrance to the building is as alumni.

Space reservation policies and systems are presented at Orientation each year by the Scheduling Office. An information sheet is available year-round in the Scheduling Office.

BFA Online Students have access to campus facilities only for events open to the public.

Bulletin Boards & Posting

Bulletin boards are an important tool to communicate what is going on in the school and around town that may be of interest to the Manhattan School of Music community. Department faculty and staff are responsible for the postings and maintenance of their departmental bulletin boards. In an effort to organize the posting of announcements and advertisements, the Office of Student Engagement (Rm. 119) has created several guidelines for the posting of announcements. Posting policies are as follows:

1. The Office of Student Engagement (studentengagement@msmnyc.edu) approves and posts appropriate materials in the school building. The Director of Residence Life and her staff approve postings for Andersen Hall. Any item posted without the “Approved by Student Affairs” stamp will be removed.
2. Any items posted that do not correspond with the title of the bulletin board will be removed.
3. The Department of Student Affairs reserves the right to refuse permission for posting any material.
4. The Department of Student Affairs in no way endorses or approves advertised items or events.
5. Any unauthorized items posted in Manhattan School of Music designated areas will be removed.
6. Posting in the residence hall must abide by residence hall posting procedures and must receive approval from the Andersen Hall staff prior to posting.
7. There is no posting on glass or elevators except for extremely important situations approved by a member of the President’s Council. Major events may be publicized on the glass wall between the lobby and the cafeteria with the approval of the Office of Student Engagement.
8. There is no posting on the marble walls.
9. BFA Online Students are welcome to email posters to the Student Engagement Office at studentengagement@msmnyc.edu for consideration for posting.

C.A.R.E. Team

What should I do when I am concerned about the behavior or the wellbeing of a classmate?

MSM established the Campus Assessment Response and Evaluation (C.A.R.E.) Team in 2013 to better manage getting help to those who need it, and to make sure MSM identifies anyone who poses a potential danger to others. The C.A.R.E. Team is composed of individuals who have specific expertise and professional training in the assessment of, and intervention with, individuals who may present a threat to themselves and/or the Manhattan School of Music Community. The C.A.R.E. Team can follow up with appropriate resources to give the referred individual the physical, psychological and academic support they need. The C.A.R. E. Team also seeks to educate the campus community on the importance of prompt reporting of the problematic behaviors. You can find the C.A.R.E. Team Referral Form here.

C.A.R.E. Team members

- Monica Coen Christensen, Dean of Students
- Carol Matos, Vice President of Administration & Human Relations
- Joyce Griggs, Executive Vice President and Provost
- April Jenkins, Assistant Dean for Residence Life
- Kelly Sawatsky, Dean of Academic Affairs
- Vaughn Watson, Director of Student Success
- A counselor from the Counseling Center
- *Note: Title IX Coordinator Carol Matos is tasked with responding to allegations of sexual harassment, gender-based harassment, sexual misconduct (including sexual assault), stalking, domestic violence and dating violence. To report situations which may be violations of Title IX please use the online Title IX & Discrimination Report form available* here.

What are the warning signs that a classmate may be in distress?

- Deteriorating academic performance
- Poor attendance
- Abrupt changes in behavior
- Isolation from others
- Poor appearance or hygiene
- Physical changes such as sudden weight loss or weight gain
- Exhibits high levels of anxiety
- Displays sudden outbursts of anger
- Develops memory or attention issues
- Shows signs of substance abuse
- Seems fatigued/low energy or depressed
- Has outbursts of crying
- Seems irritable or restless
- Expresses suicidal thoughts or feelings
- Communicates low self-esteem
- Has poor social skills
- Seems excessively dependent
- Exhibits bizarre or erratic conduct
- Threatens self or others

Are there common situations to be aware of that can lead to distress?

Yes, if you know someone who is experiencing one or more of the following they may need support more than usual:

- Classmate experiences academic failure
- Classmate experiences financial pressures
- Classmate has health issues
- Classmate has relationship difficulties such as a break up
- Classmate has experienced a loss (or anticipates losing someone)

What should I do if I think a classmate at MSM is showing signs of distress?

Fill out the C.A.R.E. Team Referral Form

- If you do not feel comfortable approaching the classmate yourself, you don't have to. Reach out to an RA or a member of the C.A.R.E. Team or just rely on the form.
- If you do feel comfortable doing so, talk to the classmate in private. Express concern and listen carefully.

- Suggest a way to get help. Your classmate can be referred to the Campus Health Nurse, the Counseling Center, or the Dean of Students. (BFA Online Students can turn to the Emergency Mental Health Hotline at 917-493-4000)
- Assure your classmate that the nurse and Counseling Center services are free and confidential (BFA Online Students can turn to the Emergency Mental Health Hotline at 917-493-4000)
- Let your classmate know that you are going to reach out to let the nurse or Counseling Center or Dean of Students know they are coming. You can even walk them over to get help. (BFA Online Students can turn to the Emergency Mental Health Hotline at 917-493-4000, or to the Dean of Students at 917-493-4036)

What should I be careful NOT to do?

- Do not feel you have to take the situation or the person on yourself!
- Do not discuss the classmate's situation widely; MSM is a small community and word gets around. Only discuss the situation with those who need to know to provide help.
- Don't be upset if the Campus Health Nurse or counseling staff cannot give you detailed information as to what is happening with an individual you referred. While you are naturally and appropriately concerned and will wish to follow up, the nurse and counseling staff are bound by confidentiality laws. They will share as much as they can and no more.

What will happen after I refer a classmate to the C.A.R.E. Team?

- You may not hear back from the C.A.R.E. team but that does not mean nothing is happening. The C.A.R.E. Team will be working to manage the physical, psychological, and academic needs of the individual who needs C.A.R.E. intervention. The need for confidentiality will often limit the amount the C.A.R.E. Team can communicate.

ID Cards

The Manhattan School of Music photo identification card with a current validation sticker is required for access to the building and a resident validation sticker is required for access to Andersen Hall. The Manhattan School of Music identification card must be shown on request to school officials or designees. New and replacement identification cards are available in the Office of Student Engagement, Rm. 119, between the hours of 9 AM–5 PM. The first time an ID card is lost or stolen, students may receive a replacement card for free. After that, replacement cards cost $50.00.

BFA Online students will receive an ID card only when they are in a period of in-person Residency.

Meal Plan & Cafeteria

All residents of Andersen Hall are required to purchase a declining meal plan for use in the School's cafeteria. There are three residential meal plans offered: gold, silver, and bronze. Students who commute are required to purchase a declining balance each semester. For current pricing information, please see the Student Accounts page on the MSM website.

The balance of the plan is carried over from the fall semester to the spring semester, unless the student does not return for the spring semester in which case the remaining money is forfeited. Any unused balance at the completion of the spring semester is nonrefundable. To add more money onto your meal plan account, please visit this website: Manhattan School of Music ID Card. Parents or other non-MSM Students may deposit dining funds to a Student's Meal Plan account using this link: Manhattan School of Music ID Card.

The cafeteria is run by Chartwells a dining service that is dedicated to meeting the specific and varied food needs of the students at Manhattan School of Music. Please notify Chartwells of any dietary restrictions or food allergies.

BFA Online students do not have access to meal plans.

The MSM Cafeteria Hours* are as follows:

Monday – Friday
8:00am – 7:30pm

Saturday – Sunday
9:30am – 7:30pm

Lunch
11:30am – 3:30pm

Dinner
3:30am – 7:30pm

*Hours are subject to change during holidays and summer vacation.

On-Campus Housing

Manhattan School of Music requires all first-year and second-year undergraduates (freshmen and sophomores) to live in residence. Students must submit a housing application each year by specified deadlines to officially request a room. Students must submit and complete the housing exemption form to be considered for an exemption of this policy. The Office of Residence Life (residencelife@msmnyc.edu) does not guarantee an assignment to any student who does not submit the pre-payment and all forms by any stated deadline. Please see the Residence Life Page for more information about living on campus.

BFA Online students are not eligible for on campus housing, except during period of in-person residency.

Practice Room & Rehearsal Spaces

The Scheduling Department oversees and assists MSM students, faculty, and staff in booking and coordinating use of practice rooms, classrooms, rehearsal rooms and performance spaces at MSM while scheduling all student recitals and associated dress rehearsals.

The Scheduling Department is a virtual office that can be reached at scheduling@msmnyc.edu or via phone at 917-493-4472. The virtual office is staffed from 9-5 PM Monday-Friday.

BFA Online students are not eligible for practice room and rehearsal space booking, except during a period of in-person residency.

For comprehensive information on Scheduling Office policies & procedures, please look here.

Student Employment

Students who wish to work in administrative offices or assist in other areas of the school may view a listing of available positions here. Note: Most student employment is unavailable to students in the BFA online program.

If you have a question about your Federal Work Study Work eligibility, please visit the staff in the Financial Aid office, A-5th Floor. The Financial Aid Office can provide additional information about on-campus work and explain how students can apply for positions on campus. Students not eligible for work-study are still eligible for on-campus work, but non-work-study budgets vary greatly between offices.

Part-time on-campus positions for students are posted as needed. To be employed, all student workers must sign a statement of confidentiality with their office (FERPA form).

International students have specific work restrictions and must check with the Office of International Student Services (ISS@msmnyc.edu) for details before taking any job.

Student Organizations

Student Organizations at Manhattan School of Music are designed to give students an opportunity to build leadership and interpersonal skills, while contributing to the MSM community. Student organizations are open to all currently enrolled MSM students.

Students with common interests organize each student organization. Each active student organization must have an advisor who is a current faculty or staff member at MSM. Additionally, the Student Engagement Coordinator supports and encourages the work of the organizations. Student Organization leaders communicate regularly with their advisor and the Student Engagement staff as

they plan meetings and events sponsored by their group. Each active student organization receives a limited budget to support them in their efforts during the academic year.

Active Student Organizations as well as instructions for starting a new organization can be found here.

Student Portal

Students can access important information from the MSM Student Portal, my.msmnyc.edu, such as course schedules, grades, financial aid info, and much more!

Tickets to Off Site Events

Manhattan School of Music often receives free or reduced-price tickets to concerts. When free tickets are available, we notify students through the Student Engagement Newsletter for reduced-price ticketed events.

Promotional flyers are posted in the main school building and Andersen Hall.

Vending Machines

Manhattan School of Music has vending machines available for use by students and members of the community in the Student Union, including fresh food and beverage options. Andersen Hall Residents have access to snack and beverage machines in the 6th Floor Lounge, and on the 15th floor.

SERVICES

Available on the MSM Website, you can learn more about the following resources at the links below:

- Campus Health (not available to BFA Online students)
- Campus Store
- Center for Career Readiness and Community Impact (CCRCI)
- Counseling Resources & the Emergency Mental Health Hotline (BFA Online Students are served through TimelyCare, not the on-campus Counseling Center)
- Disability Services
- Gym Membership (Columbia University Affiliate) (not available to BFA Online students)
- Health Insurance (not available to BFA Online students)
- Library Services
- Off Campus Housing Guide
- Physical Therapy (not available to BFA Online students)
- Recording Services
- Residence Life (not available to BFA Online students)
- Student Organizations & Leadership Opportunities
- Student Recitals (not available to BFA Online students)
- Tutoring and Academic Support

Academic Computing

View PDF here.

Assembly Policy

MSM's Protest and Demonstration Application Form can be found here.

1. POLICY STATEMENT

Manhattan School of Music (MSM) is committed to fostering an environment for students, faculty, staff, alumni, and other community members that is conducive to the inclusion of contrary points of view, and encouraging of the open exchange of ideas and opinions. The freedom to express and exchange a wide range of ideas and opinions, must be subject to reasonable restrictions of time, place, and manner. The right of free speech and expression does not include activity, lawful or unlawful, that, in the judgment of Manhattan School of Music would: (1) endanger or imminently threaten to endanger the safety of any community members; (2) pose a threat to physical facilities; (3) create an intimidating, hostile, or abusive work, educational, or living environment; and/or (4) violate any provisions of MSM's Title IX and Non-Discrimination Policies, the Student Code of Conduct, or the Employee Handbook.

2. POLICY DETAILS

Manhattan School of Music strongly supports the principle of academic freedom, which encompasses teaching, scholarship, and freedom of expression. The faculty's academic freedom carries with it an obligation to exercise freedom responsibly as follows, in accordance with the mission and vision, and all policies, of the School. At MSM all community members, including recognized student organizations, are free to express their beliefs, opinions, or discourse publicly and privately. They should always be free to support causes by orderly means, so long as they do not create an intimidating, hostile, or abusive work, educational, or living environment at MSM. While MSM is a supporter and advocate for freedom of expression, we are also firmly committed to ensuring a safe and secure campus environment for all community members. At the same time, it should be emphasized that individual community members, groups, and recognized student organizations speak only for themselves, and not for MSM as an institution, in their protests or public demonstrations or publicly expressed opinions.

In order to ensure the safety of the MSM community, and to foster an environment where all are free to learn, work, and live, any current MSM student, faculty, or staff member planning a protest or other public demonstration on MSM property must submit an application (see form above) for consideration to receive approval from the School in producing this event. No protest or other public demonstration shall occur on School-owned or controlled property without prior written authorization. This includes but is not limited to, any meeting, gathering, or activity to express views, disagreement, or support regarding a given subject, such as a march, vigil, parade, protest, picketing, tabling, teach-in, sit-in, or leafleting (the distribution of protest materials or flyers). Failure to inform the School in advance may result in disciplinary action.

Accordingly, the School is committed to the pursuit of academic freedom and civil discourse. A protest or other public demonstration may be permitted, so long as it is peaceful, non-obstructive, and respectful of the School's mission and the rights of other students, faculty, employees, and School guests. Accordingly, no offensive language or actions may endanger the safety or security of the School community, infringe upon the rights of members of the community, obstruct access to School facilities or spaces, damage property, disrupt normal School operations, or otherwise violate applicable laws or School policies.

The School will consider the time, place, and manner for protests or other public demonstrations on or adjacent to the School's campus. In order to ensure the safety of the MSM community, and to foster

an environment where all are free to learn, work, and live, no protest or other public demonstration will be permitted to occur on residential floors of Andersen Hall, the cafeteria, or overnight on or adjacent to School property. Protests and other public demonstrations may occur weekdays (Monday-Friday), during normal School operating hours 7:00AM to 11:30PM. Furthermore, the policies, protocols, and directives of the School or School officials and/or local officials must be followed at all times – including the right to alter the campus access procedures, as needed, to ensure the safety and security of the campus community, consistent with the School's Rules for the Maintenance of Public Order.

Disruptive conduct is prohibited and will subject the violators to disciplinary action, up to and including immediate, interim suspension pending hearing and/or expulsion from the School in accordance with the procedures outlined in MSM's Title IX and Non-Discrimination Policies, the Student Code of Conduct, and the Employee Handbook.

Disruptive conduct includes, but is not limited to, the following:

1. **INTERFERING** with School operations, activities, and/or events, including the rights and activities of other students, faculty, employees, and/or School guests.
2. **PREVENTING** access to or egress from offices, buildings, or other School property in accordance with applicable laws, regulations, and School policy.
3. **FAILING** to comply with the directions of School officials and/or local officials, including directions to leave a facility or space.
4. **CREATING** the threat of physical or emotional harm to persons or damage to School Property or invasion of the personal space of other students, faculty, employees, and/or School guests.
5. **EXCEEDING** building and/or reasonable outdoor site capacities as determined by the School and reflected in the School's Room Reservation System.
6. **EXCEEDING** reasonable noise levels and/or interfering with or disrupting School operations, activities, and classes, including the rights and activities of other students, faculty, employees, and/or School guests.

All protests or other public demonstrations must be approved by the School. The completed application (see form above) **MUST** be submitted for approval at least five (5) business days before the date of the intended protest or other public demonstration. The School will respond to the application within two (2) business days. The School may request to meet for further details. Subsequently, a formal request should be submitted through the School's Room Reservation system once the application has been approved. **Please note, no promotions, communications, or materials advertising a protest or demonstration using the MSM name and logo or branding, likeness is permitted unless written permission has been provided by the School**.

Any community member engaging in disruptive or disorderly conduct, failing to comply with the directions of the School, or otherwise violating this policy, MSM's Title IX and Non-Discrimination Policies, the Student Code of Conduct, or the Employee Handbook, or any other School policy may lead to *disciplinary action*.

Participation in an approved protest or demonstration (on MSM's campus) is restricted to active MSM ID holders (currently registered students, active faculty and staff members only).

As outlined above, based on the information contained in the Protest And Demonstration Application submitted, the School may either approve or deny the request. The School will work in support of protest and demonstration producers to help ensure a safe event. Individuals who express interest in organizing, and submit an application for protest/demonstration will be free from retaliation/penalty. Furthermore, the School may at any time take necessary actions, including notification to local authorities, regarding the School's operational status in the best interest of the safety and well-being of the School community.

Bike/Scooter Policy

Please click here to read MSM's Bike/Scooter Policy.

Campus and Safety Protocols

MSM regularly sends messages to the community regarding campus and safety protocols. Students are responsible for complying with communicated campus safety protocols and can be sanctioned under the Code of Conduct for failure to comply with protocols. To report a safety concern to Manhattan School of Music, please call the Andersen Hall Front Desk at 917-493-4700.

Cell Phone Use

Out of respect to the entire Manhattan School of Music community, the School requires that all cell phones and all other electronic devices that emit sound be turned off while in offices or the library and during all classes, rehearsals, performances, and school events. If an electronic device needs to be in operation, it must be switched to the vibrating or silent alert mode. Cell phones are not to be used while in class, rehearsal, or performance for any reason unless expressly required by an MSM Faculty member. Faculty members, staff members, and any school official may temporarily confiscate any devices that unnecessarily interrupt any activity.

Code of Conduct

MSM Students are responsible for reviewing and following our Code of Conduct. These are the rules and regulations that we hold students responsible for adhering to. View the PDF here.

Drug & Alcohol Policy

Manhattan School of Music is committed to maintaining a drug-free school and workplace. The School is dedicated to excellence in musical performance and academic achievement; to promote this goal, the School requires that faculty, staff, and students maintain the highest standards of personal and professional conduct. The illegal or abusive use of drugs and alcohol by members of the community adversely affects the quality of campus life and the mission of the institution and is therefore prohibited.

The unlawful manufacture, distribution, dispensing, possession, solicitation, or use of illegal drugs or alcohol is prohibited at all times in the School and in the course of any School- or work-related activity.

The School enforces federal and state drug laws as well as state underage drinking laws.

Employees and students are prohibited from appearing on School premises or property owned or leased by the institution while visibly and significantly intoxicated or impaired by the use of alcohol or illegal drugs. This prohibition includes, consistent with New York State law, the consumption of alcohol or marijuana by individuals under 21 years of age without a prescription* and the knowing distribution of alcohol or marijuana to individuals under 21 years of age. In accordance with the Drug-Free Schools and Communities Act, and with the safety and well-being of members of our community in mind, Manhattan School of Music has established guidelines for dealing with the issues of alcohol and drug use. *See MSM's Medical Marijuana Policy

Manhattan School of Music expects all staff and faculty members and students to become familiar with the law and School policy and the penalties and risks that can result from violations. The law places major responsibility and liability on both the person who serves and the person who buys the alcohol. Included in these laws are those that govern driving under the influence of alcohol, purchasing alcohol by and for persons under the legal drinking age, and serving alcohol to persons who are either underage or intoxicated. Persons who unlawfully furnish alcoholic beverages or marijuana to students who are not of legal drinking/marijuana possession age shall be in violation of School policy and subject to disciplinary action and may be liable for personal injuries or property damages resulting from misconduct committed by underage, intoxicated or high students.

Students living in Andersen Residence Hall, their guests, and all who enter the hall must also abide by policies stated in the Residence Life Handbook.

Institutional and Legal Sanctions for violations of the Drug and Alcohol Policy

Disciplinary sanctions for violation of the Drug and Alcohol Policy that may be imposed on students include warning, residence hall fine, disciplinary probation (NOTE: Students on disciplinary probation may lose eligibility for Manhattan School Music scholarships.), community service, removal from residential facilities, suspension, and dismissal or expulsion. A student found engaging in any of the above offenses will be subject to disciplinary actions, up to and including expulsion.

The institution will also consider as a possible sanction referral of the matter to law enforcement, which may result in criminal prosecution. The penalty imposed as a result of criminal prosecution depends on many factors, including the type and amount of controlled substance involved, the number of prior offenses, if any, and whether any other crimes were committed in connection with the use of the controlled substance. Possible sanctions include incarceration and imposition of substantial monetary fines.

The School will offer no protection or immunity from prosecution by federal, state, or local law enforcement agencies.

Federal, State and Local Laws Regarding Alcohol and Other Drugs

Some of the federal, state, and local laws regarding alcohol and other drugs that apply to all members of the Manhattan School of Music community and, as applicable, their guests are listed below. Federal, state, and local penalties may change and are adjusted to circumstances of the persons involved. Repeat offenders may be obligated to stiffer penalties than those listed.

LAW PENALTIES

Minimum Drinking Age Law (21): Fine—up to $50, Alcohol Awareness program, 30 hours community service

Providing Alcohol to those under 21: Fine—up to $200, and/or up to 5 days in jail; businesses may face licensing penalties.

False Identification Laws: Use or possession of fake identification may result in fines, license suspension, and criminal charges (misdemeanor or felony), including possible jail time.

Open Container/Public Consumption Law: $25 fines are typical in New York City; higher fines may apply in other locations.

Driving While Intoxicated (DWI): Fines—up to $1000; license revocation for at least 6 months and up to 1 year in jail is possible.

Driving While Ability Impaired (DWAI): Fines ranging from $300-$500, 90-day license suspension, up to 15 days in jail.

Zero Tolerance Law (Drivers under 21 years of age): Civil penalties including fines and a 6-month license suspension.

Cannabis Laws: Legal for adults 21+ within possession limits (generally up to 3 ounces); penalties apply for exceeding limits or illegal sales and distribution.

Controlled Substances: Penalties vary by drug type and amount and may include fines and significant jail or prison sentences.

General Obligations Law

Anyone involved in selling, procuring, or providing controlled substances, illegal drugs, or alcohol for others may face civil liability if injuries result in a situation with the impaired individual. Those helping those under 21 or those already intoxicated to obtain alcohol may be liable for injuries to the individual or others.

Harmful Effects of Drug and Alcohol Abuse

Manhattan School of Music believes that activities involving alcohol or illegal drugs have the potential to damage the quality of life at our institution in the following ways:

- By injuring the physiological and psychological well-being of individuals.

- By disrupting and endangering the welfare of those in the immediate environment of the illegal activity.
- By attracting criminal activity to the campus.

Manhattan School of Music discourages the irresponsible use of alcohol under any circumstances. Binge drinking—drinking several drinks in one sitting, often with the intent of getting drunk—is significantly associated with reduced academic/musical performance, property damage, and injury (to oneself or others). The use of drugs and alcohol adversely affects the student and employee's health and is potentially a safety hazard to coworkers and other students. Persons will be held fully accountable for any actions they may take while intoxicated which violate the School's standards of individual and group conduct.

The use of alcohol and all drugs, regardless of type, presents the risk of physical or psychological dependency. Every effort will be made by the School to help a student or an employee seeking and undertaking treatment or rehabilitation, although the decision to accept treatment is the responsibility of the employee or student. Individuals who do suffer from alcohol and drug addiction are not alone and can be helped. Students, excluding those enrolled in the BFA Online program, should see the Campus Health Nurse, room 105 or visit the Counseling Center room 104 &106; BFA Online Students should reach out to the Emergency Mental Health Hotline (914-493-4000); employees should see the Vice President for Administration & Human Relations.

Equal Opportunity and Educational Opportunity Policies

View the Sexual Harassment Policy here.

View the Non-Discrimination and Anti-Harassment Policy here.

Fire Safety

Notifying Building Occupants

The School notifies the community of an emergency using a combination of notification systems, including our fire alarm systems, P.A. announcements, personal notifications, website postings, and electronic notifications. However, due to the fast-moving nature of the event, it may not be possible to notify all building occupants in a timely manner. Therefore, evacuation may be prompted by fire alarms or notification from building coordinators, law enforcement, or other building occupants that are aware of the immediate danger.

You do not have to wait for an official notification to evacuate. If you feel your safety is in jeopardy and evacuating is an appropriate strategy given your circumstances, feel free to evacuate without official notification.

Fire alarms are tested on a routine basis, and the school will make best efforts to inform the community in advance of such testing.

The School and the State of New York prohibit the tampering with, removal of, setting off, or damage to fire equipment or alarm systems in the school building when no fire or immediate danger of fire exists. Violations of other campus safety regulations are also prohibited by this section. These include but are not limited to:

- Setting unauthorized fires.
- Falsely setting off fire alarms or falsely reporting the presence of explosive devices.
- Failure to properly evacuate a building during a fire drill.

At the discretion of the school's administration, sanctions may be imposed on a student found by the school to have improperly used fire alarm systems or equipment.

Evacuation

Evacuation means **to exit a facility as directly and safely as possible**. Evacuation is appropriate when conditions inside a structure pose a threat to the health and safety of building occupants, and leaving the facility is safer than remaining inside of it. Fire or unsafe conditions within a building are examples of situations in which evacuation may be necessary.

Evacuation should occur through the nearest exit but, depending on the circumstances, an alternate or secondary evacuation route may need to be used. Do not use the elevators during an emergency situation. Follow directions of authorized emergency personnel.

Strategies for an Effective Evacuation

The goal of evacuation is to leave the premises as quickly and safely as possible. The following strategies MAY promote an effective evacuation:

- Exit the premises through the nearest marked exit (which may be an interior stairwell).
- Evacuation should occur through the nearest exit but, depending on the circumstances, an alternate or secondary evacuation route may need to be used.
- Exit immediately; do not return for personal items.
- Leave the building; do not go to another floor or search for others within the building.
- If possible, inform others of the evacuation.
- If possible, help others evacuate.
- Evacuate regardless of whether others agree to follow.
- Prevent individuals from entering an area where the hazard might be.

DO NOT USE ELEVATORS unless directed to by law enforcement or School emergency personnel.

Food & Drink Policy

Food and drinks are available for sale in the MSM Cafeteria.

Food and drinks are not allowed on any pianos or any other instruments in any room in the building.

Food and drinks are prohibited from certain areas of the campus: Greenfield Hall, Miller Recital Hall, Ades Performance Space, Bossi-Comelli Studio, Neidorff-Karpati Hall, Pforzheimer, Mikowsky Hall, Myers Recording Studio, Rahm Hall, piano lab, the libraries, Room 707, and during classes. Bottled water will be allowed in most areas of the building except the piano labs, library and the electronic studios, and some performance spaces. Students are asked to adhere to this policy with the necessary respect for the School's property.

Good Samaritan Policy

The Manhattan School of Music Good Samaritan policy is designed to protect the health and lives of students who over-consume alcohol/drugs to the point of needing medical help by assuring them that they will not be subject to disciplinary actions for obtaining that help.

It is imperative that someone call for medical assistance when an individual(s) experiences severe intoxication or a serious injury after consuming alcohol/drugs. People may be reluctant to seek help in such alcohol/drug-related emergencies because of potential judicial consequences for themselves, the person in need of assistance, or the organization hosting the event where the situation occurs. Since these emergencies are potentially life threatening, Manhattan School of Music seeks to reduce barriers to seeking assistance.

Note that the MSM Title IX & Non-discrimination Policy also contains a Good Samaritan Clause to encourage reporting of sexual misconduct to the School.

Hazing Policy

Please click here to view the Hazing Policy & Procedure.

Media Release Policy

Student performances and activities form an integral part of the educational program at Manhattan School of Music. The School owns the rights to images and performances that are organized or take place under the auspices of Manhattan School of Music.

All students accept the following statement when they accept enrollment at MSM: By enrolling as a student at Manhattan School of Music, I understand that my consent is given for media recording and release, broadcast, use, reproduction or publication, now or in the future, by Manhattan School of Music, of any image photographed or any material recorded at or under the direction of the School. Such consent includes, but is not limited to, the right to use, without compensation, a student's name, image, likeness, voice or performance for any purpose connected to the mission of the School.

Medical Marijuana Policy

Manhattan School of Music is committed to student health and to the safe use of prescription medications. Students who are prescribed medications are the only individuals permitted to use them, as prescribed, and are responsible for monitoring and securing their own medications. The usual elements and requirements of the Manhattan School of Music Drug and Alcohol Policy still apply in cases where a student has a medical marijuana prescription. Because Manhattan School of Music does not allow any form of marijuana in the form of smoking or vaping, any paraphernalia designed or used to ingest illegal drugs, including (but not limited to) bongs, roach clips, hookahs, vaporizers or pipes are not permitted in the residence hall. The use of synthetic substances or other items ingested for intoxication effect is also prohibited. If found, these items will be confiscated and not returned to the student. Providing illicit drugs, prescription medication, or other intoxicant to another, whether sharing, selling or trading, constitutes distribution, is unlawful and subject to disciplinary action, with sanctions up to or including expulsion.

Students who are prescribed medical marijuana must be prescribed under New York State Law. Licenses from states other than New York are not recognized at Manhattan School of Music. The School prohibits students from bringing medicinal marijuana prescribed in other states on campus or in the residence hall.

If a student has a prescription in the State of New York, that student is allowed to have and use medical marijuana in Andersen Hall under the following conditions:

- All medical marijuana must be in the form of a solid or semi preparation (capsules, chewable and effervescent tablets, lozenges), topical forms or transdermal patches.
- Qualified patients are allowed by law to possess no more than a 30–day supply of cannabis infused non-smokable products.
- All medical marijuana must be stored in the student's room. Commuter students are prohibited from storing medical marijuana on campus.
- As stated in the Drug & Alcohol policy in the MSM Residence Handbook, "providing illicit drugs, prescription medication, or other intoxicant to another, whether sharing, selling or trading, constitutes distribution, is unlawful and subject to disciplinary action, with sanctions up to or including expulsion."
- New York State Law prohibits the consumption of medical marijuana through vaporization at all public and private colleges. Due to this, as well as the no-smoking policy implemented in Andersen Hall, medical marijuana is not allowed to be smoked or vaped on campus. Failure to comply with this policy will result in judicial sanctions and possible legal sanctions.
- Guests are prohibited from using medical marijuana at Manhattan School of Music even if they have a medical marijuana card in the State of New York.

New York State Sexual Offenders Identification Compliance Policy

Manhattan School of Music, in compliance with the New York Campus Sex Crimes Prevention Act of 2000, makes the following information available to the university community in order to afford the community with the opportunity to be aware of the condition of their environment concerning known sex offenders. This information is not to be used in any other fashion or for any other purpose. The Campus Sex Crimes Prevention Act description is available here.

Personal Recording, Live Streaming, and Web Posting Policies

MSM AUDIO ENGINEERING POLICY:

Click here to view Manhattan School of Music Personal Recording, Live Streaming, and Web Posting Policies.

Piano Policies & Repair Request Process

Click here to view the policy.

Policies in Compliance with NYS 129-A

129-A 6430 Rules for Maintenance of Public Order link

129-A 6431 Advisory Committee on Campus Security

Composition of the Committee:

The President of MSM will appoint an Advisory Committee on Campus Security, the composition of which will be as follows:

1. The Committee will be composed of a minimum of six people; one-third appointed by the President from the roster of current students; one-third appointed from a list of faculty (such list will contain at least twice the number of faculty to be appointed), provided by the largest faculty organization on campus; and.one-third selected by the President. At least half of the Committee members must be female.
2. The President may select additional members of the committee at his/her/their discretion.
3. Committee members serve at the pleasure of the President. The President may replace members at his/her/their discretion.

Responsibilities of the Committee:

The Committee will meet as needed, but no less often than once per academic year. The Committee will review current campus security policies and procedures, and make recommendations for their improvement. It shall specifically review current policies and procedures for:

1. Educating the MSM community about sexual assault, domestic violence, stalking offenses, including applicable laws, ordinances and regulations and the penalties for commission of those offenses, pursuant to New York State Education Law §6432; and bias related and hate crimes pursuant to §6436 of the New York State Education Law;
2. Educating the MSM community about personal safety and crime prevention;
3. Reporting of sexual assaults, domestic violence, stalking incidents, and hate crimes and assisting victims during investigations;
4. Referring complaints to appropriate authorities where necessary;
5. Counseling victims;
6. Responding to inquiries from concerned persons.

Reporting:

The Committee will submit a written report to the President at least once each academic year The report will provide a summary of the Committee's findings and recommendations.

129-A 6432 Sexual Assault, Domestic

Violence and Stalking

MSM provides annual programs and new student training to promote awareness of sexual assault, domestic violence, and stalking offenses. These trainings occur throughout the year. New student training takes place through orientation presentations and the mandatory Canvas Course(s): Title IX Training Course managed by the Office of Student Engagement annually.

129-A 6434 Investigation of Hate Crimes, Violent Felony Offences and Reports of Missing Students link

129-A 6435 Appointment of Private College Security Officers

MSM does not currently employ private college security officers appointed by a local sheriff. In the case that the President and Board of Trustees determine a need to do so, the appointment of private security offices will be in compliance with New York State Education Law 6435, in full cooperation with law enforcement.

129-A 6437 Prohibition on the Marketing of Credit Cards

Pursuant to Article 129-A Section 6437 of the New York State Education Law, the advertising, marketing, or merchandising of credit cards to students by vendors is prohibited by MSM.

Policy: MSM prohibits the advertising, marketing, or merchandising of credit cards on the MSM campus to students except in strict compliance with this Policy.

1. Except as otherwise permitted in this policy; credit card advertising or solicitation to students is not permitted on MSM's campus. This includes advertising or solicitation at campus vendor tables, as well posting or distribution of applications, fliers, posters, handbills and signage (electronic and otherwise) on the MSM premises. The College's e-mail system or web pages may not be used for advertising or solicitation of credit cards to students.
2. No campus employee, student group, or campus department may accept financial support or other goods and services from credit card issuers or vendors in exchange for allowing them to market credit cards to students.

Beau's Law Policy: Manhattan School of Music (MSM) adopted New York Education Law §6438-d ("Beau's Law") which directs MSM's actions regarding underage student alcohol consumption and controlled substance usage by same aged students.

MSM will:

1. When consistent with the Federal Education Rights and Privacy Acts (FERPA) provisions which permit informing parents and guardians of drug and alcohol policy violations committed by students under the age of 21 and with this law's provisions which permit communication regarding to health and safety risks to students, notify parents, guardians, or emergency contact(s) should the MSM become aware that an above referenced aged student was subject to an alcohol or controlled substance infraction; was hospitalized for the same, or overdosed from the same.

Absent hospitalization, the first (1st) alcohol or controlled substance infraction will not be communicated to parents, guardians, or emergency contact(s).

2. periodically remind employees assigned or involved with student discipline and health emergencies of FERPA and the exception provided by Beau's Law.

3. post this policy in whole or in pertinent part in a domain so it is available to students, parents, guardians, and emergency contact(s).

4. periodically review Beau's Law for changes and update this policy as needed.

The actions of this policy are directed by the Dean of Students or in his/her absence by the Assistant Dean for Residence Life or similar functioning position who shall me made aware infractions that must be evaluated for communication.

Definitions:

Infraction: any action which is in violation of MSM's Code of Conduct as outlined in the Student Handbook.

Controlled substance: any drug or substance whose possession, use, manufacture, distribution, or sale is regulated under federal or New York State law, excluding medications lawfully prescribed to and used by the person for whom they were prescribed.

Overdose: The consumption or use of alcohol, a controlled substance, or another drug in an amount that causes a medical emergency, serious physical impairment, loss of consciousness, respiratory distress, or other potentially life-threatening effects.

Scheduling and Practice Policies

View the Scheduling and Practice Policies here.

Smoking Policy

Manhattan School of Music's commitment to provide a positive work and learning environment for all members of the MSM community extends to its smoking policy, which recognizes that tobacco products – including vaping and e-cigarette products – pose serious health risks, both to direct users and to those whose exposure is secondhand. The following policy aims to address these health concerns.

Smoking – including use of vaporizers and e-cigarettes – is prohibited inside MSM's campus; this includes Andersen Residence Hall at 136 Claremont Avenue and the main building at 130 Claremont Avenue. Smoking is also prohibited outdoors within the confines of the campus; this includes terraces and outdoor seating areas.

For those who go outside to smoke on Claremont Avenue near our building entrances, please do so only in the designated smoking area between 132 Claremont Avenue and 136 Claremont Avenue. Please remain mindful of your proximity to nearby windows, and to those passing by. Out of respect for our neighbors, please do not loiter and smoke in front of our neighbors' buildings.

MSM is committed to assisting students, faculty, and staff in making healthy lifestyle choices. Students on campus are invited to visit the Campus Health Nurse for information on (and assistance with) smoking cessation programs, while interested faculty and staff may obtain information from the Human Relations Department. In addition, all residents of New York State can access related services via the New York State Quitline at 1-866-697-8487 or nysmokefree.com.

Solicitations and Distribution of Literature

In the interest of maintaining a proper business and academic environment and preventing interference with work, learning, and causing inconvenience to others, no individual or group may distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause without the express authorization of a member of the Manhattan School of Music administration. This includes but is not limited to electronic communication, phone solicitation, and personal contact. Unauthorized solicitation should be reported promptly to the Office of Student Engagement or the Vice President for Administration and Human Relations. Students wishing to post or distribute flyers should contact the Office of Student Engagement for approval.

Student Locker Policy

Lockers are assigned to students by the Office of Student Engagement (Rm 119) via an online request form. The locker request emails are sent to the student's MSM email address and are to be filled out and submitted online.

- Only commuter/off-campus students are eligible for a locker.
- Lockers are assigned based on instrument size. For example, students who play the cello will receive lockers that are bigger than those who play the flute in order to accommodate their instruments.
- All students must fill out and sign a locker agreement before being assigned a locker.
- All students must vacate their lockers at the end of the school year as stated in the locker agreement.

- DMA students are eligible to keep their lockers during the summer break, but must inform the Office of Student Engagement of their intent to do so.

The Student Locker Policy in full can be viewed here.

For additional information,
please email the Office of Student Engagement:
studentengagement@msmnyc.edu.

Title IX & Title VI/ Non-discrimination Policies

View the Title IX Policies here:
Title IX & Non-discrimination Policies

STUDENT RIGHTS

Campus Judicial Process

Manhattan School of Music Students accused of violating MSM's Code of Conduct or other policies have the opportunity to be heard before Manhattan School of Music takes disciplinary action. It is important to familiarize yourself with our these procedures so that you can be fully aware of your rights in this process. View PDF here.

New York State Sexual Misconduct Student Bill of Rights

All students have the right to:

1. Make a report to local law enforcement and/or state police.
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously.
3. Make a decision about whether or not to disclose a crime or violation and to participate in the judicial or conduct process and/or criminal justice process free from pressure by the Institution.
4. Participate in a fair and impartial process that provides adequate notice and a meaningful opportunity to be heard.
5. Be treated with dignity and to receive from the Institution courteous, fair and respectful healthcare and counseling services where available.
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations.
7. Describe the incident to as few Institutional representatives as practicable and not be required to unnecessarily repeat a description of the incident.
8. Be protected from retaliation by the Institution, any student, the accused and/or the Respondent, and/or their friends, family and acquaintances within the jurisdiction of the Institution.
9. Access at least one level of appeal of a determination (At Manhattan School of Music, appeals may be made to a panel chaired by the President.)
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process, including during all meetings and hearings related to such process.
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the Institution.

To File a Report of Sexual Misconduct contact Carol Matos, Title IX Coordinator at cmatos@msmnyc.edu or call her at 917-493-4450. Outside of regular business hours please call April Jenkins at 917-376-2418 or 917-683-7864. To discuss your options in a confidential manner please see MSM's Campus Health Nurse, call the Emergency

Mental Health Hotline at 917-493-4000, or sign up for a session with any staff member in the Counseling Center.

Student Grievance Resolution Process

College Students who believe that they have been treated unfairly, either with regards to a grade issued by a faculty member, or with the application of any MSM policy, have the right to request consideration through MSM's Grievance resolution process. The details of MSM Grievance resolution process, both with regards to grading and application of policy, are carefully outlined here: Manhattan School of Music Grievance Policy.

Reporting Forms

Title IX/Sexual Misconduct Policy

Student Grievance Resolution Process

Workplace Harassment Complaint Form

CARE Team Referral

Discrimination, Harassment, and Retaliation Complaint Form