

Berklee
college of
music

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Vice President for Student Affairs/Dean of Students

✓ Sent
7-28-04

Ralph B. D'Amico, Jr.
Team Leader
U.S. Department of Education
Region 1
John W. McCormack Post Office
and Courthouse, Room 222
Post Office Square
Boston, MA 02109

Re: Compliance Review No. 01-01-6001

Dear Mr. D'Amico:

As the U.S. Department of Education, Office For Civil Rights ("OCR"), Region 1 concludes its compliance review pursuant to Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 *et seq.* and its implementing regulations at 34 C.F.R. Part 106 (Title IX), Berklee College of Music ("Berklee") believes it appropriate to set forth the policies and procedures which OCR and Berklee agreed to clarify. Initially, Berklee would like to state that it believes that the compliance review process was a cooperative, productive and educational proactive joint project that produced mutually beneficial results. Furthermore, the participants on both sides conducted themselves in a professional manner. OCR and Berklee have agreed to the following:

1. While the title, campus address and campus telephone number of the Title IX Coordinator currently is published, the College will broaden the scope of its publications in which this information is made known to students, staff and faculty;
2. The College, with advice from OCR, will revise its currently published Title IX policy language and grievance procedures, consistent with the requirements of Title IX and continue to publish such information to students, staff and faculty;
3. Berklee will continue to educate faculty, staff and students in appropriate conduct to avoid sexual harassment;
4. Berklee will continue to train key individuals in order to assure that investigations and grievance procedures, particularly informal and formal processes, are effectively carried out;
5. Berklee will maintain a system to capture and maintain a record of informal and formal complaints of sexual harassment, particularly with respect to the following information:
 - a. the identity of the alleged victim of the complaint;
 - b. the identity of the individual who received the complaint;
 - c. the date the complaint was made;

- d. the identity of the individual who conducted the investigation of the complaint; and
- e. the resolution of the complaint.

While OCR's extensive compliance review found no significant deficiencies of the Title IX requirements, instituting the agreed-upon revisions to the policies and procedures will enhance Berklee's compliance with Title IX.

Berklee is confident that OCR joins with it in complementing both staffs for the professional, courteous and cooperative manner in which the compliance review was conducted.

Very truly yours,



Lawrence E. Bethune
Vice President for Student Affairs
Dean of Students