Monterey Institute of International Studies

A Graduate School of Middlebury College

POLICIES AND STANDARDS MANUAL

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Spring 2013

The most up-to-date version of the PSM may be viewed at the following link:
http://www.miis.edu/offices/records/policies

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Part I – Academic Policies and Standards

INTRODUCTION

Part I of the MIIS *Policies and Standards Manual (PSM)* summarizes the academic policies and standards of the Institute. These polices are subject to change at the discretion of the Institute. The president of the Institute provides the final interpretation of the provisions of each policy.

Any member or former member of the Institute community who has a complaint that the Institute, and/or any faculty, administrator, or other employee or agent of the Institute has acted in violation or omitted to act in compliance with the provisions of the *PSM*, or who perceives any other unfair or illegal action by the Institute, and/or any faculty, administrator, or other employee or agent of the Institute, shall utilize the Institute's procedures for resolving those complaints and shall be bound by the determination of the Institute.

The Academic Policies, Standards, and Instruction Committee (APSIC) is a faculty committee that periodically recommends changes to the academic standards and policies of the Institute. These recommendations are forwarded to the Faculty Senate and provost for review and recommendation. Final decision is by the president.

Changes are then included in the new edition of the *PSM*, prepared during the summer for distribution to students at the beginning of the fall semester.

APSIC evaluates and recommends action on matters within its jurisdiction, such as:

- evaluates and provides recommendations concerning proposed changes to the curriculum. APSIC reports its recommendations to the provost and the Faculty Senate. In the case of curricular and programmatic proposals requiring further deliberation, APSIC consults further with the proposers before forwarding revised recommendations to the provost and Senate;
- ensures compliance with academic policies and procedures;
- deliberates on grievances and appeals;
- at least two members serve on any Student Conduct Board dealing with a charge of student violation of academic standards or policies.

1. ACADEMIC STANDARDS FOR AND CONDUCT OF STUDENTS

The Monterey Institute of International Studies is a professional school dedicated to the education and training of future professionals. As such, the professional standards and values to be maintained by Institute students are those of the professions they will enter upon graduation. These standards and values include honesty, trust, fairness, respect and responsibility, which form the bedrock of all academic work at MIIS. These standards apply to activities such as: writing papers, capstones, and business plans; making oral presentations; collecting empirical data through survey, interviews, and observations; taking of timed and untimed examinations,

and so on. Students at the Monterey Institute are expected to be guided by these values and to maintain the highest standard of academic integrity in pursuing their academic and professional goals.

The Student Code of Conduct in Part III of this manual specifies conduct that violates these academic standards; identifies conduct that violates other standards of student behavior; and provides the process by which charges of violation of these standards are adjudicated.

2. ACADEMIC PROGRAMS

The Monterey Institute is organized into two **schools** that offer **degree programs** as listed below. In addition to the policies included in this manual, please see the Institute's Web site (http://www.miis.edu) for program descriptions and admissions and degree requirements. The Institute also offers a variety of non-degree programs, each of which may have additional or different policies and procedures that regulate specific processes within the non-degree program. Please consult the program director for specific information about each program.

Graduate School of International Policy and Management (GSIPM)
- Master of Arts in International Policy Studies (MAIPS)
- Master of Public Administration (MPA)
- MA in International Environmental Policy (MAIEP)
- Master of Business Administration in International Management (MBA)
- MA in Nonproliferation and Terrorism Studies (MANPTS)
- Bachelor of Arts in International Studies (BAIS)

Graduate School of Translation, Interpretation, and Language Education (GSTILE)
- MA in Translation and Interpretation (MATI)
- MA in Conference Interpretation (MACI)
- MA in Translation (MAT)
- MA in Translation and Localization Management (MATLM)
- MA in Teaching English to Speakers of Other Languages (MATESOL)
- MA in Teaching a Foreign Language (MATFL)

3. CHANGE OF ACADEMIC PROGRAM

3.1 ADMISSION OF BA DEGREE STUDENTS TO A MASTER'S PROGRAM / Admission to the BA in International Studies (BAIS) program at the Institute does not guarantee admission to one of the Institute's graduate degree programs, but BAIS students may apply to continue their studies in a master's program. Once a student has reached the threshold of 100 credits, the student should meet with an advisor regarding his/her plans for continuing study in an MA program. The student shall be required to submit an application and statement of purpose for a master's degree to the Admissions Office. No application fee is required, but the student is evaluated to determine if the student satisfies the specific admissions requirements for the degree program.

BA students who have not yet been admitted to a master's program may enroll in all graduate level classes offered by the International Policy Studies program, with the exception of research

seminars. Enrollment in graduate level classes offered by other programs at the Monterey Institute requires the approval of the program chair.

3.2 CHANGE OF DEGREE PROGRAM / The process for changing degree programs includes the following steps:

- The student discusses the matter with his/her advisor, including eligibility and possible implications for degree requirements and degree completion.
- The advisor directs the student to the appropriate procedure, depending on the student's current and future programs. Some changes of degree program require a new application through the admission office.
- Once a change of program has been completed and approved by all relevant parties, the advisor works with the student to develop a new plan of study for the new degree.

3.3 ADMISSION TO A SECOND GRADUATE DEGREE PROGRAM / Students enrolled in a graduate program at the Monterey Institute who wish to add a second degree must apply for the second degree through the Admissions Office. No application fee is required. A second degree requires a minimum of an additional thirty (30) credits in residence beyond the requirements for the first degree, as well as satisfaction of all of the core requirements of the second degree.

3.4 SPECIAL ADMISSION AND REGISTRATION POLICIES FOR NON-DEGREE STUDENTS /

A. Credit Limit for Non-Degree Students
A student who is not a degree student may register for up to eight (8) credits per semester in a degree program without formal application to that program. Students must have the approval of the relevant instructor(s) and the appropriate dean. International students may not drop below 12 credits without authorization from the international student advisor.

B. Enrollment of Non-Degree Students in More than Eight (8) Credits
Non-degree students who wish to enroll in more than eight (8) credits in a specific degree program during the semester but do not wish to be admitted to a degree program at the Monterey Institute must submit an application form to the Admissions Office. It should be clearly marked "Non-degree student." International students enrolled as non-degree students are required to enroll in a minimum of 12 credits each semester. Exceptions can only be authorized by the international student advisor.

C. Academic Credit for Non-Degree Students
Credit earned while attending the Monterey Institute as a non-degree student may be applied later to a degree or certificate program, but only upon petition and with the approval of the relevant dean. A petition for this purpose may be obtained by the student from the Records Office, along with a copy of the student's Institute transcript. The student should take the transcript and petition to the dean of the graduate school in which the degree is offered, for discussion and signature by the dean.

D. Conversion of Non-Degree Students to Degree Status
Non-degree students who wish to change to degree or certificate status must reapply through the Admissions Office at least one month in advance of the semester in which the change is to become effective. All requirements for admission to degree programs in effect at that time must be met. No application fee is required if the application fee was paid initially.

E. Admission Provisions for Non-Native Speakers of English
Non-degree students who are non-native speakers of English must meet the same minimum English language requirement as degree applicants for the school in which they wish to take courses.

4. INSTRUCTION

4.1 ASSESSMENT AND GRADING / Faculty are responsible for conducting assessment and grading of student performance in the courses that they teach. Faculty are therefore accorded wide latitude to set standards, establish expectations, evaluate performance, and assign grades. Faculty also have the right to expect a committed and appropriate level of effort and performance from their students. Conversely, students have the right to receive information as to what is expected of them in a course, including the general criteria for evaluation of their performance. Faculty shall provide their students with information as to the grade parameters, criteria, and requirements at the beginning of each course, normally doing so in the course syllabus.

4.2 COURSE SYLLABUS / The course syllabus communicates the overall expectations that the faculty has for student work. It is issued by the instructor at the beginning of every course taught at the Monterey Institute and is subject to change as determined by the instructor with advance notice and due respect to fairness to the students as a whole.

The course syllabus shall include: general course information, instructor information, a course description, course objective(s), instructional methodology, assessment of students, grading methodologies and criteria, a course reading list, a course outline, and a calendar.

4.3 STUDENT GRADING OF OTHER STUDENTS' WORK / Graduate assistants or work-study students acting as teaching assistants shall not participate in the evaluation or grading of the work of other students. In exceptional cases, faculty such as those teaching a practicum or methods course in language teaching may have their students correct the written work of students taking a lower language course. Such faculty-supervised correction is appropriate so long as it does not entail a student giving another student an evaluation or grade. In such cases, the supervising faculty shall ensure the anonymity of the student whose work is being corrected.

4.4 EXTERNAL STUDY AND STUDY ABROAD / Students enrolled at the Monterey Institute may elect to apply to pursue studies external to the Monterey Institute, including study abroad, for academic credit as part of a Monterey Institute degree program. The typical period for external study or study abroad is one semester. Written approval must be obtained in advance from the relevant Graduate School dean using the Petition to Transfer Course Credits, which is available in the Records Office. Financial aid arrangements must be made in advance with the Financial

Aid Office, and such arrangements shall apply only to approved programs. Please also see sections below on Transfer of Academic Credit from Other Academic Institutions.

4.5 INTERNSHIPS / The Graduate Schools at the Monterey Institute offer immersive learning experiences that are either credit or non-credit bearing.

Internships are a valuable and typical component of the MIIS educational experience. Internships generally do not carry academic credit, although academic credit can be arranged in exceptional cases by means of a Directed Study. In general, please consult with your academic and career advisor about internship opportunities. In addition:

- For **language internships,** please consult with the language studies advisor.
- MIIS has **translation and interpretation** internship programs with numerous companies, agencies, and institutions. Interested students should discuss internship possibilities with their career and academic advisor and their T&I language coordinator.
- **In GSIPM,** as a rule, the School does not give academic credit for internships. However, students sometimes find it difficult to accept unpaid internships without financial aid, which is contingent upon being registered for academic credits. Thus they request directed studies that dovetail with their internships. The School allows this only if in addition to the expected internship work, the student expands upon the experience in the internship and conducts a research project that has sufficient academic rigor for consideration as graduate credit coursework. A clear work plan and timeline should be included in the substantive proposal. A research report is a typical outcome for a Directed Study project related to an internship.

4.6 LANGUAGE REQUIREMENTS AT THE MONTEREY INSTITUTE / Languages are central to all degree programs at the Monterey Institute as indicated in the degree program requirements. Language Study requirements are implemented by Language Studies Faculty, who are part of the Graduate School of Translation, Interpretation and Language Education. If a student receives a grade below B- (2.67) in a Language Studies course, the student may be asked to take another class at the same level.

A. Placement Tests

The requirements for admission to the Institute include test scores and/or evidence of course work designed to ensure that most students who are admitted are capable of succeeding in 300 level courses (200 in Arabic and Spanish) in their language of. However, all new students are required to take a language placement test during orientation. If a student's score is not sufficient for admission to 300 level courses (200 in Arabic and Spanish), the student shall be required to take additional language courses, thus delaying graduation and incurring additional expenses for the student. The language studies advisor counsels students who need further study.

B. Languages Taught at the Monterey Institute

Arabic, Chinese (Mandarin), English, French, Japanese, Korean (T&I and TFL only), Russian, and Spanish are offered as a regular part of the academic year curriculum, subject to sufficient student enrollment.

Requests to fulfill the language requirement in a language not regularly offered by the Institute must be directed at the time of admission to the language studies advisor of the Graduate School of Translation, Interpretation, and Language Education. All special language selections require that a written agreement be filed in the student's academic record. The provisions of this agreement must meet the requirements of the student's degree program.

C. Language Requirement for Native Speakers of English.
Students whose first (native) language is English are considered to be native speakers of English. The following table summarizes the minimum credits of language study required for **native speakers of English as of Fall 2011**. Students may request arrangements to combine/switch languages by consulting with the language program coordinator.

All requirements pertain to credits in a single language other than English.

Degree Program	Minimum Number of credits	Minimum Course Level
All degrees offered within GSIPM	twelve (12)	300 (200 Arabic, Spanish)
Exception for advanced entry MBA students	**EITHER** twelve (12) at 300 (200 Arabic, Spanish) **OR** eight (8) at 400 (300 Arabic, Spanish)	

The following programs require superior to native proficiency: Teaching Foreign Language (TFL); Teaching English to Speakers of Other Languages (TESOL); and all degrees in Translation and Interpretation (TI).

D. Language Requirement for Non-Native Speakers of English
Students whose first (native) language is **not** English are considered to be **non-native speakers of English** and are subject to the special language provisions below. Whenever English is not the native language, it shall be the required language of study at the Institute.

1. Written and oral English tests, scheduled during the new student orientation period, are required of all non-native speakers of English who score below the stated minima on the TOEFL scale, including those students who have obtained a TOEFL waiver for earning a BA or MA degree at a U.S. university.

2. Non-native speakers of English enrolled at the Monterey Institute as non-degree students must take written and oral English examinations if they plan to enroll in English courses.

3. Non-native speakers of English who are provisionally admitted to the Institute because they have TOEFL scores below stated minima must either:

- obtain required minimum score before beginning their degree programs;
- enroll in English Preparation for Graduate Study the semester before beginning their degree programs and obtain the required minimum score or a 300 level on the EAPP Placement Exam during orientation before beginning their degree programs.

Some non-native speakers of English who meet the stated minimum TOEFL test scores may still be required to take EAPP 200 in the first semester of their degree programs, based on English placement exam results.

4. The following table summarizes the minimum credits of language study required for **non-native speakers of English** in the various degree programs at the Monterey Institute.

Degree Program	Minimum Number of Credits	Minimum Course Level
All degrees offered within GSIPM	twelve (12)	300
Exception for advanced entry MBA students	**EITHER** twelve (12) at 300 **OR** eight (8) at 400	

Note: The above English requirements may be waived for non-native speakers of English who demonstrate adequate proficiency in English, as determined by results of the English Studies Placement Exam or progress in EAPP courses.

4.7 LANGUAGE SPECIALIZATION CERTIFICATE / A language specialization certificate may be granted when the student has completed one of the following:

- 16 credits of Chinese, Japanese, or Russian at the 400 level with all grades of A- or above
- 20 credits of any language at the 400 level with all grades of B or above
- 20 credits of any language at the 300 or 400 level with all grades of A- or above

All credits must be in a single language.

5. ACADEMIC STANDARDS FOR AND CONDUCT OF STUDENTS

5.1 GRADES AND CREDITS /

A credit hour is an amount of work, represented in intended learning outcomes and verified by evidence of student achievement, that is an institutionally established equivalency reasonably approximating not less than—

> (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks in one semester, or the equivalent amount of work over a different period of time; or
>
> (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, and other academic work leading to the awarding of credit hours. We do not award credit hours solely for doing an internship. Internships for which credit is awarded must be an integral part of a more extended academic activity for which credit hours have been assigned based on the definition above.

The following system of grading is used at the Monterey Institute:

A and A+	4.00 grade points per credit
A- (minus)	3.67
B+ (plus)	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F (Fail)	0.00
P (Pass)	Credit for course, no grade points
NP (No Pass)	No grade points or credit
I (Incomplete)	No grade points or credit
W (Withdrawal with permission)	No grade points or credit
AU (Audit)	No grade points or credit
IP (In Progress)	No grade points or credit

There is no other system of grading or grading category at the Monterey Institute other than those listed above.

Except for grades of “I’ and “IP,” all grades are considered final when reported by a faculty member at the end of a semester or marking period. A change of grade may be requested **only** when a calculation, clerical, administrative, or recording error is discovered in the original

assignment of a course grade or when a decision is made by a faculty member to change the grade as a result of the disputed academic evaluation procedure. Grade changes necessitated by a calculation, clerical, administrative, or recording error must be reported within a period of six months from the time the grade is awarded. **No grade may be changed as the result of a re-evaluation of a student's work or the submission of supplemental work** following the close of a semester or marking period. The Records Office shall only accept permissible changes of grade upon written approval of the faculty member's dean, who shall first verify that the Change of Grade request satisfies legitimate criteria.

5.2 DISPUTED ACADEMIC EVALUATION PROCEDURES /

General: Institute policy regarding disputed academic evaluations entitles students to three levels of formal appeal following review by the instructor of record. Disputed academic evaluations must occur within six months.

Informal Review by Instructor: In the interest of preserving the crucial student-instructor relationship, the first procedure requires an informal mediation phase in which the student and faculty member attempt to resolve the grade dispute by direct communication.

Dean Level: If the disagreement is not resolved by this dialogue, the faculty member's dean shall be requested by either the instructor or student to mediate the dispute. The dean will obtain the relevant information and will communicate with both student and instructor to obtain their views. The Dean shall then report in writing to the student and the faculty member, his/her judgments as to the proper outcome of this mediation.

APSIC: If the dispute is not resolved at the level of the dean and the student wishes to pursue the appeal, he or she must submit a written request to the Academic Policies, Standards, and Instruction Committee (APSIC) chair. At this point, APSIC may request from the parties involved written documentation pertaining to the matter, including a concise report of the dean's mediation process, the student assignments in question, and all written evidence of the faculty member's marking procedures and evaluation criteria (e.g., the course syllabus, assignment requirements, assessment rubrics, benchmark student work, and so forth).

APSIC shall carefully review the documentation and solicit further information as needed (e.g., testimony from the student, the faculty member, and the dean) before issuing a decision in writing with a copy to all relevant stakeholders.

APSIC shall respect the faculty member's responsibility for the determination of his or her own evaluation criteria. APSIC's chief function, like that of the dean, is to resolve disputed academic evaluations by determining if there occurred a fundamental unfairness to the student.

Provost: In cases where the disputed academic evaluation is not finally resolved by APSIC, it should be referred to the provost for final resolution. The provost's determination of a dispute as to a grade or other academic evaluation is final and binding on all concerned.

Note: Students and faculty members are further reminded that a course grade reported to the Records Office may be changed **only** in accordance with the provisions outlined in Section 5.1, above.

5.3 PASS/NO PASS (P/NP) OPTION / In certain courses identified by each Graduate School, students receive a grade of P (Pass) or NP (No Pass). Grades of "Pass/No Pass" will be awarded only in those courses that are identified as such in the course schedule or syllabus, and there is no other grading system applied to such courses. All multiple sections of a given course must be treated equally in terms of grading. Criteria determining passing work under the P/NP option are at the discretion of the instructor of record. When a student receives a "Pass" in a "Pass/No Pass" course, credit is received, but those credits are not counted in calculating student's Grade Point Average. When a student receives a "No Pass" in a "Pass/No Pass" course, no unit credits are obtained, and there is no impact on the student's grade point average.

5.4 PASS/FAIL (P/F) OPTION / In certain courses identified by each Graduate School, students receive a grade of P (Pass) or F (Fail). Grades of "P/F" will be awarded only in those courses that are identified as such in the course schedule or syllabus, and there is no other grading system applied to such courses. All multiple sections of a given course must be treated equally in terms of grading. Criteria determining passing work under the P/F option are at the discretion of the instructor of record. When a student receives a "Pass" in a "Pass/Fail" course, credit is received, but those credits are not counted in calculating student's Grade Point Average. When a student receives a "Fail" in a "Pass/Fail" course, the student does not earn any credits for the "F" grade but the credits are used in the GPA hours total used to calculate the GPA, thus negatively affecting the GPA. (Example: A student with an F in a one-credit workshop and 15 other credits will have 16 hours used to calculate the GPA. Assuming all the other courses received an A the student's GPA would be 60 (quality points) divided by 16 credits, giving the student a GPA of 3.75.)

5.5 INCOMPLETE GRADES / A grade of incomplete (I) may be assigned by the instructor when a student has done acceptable work in the majority of course requirements or assignments, but cannot complete all course work for reasons of illness, emergency, or legitimate extenuating circumstances. If a student has **not** done acceptable work in the majority of course requirements or assignments prior to the illness or emergency that prevented completion of the course, a letter grade shall be assigned. An "I" is not appropriate for cases in which the principal requirement for the course is unfinished by the end of an academic term, e.g., a Capstone, Thesis, Business Plan, or Program Portfolio (please see below, Assignment of "In Progress").

Process for assigning and removing an Incomplete:

- The instructor submits a grade of Incomplete to the Records Office, accompanied by a written agreement with the student regarding the work to be completed and the deadline for completion. (This deadline should be as early as possible and may under no circumstances exceed one calendar year.)
- Once the student has completed the work, he or she may file a Petition to Change an Incomplete Grade. This form, obtainable from the Records Office and signed by the instructor of record, verifies that the pending work has been completed within the time frame agreed upon in the written agreement.

- The instructor evaluates the completed work as soon after its submission as possible. The instructor shall complete a Change of Grade form, submitting it first to his or her dean for approval. After verifying that the request satisfies legitimate criteria, the dean shall submit the Change of Grade to the Records Office to replace the "I" with the appropriate grade.
- An "I" that is not changed by this procedure becomes a permanent grade on the student's transcript. In this case, the "I" is not used to calculate the Grade Point Average.
- If a grade of Incomplete in a course required for the student's degree is not removed according to the above provisions, the student may be required to repeat the course (or an appropriate equivalent), paying additional tuition, if necessary, to satisfy the requirement of the degree.

Note: According to current federal law regarding International students with F-1 and J-1 visas, eligibility to remain in the country beyond the period of 30/60 days after the end of classes is not extended to allow for the completion of Incompletes.

5.6 ASSIGNMENT OF "IN PROGRESS" / A grade of In Progress (IP) is assigned only in those courses for which the principal requirement of the course is unfinished by the end of an academic term, e.g., a capstone, thesis, business plan, or program portfolio. In these cases, an "I" (Incomplete) is not appropriate. Those programs that utilize the IP grade option may have different requirements for the amount of time provided to complete the work and remove the IP. Please consult the dean of the appropriate Graduate School.

5.7 ACADEMIC STANDING /

A. Required Grade Point Average
A student's academic standing is calculated at the end of each semester. All students (graduate and undergraduate) are required to maintain an overall 3.00 grade point average in all course work completed at the Monterey Institute.

B. Satisfactory Academic Progress
A student is making Satisfactory Academic Progress when the overall grade point average of 3.00 is maintained **and** the Institute determines that all of the following conditions are met:

- No grade of C or lower has been received in any course taken that semester;
- An overall Grade Point Average of not less than 3.00 ("B" average) has been earned for Institute courses taken that semester;
- No more than two Incomplete grades appear on the student's record.

Students whom the Institute determines are not making satisfactory academic progress are required to restore this status by the end of the next semester in which the student is enrolled at the Monterey Institute.

A student may repeat a course by registering for the course again and paying the appropriate fees. When a student repeats a course, the grade recorded the first time the

course was completed remains permanently on the student's transcript. However, only the new grade will be considered in the calculation of the student's Grade Point Average.

5.8 ACADEMIC PROBATION / In the case of a student who fails to make satisfactory academic progress in any semester, the Institute shall transmit notice to the student in writing of placement on academic probation. To continue studies at the Monterey Institute, a student on academic probation must achieve satisfactory academic progress status by the end of the following semester and must also satisfactorily complete other steps stated in the notice of academic probation.

5.9 DISMISSAL / A student who fails to make satisfactory academic progress for two consecutive semesters or who otherwise fails to achieve relief from academic probation status by the end of the following semester is subject to immediate dismissal for academic reasons.

Following notice of such dismissal, an application for readmission will be considered only after one full calendar year has elapsed. Students may be granted or denied readmission only at the discretion of the Institute. Following readmission after academic dismissal, the student is on academic probation for the first subsequent semester.

For an international student, dismissal from the Institute has an immediate effect on the right of presence in the U.S. International students should consult with the international student advisor in Student Services about their options.

5.10 TIME LIMIT FOR COMPLETION OF DEGREE REQUIREMENTS (CURRENCY) / As measured from the last semester of active enrollment at the Monterey Institute, students have five (5) years to complete their degree requirements. Any exception to this policy is solely at the discretion of the dean of the relevant Graduate School.

5.11 PETITION FOR WAIVER OF ACADEMIC REGULATIONS / Students who wish to be considered for a waiver of any academic policy or requirement for any degree program should obtain a Petition to Waive a Requirement from the Records Office.

The student should specify on the Petition which academic policy or requirement s/he wishes to waive, and why the waiver is necessary and justified.

Signatures of support must be obtained on the Petition from the relevant instructor, if applicable, the program chair, the dean of the corresponding Graduate School, and the provost. The Records Office shall advise students as to which signatures are required.

A petition for wavier may be granted or denied at the sole discretion of the provost. If granted, the waiver must be filed in the student's file in the Records Office before the waiver becomes official. **Note:** if a requirement is waived, the total number of credits required for graduation in each program is not affected by this waiver, i.e., credit is not given for courses that are waived.

5.12 TRANSFER OF ACADEMIC CREDIT FROM OTHER INSTITUTIONS / After being admitted to the Monterey Institute, a student may petition the dean of the appropriate Graduate School to

consider courses taken elsewhere at accredited institutions for satisfaction of specific Institute degree requirements.

A minimum residency requirement of 30 credits is required for all Monterey Institute degrees. Transfer credit is limited to 25 percent of graduate degree requirements, and 50 percent of upper division undergraduate requirements.

Courses counted toward a previous degree cannot be transferred to the Monterey Institute for credit.

Students studying at the 300-400 level at Institute-approved language study centers abroad are eligible to transfer four credits of language. An official transcript demonstrating hours completed and course level must be presented to complete the transfer. Transfer of up to four credits from other accredited (non-Institute-approved) study abroad institutions *may* be possible, but the student should consult the dean of GSTILE in advance, with information about the program, to determine whether the program meets Institute requirements for transfer. Language courses taken prior to enrollment at the Monterey Institute cannot be used to satisfy the language requirement at the Monterey Institute, unless they were taken through a Middlebury or Monterey program in the summer immediately prior to the student's matriculation at the Institute.

Proposed transfer graduate courses must meet the Institute's degree requirements, and the student must have earned a grade of B or better. Proposed upper division undergraduate courses must meet the Institute's degree requirements, and the student must have earned a grade of B or better.

Grades assigned by other institutions for courses that are transferred to the Monterey Institute are not calculated in the Institute grade point average.

The Monterey Institute maintains exchange programs with other academic institutions whereby students at either institution may register for courses taught at the other. Please consult the Center for Advising and Career Services for further information. The Institute confers credit for the course taken upon receipt of a sealed transcript from the exchange institution by the Institute Records Office. **Note: International students** should ensure that they meet all visa requirements prior to participating in an exchange program.

5.13 CHALLENGE EXAMINATIONS / Challenge examinations (credits by examination) are not accepted at the Monterey Institute. Students may only receive academic credit for courses not taken at the Monterey Institute by following the policies and procedures for Transfer of Academic Credit from Other Institutions, above. Mechanisms for taking account of previous course work include waivers of requirements, transfer of credits, and advanced entry, available in certain programs (please consult with the appropriate program chair and/or dean).

5.14 GRADUATION WITH HONORS / **Undergraduate students** who have a record of high academic achievement are honored according to the following categories.

- *Graduation Cum Laude*: Grade Point Average of 3.5 - 3.74 at the time of graduation.

- *Graduation Magna Cum Laude:* Grade Point Average of 3.75 - 3.89 at the time of graduation.
- *Graduation Summa Cum Laude*: Grade Point Average of 3.9 - 4.00 at the time of graduation.

Graduate students graduate "with Distinction" if they have an overall Grade Point Average of 4.00 for all courses taken at the Institute.

Part II - Policies and Procedures: Registration, Records, and Payment of Fees

1. GENERAL INSTITUTE POLICIES

1.1 COMMUNITY HOURS / No regular classes are scheduled on Tuesdays and Thursdays from noon to 2 P.M. so that "community hours" are available for special lectures, seminars, programs, group and club meetings, faculty meetings, committee meetings, meetings of graduate programs, faculty and staff assemblies, etc.

1.2 MEDICAL INSURANCE REQUIREMENTS / It is important for all individuals and their families to have financial resources to cover the costs of possible accidents or illness. Therefore, the Institute requires students to either provide proof of health insurance with a company that provides benefits in the U.S., or to enroll in the Monterey Institute's group health policy upon registration. Information about the Institute's current group policy may be obtained from the Student Services Office.

1.3 STUDENT IDENTIFICATION CARDS / Student may be asked to present their Institute identification cards for the use of facilities or admission to events at the Institute. Students are expected to obtain an ID card upon matriculation and should be prepared to present the card when on campus or elsewhere in the course of student-related activities.

2. REGISTRATION

2.1 REGISTRATION PROCESS / The Center for Advising and Career Services (CACS) offers academic and career advising to all Institute students through a combination of personalized advising and by making available resources that assist students in their academic pursuits and in developing their careers. The CACS is responsible for coordinating program degree maps with the two schools (GSIPM and GSTILE), and for helping students understand the courses they must take to fulfill their degree requirements. As an integral part of the above, among other services, CACS produces and manages an Institute-wide Career Fair, delivers a professional development course, maintains electronic advising records, survey's student satisfaction, and coordinates a range of activities with both the Office of Student Services and with the Records Office. For questions of academic policy or procedure not answered by this Manual, CACS should be your first stop. Advisors there will be able to help you find the answers to your questions, or direct you to those who can.

After consulting with an advisor, all eligible students register for many of their courses, by using the online process through BannerWeb.

New students arriving late must be in classes by the first day of their scheduled classes in the **second** week of the semester. Exceptions to this policy can only be made by the Dean of GSIPM or GSTILE.

Various steps in the registration and matriculation process require students to electronically acknowledge certain policies and in some cases, to provide an original signature. Electronic

acknowledgments of various policies are clear and obvious, as they are placed at specific login steps such as in BannerWeb and in Zocaló (the online career services system). Original signatures are sometimes required during certain procedures or on forms such as requests for directed studies, waivers and occasionally language requirements.

2.2 PAYMENT OF FEES / Any outstanding tuition balance must be paid in full before a student is eligible to register.

Any credit card payment made to a student account in excess of the balance (less anticipated financial aid) will be refunded to the credit card utilized for payment.

All registrations for courses or programs at the Institute are subject to subsequent revocation by the Institute in its sole discretion, and at any time that the Institute determines that a student account has a negative balance. If the Institute thus revokes registration for a course or program, the student may not further attend those courses, nor may the student earn grades.

All students pay tuition and fees to the Business Office and finalize their registration for classes by 4 PM on the 20th business day of classes of the fall or spring semester or the 13th business day for summer term in order to avoid the late payment fee of $250. Students who have not paid their tuition by the 20th business day of classes will not be permitted to continue until they have developed a payment plan acceptable to the Business Office. If the Business Office approves such a payment plan, the Institute nevertheless retains the discretion to revoke the registration at any subsequent time that the Institute determines that a student account has a negative balance, because payments have not been made in compliance with the payment plan. If the Institute thus revokes registration for a course or program, the student may not further attend those courses, nor may the student earn grades.

Students who are being sponsored by other organizations for full or partial tuition are responsible for the Institute receiving these payments by the 20th business day of classes. If such payments are not possible by 20th business day of classes, the student must provide the Business Office with written commitment from the sponsoring organization that full payment of tuition and fees will occur. Such written commitment must be on the letterhead of the sponsoring organization and must include the total amount the sponsoring organization will pay each semester, billing instructions, and the signature of the authorized representative of the sponsoring organization. If such written documentation is not provided by 4 PM on the 20th business day of the semester, the late registration fee of $250 will be assessed. In this case it is the student's responsibility to make arrangements for payment of the late fee in addition to the tuition and fees. If the Business Office approves such an external written commitment, the Institute nevertheless retains the discretion for subsequent revocation of the registration at any time that the Institute determines that a student account has a negative balance because payments have not been made in compliance with the external written commitment. If the Institute thus revokes registration for a course or program, the student may not further attend those courses, nor may the student earn grades.

2.3 FULL-TIME AND PART-TIME ENROLLMENT STATUS /

A. Regular Academic Terms (Fall and Spring Semesters)
During the fall and spring semesters, a student is considered full-time when enrolled for twelve or more credits, half time when enrolled for six to eleven (6-11) credits, and less than half time when enrolled for fewer than six (6) credits. A student who is half time or less than half time is considered part-time.

International students are required to enroll full-time for a minimum of 12 credits each semester. International students may carry fewer than 12 credits in their last semester ONLY if that is all they need to finish their degree. Otherwise they may not drop below 12 credits without authorization from the Student Services Office at the Monterey Institute.

B. Summer and Winter Sessions
During the regular summer session (excluding the Summer Intensive Language Programs), a full-time load is defined as six (6) credits. For the Summer Intensive Language Programs, different policies apply; please see the appropriate program brochures available from Program offices.

2.4 TUITION REFUNDS / If a student voluntarily withdraws from the Monterey Institute at any time during the academic year after the academic term has begun, or officially drops below a full-time load, tuition (less deposit) shall be refunded as follows:

Time of Withdrawal from the Monterey Institute	**Percent Tuition Refunded or Credited**
Before the 11th day of the academic term	100%
11th through 20th day of the academic term	50%
After the 20th day of the academic term	0%

Weekend workshops and other brief courses dropped by 4 P.M. on the last business day before they begin will receive full refund. After that deadline, there is no refund.

If a student's enrollment status during the regular academic year voluntarily changes from full-time to part- time as a result of dropping a course(s) by 4 P.M. on the 10th business day of the academic term the student will be refunded the difference between the paid full-time tuition and the per-credit cost. If the student has been billed full tuition but has not paid in full, her/his tuition account will be credited for the difference between full-time tuition and the per-credit cost.

The refund schedules for summer programs **other than the Summer Intensive Language Program** is as follows:

Time of Withdrawal from Summer Program	Percent Tuition Refunded or Credited
Before the 6th day of the program	100%
6th through 13th day of the program	50%
After the 13th day of the program	0%

The Intensive Language Programs and non-credit, fee-based programs publish their own refund schedules. Students should consult with the program.

Note: Federal financial aid has different refund rules. Students receiving Federal financial aid should see the Financial Aid Office before withdrawing.

2.5 COURSE LOAD AND OVERLOADS / Students who are in a two-year degree program should complete it over the course of four terms by taking up to 16 credits each term. They will be charged four comprehensive fees to cover the tuition for such a program. Students who wish to take more credits (defined as an overload) may either: (1) pay for the additional credits at the per-credit rate or (2) defer the overload credits to a subsequent semester in which they pay full-time tuition and take fewer than sixteen (16) credits. A student who has overload credits from previous terms may during another term (including the summer) combine these overload credits with other credits so that he/she can be charged a comprehensive fee rather than a per-credit fee, as long this term is one of his/her four terms and the total number of credits falls within 12 to 16 credits.

Students will be limited to having a maximum of six credits as either outstanding overloads or underloads at any time. If a student incurs more than six overload credits, they will be required to get their Academic Advisor's approval for such an overload and may be required to pay for any credits in excess of six overload credits at the time they are incurred. Students are advised not to underload more than four credits as this may impact their ability to graduate in a timely manner and may result in their paying additional tuition if they have to enroll for an additional term. Additionally, underloading or overloading may ultimately cost the student more than originally advised, as tuition tends to increase from year to year. Underloads can only be used to offset overloads and cannot be used as credits for tuition payment obligations.

Students who defer overload charges without an equivalent underload in a subsequent semester will be required to pay the current rate for the overload credits remaining when they register for their final semester. Students with overload credits who do not return as anticipated must pay for those credits at the current tuition rate. Since no financial aid will be available to students not attending the Institute, the Business Office and the Financial Aid Office should be notified before the end of the last semester attended at the Monterey Institute. Also, overloads and underloads are completely independent and separate from scholarships. Students who carry overloads/underloads should not expect merit scholarships to be applied to either.

2.6 ADDING COURSES / All additions to a student's schedule must be made in BannerWeb before the published add deadline.

Courses may be added through the 10th business day of the academic term, or by the 10th day of half-semester courses. Workshops and other brief courses may be added until 4 P.M. on the last business day a week before they begin. Adding courses may result in additional tuition charges.

2.7 DROPPING COURSES / A student who wishes to withdraw from, or drop, a course must do so through BannerWeb before the published deadline. Note: Without an official drop, tuition charges for the course remain due and payable. International students may carry fewer than 12 credits in their last semester ONLY if that is all they need to finish their degree. Otherwise they may not drop below 12 credits without authorization from the international student advisor at the Monterey Institute.

If a student merely stops attending a class and does not officially drop it, s/he will remain on the class roll and the instructor will assign a grade.

No record is kept of a course(s) that is dropped by 4 P.M. on the 20th business day of the regular academic term. No course(s) may be dropped after the 20th business day of a regular term (10th day of half-semester courses and degree program courses in the summer session), except when illness or other emergency requires a leave of absence or withdrawal from the Institute. Weekend workshops and other brief courses may be dropped until 4 P.M. on the last business day a week before they begin, unless otherwise specified in the course schedule, and except when illness or other emergency occurs.

2.8 AUDITING COURSES / A requests to audit a course must be approved by the instructor of record and the student must register as an auditor. Full-time students may audit up to four (4) credits per semester without charge. Full-time students who register to audit more than four (4) credits in any semester will be charged at one-half the regular per-credit rate for each credit over four (4) credits audited.

Part-time students who wish to audit courses may do so by registering in the Records Office and by paying one-half the regular credit rate for each credit audited.

The instructor of record establishes the student attendance requirements and required deliverables for auditing a course and has the right to refuse auditors. No credit is awarded for courses that are audited. The student's permanent record shows an AU for audit if the student has met the instructor's attendance requirements for awarding an AU. If the student fails to meet the instructor's attendance requirements, the instructor of record so informs the Records Office and no record of the course appears on the student's permanent transcript. **Note:** students in Translation and/or Interpretation may be required to audit only half of a four (4) credit course as part of their degree program, in which case the audit will be recorded as only two (2) credits.

2.9 REPEATING COURSES / A student may repeat a course by registering for the course again and paying the appropriate fees. When a student repeats a course, the grade recorded the first time the course was completed remains permanently on the student's transcript. However, only the new grade will be considered in the calculation of the student's Grade Point Average.

3. STUDENT RECORDS ACCESS & CONFIDENTIALITY (FERPA)

The federal Family Educational Rights and Privacy Act (FERPA) establishes policies of the law under which a student may have access to educational records on that student that are maintained by the Monterey Institute, and under which those records may be disclosed by the Institute to others.

3.1 DEFINITIONS /

A. "Students"
"Students" are defined as those individuals who have applied for admission to the Monterey Institute, were admitted, and are or have been enrolled in classes for credit at the Institute. FERPA does not apply to records of applicants for admission to the Institute who are denied acceptance or, if accepted, do not enroll in classes for credit, whether or not previously or currently enrolled in a different entity within Middlebury College

B. "Education Records"
"Education records" are those records that are directly related to and identify the student, and that are maintained by the Monterey Institute for the purpose of providing educational services to the student.

The Institute does not maintain audio, video, and digitized records for this purpose. For example, if an email contains information that is part of a student's educational record, the contents of that email will be recorded other than on the Institute's email system.

"Education records" also do not include:

- Records made by or stored by instructional, supervisory, administrative, and educational personnel that are in the sole possession or access of, or within the privacy expectations of the maker, e.g., a faculty member's grade book, or a dean's advising notes.
- Records relating to individuals who are employed by the Monterey Institute that are made and maintained in the normal course of business and relate exclusively to individuals in their capacity as employees.
- Records relating to a student that are (1) created or maintained by a physician, psychiatrist, psychologist, or other recognized professional acting in his or her professional capacity or assisting in a paraprofessional capacity; (2) used solely in connection with the provision of treatment to the student; and (3) not disclosed to anyone other than individuals providing such treatment (or to a physician or other appropriate professional of the student's choice).
- Records that contain information relating to a person after that person is no longer a student at the Institute (*e.g.*, information gathered on the accomplishments of alumni).
- Records created and maintained by the Monterey Institute in connection with its Campus Security Department for law enforcement purposes.

- Records created for purposes of legal compliance or to secure or act upon the advice of attorneys for the Institute.

C. " Directory Information"
The Monterey Institute determines the following to be student "directory information" which may be available to the public if the student has not restricted its release:

- Name
- Home address (while enrolled at the Monterey Institute)
- College address
- Campus telephone number
- E-mail address
- Dates of attendance and graduation
- Class standing, e.g., first-year student, second-year student
- Major field(s) of study
- Degrees received
- Honors and awards received

"Directory information" for purposes of FERPA is **not** the same as the information that is available in the on-line Institute directory, where students may choose their own options for how others may access their data both on campus and off campus, when searching the online directory.

3.2. GENERAL PRINCIPLES /

A. Confidentiality
The Institute without the student's written consent will not disclose education records unless disclosure is permitted by certain exceptions under FERPA, which exceptions are summarized in this policy below.

B. Student's Written Consent
The student's written, signed consent must:

- Specify the records to be released;
- Identify the party or class of parties to whom the records should be released;
- Indicate the reason for the release.

C. Student Access to Educational Record
FERPA provides that students are permitted to inspect their own education records. A student has the right to:

- Inspect and review his or her education records;
- Request an amendment to an education record if the student believes there is an inaccuracy;
- Restrict the release of his or her "Directory Information" from public access;
- File a complaint with the U.S. Department of Education if he or she feels the Institute has failed to follow FERPA guidelines.

D. Administering Office
The Records Office is responsible for the administration of this FERPA policy at the Monterey Institute. Students and others who have questions regarding the treatment of specific information in a specific circumstance should contact a staff member in the Records Office.

3.3 CONFIDENTIALITY / Without the student's written, signed consent, FERPA generally prohibits the release of information in a student's education record.

Other than for "directory information" (the release of which the student has agreed to) it may be expected by the student that personally identifiable student data will be held confidential. Examples of confidential information include, but are not limited to, social security number, date of birth, ethnicity, country of citizenship, class schedules (including meeting times and locations), grades, grade point averages, and parents' or guardians' names and addresses.

Students **cannot** expect that the following information will be held confidential:

A. Directory Information
Directory information, as defined above, may be made available to the public if the student has not restricted its release. The Institute will honor requests to restrict release of directory information but cannot assume responsibility for contacting students to later request their permission to release this directory information.

Students should consider very carefully the consequences of any decision to restrict release of directory information. When a student instructs the College to not release directory information, any future requests for such information from persons or organizations outside the Monterey Institute will be refused, unless a legal exception applies, or unless the student subsequently files a written request that the information be released.

Requests to restrict release of directory information must be submitted in writing to the Records Office. Forms for making such requests may be obtained from the Records Office.

B. Disclosure For Legitimate Educational Interest
Education record information may be disclosed for a legitimate educational interest, without the student's written consent, if disclosure is to a person at the Institute or agent of the Institute, such as a person employed by the Institute in an administrative, supervisory, academic, research, or support staff position (including campus security staff); a person or company with whom the Institute has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another Institute official in performing his or her tasks. A legitimate educational interest means that the information in the education record is for the person to perform a function in relation to the Institute.

C. Other Exceptions

Education record information may be disclosed without the student's written consent in the following instances:

- To the student.
- If it is "Directory Information" and the student has not restricted its release.
- If properly subpoenaed pursuant to a judicial, legislative, or administrative proceeding, in which case the Monterey Institute will make a reasonable attempt to notify the student of the subpoena, in cases where FERPA applies, prior to the release of the information, unless the subpoena specifically directs that the student is not to be notified.
- In connection with the student's application or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms or conditions of the aid.
- In connection with audits or evaluation of federal or state supported educational programs requiring disclosure of information.
- To effect collection of past due financial obligations to the Institute.
- To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the Department of Education, the U.S. Citizenship and Immigration Services bureau of the Department of Homeland Security (with respect to international students), or state or local educational authorities.
- To the Veterans Administration to determine compliance with educational assistance.
- In connection with a health or safety emergency as determined by the Institute.
- To parents of financially dependent students.

3.4 ACCESS / A student has the right to inspect and review his or her education record within 45 days of submitting a request to the Institute for such access. Students wishing to review their educational record should submit to the Records Office a written notice to that effect. The Records Office will notify the student of a convenient time for the review.

FERPA does not provide the student with the right to access records that are not within the educational record, such as:

- Records made by or stored by instructional, supervisory, administrative, and educational personnel that are in the sole possession, access of, or within the privacy expectations of, the maker, e.g., a faculty member's grade book, or a dean's advising notes.
- Parents' financial records used for financial aid purposes.
- Confidential letters and statements of recommendation placed in the student's education record prior to January 1, 1975, or confidential recommendations to which the student has given prior written waiver of access and which are used for job placement, admission, or award purposes.
- Admissions-supporting documentation such as letters of recommendation, readers' notes, and interview reports.
- Records related to student employees of the Monterey Institute in their capacity as employees.

3.5 AMENDMENT OF RECORDS / A student may request amendment of the student's education records that the student believes are inaccurate, misleading, or in violation of the student's privacy rights.

The student should submit a request for amendment of a student's education record in writing. The request should state what record the student believes is inaccurate or identify the part of a record the student wants changed, and should state why the student believes the record is inaccurate, misleading, or in violation of the student's privacy rights. If the Institute decides not to amend a record as requested, the Institute will notify the student of its decision and advise the student of his or her right to a hearing regarding the issue. Additional information regarding a hearing procedure will be provided to the student when notified of such decisions.

FERPA was not intended to provide a process to be used by students to question substantive judgments that are accurately recorded. The FERPA rights of challenge are not intended to allow a student to contest, for example, a grade in a course because he or she felt a higher grade should have been assigned. FERPA is intended to ensure the accurate nature of the information in the student's education records and the student's right to verify that information.

If the Monterey Institute decides, as a result of a hearing, not to amend the education record in accordance with the student's request, the student may place a written statement in the record commenting upon the information therein, and/or setting forth any reason for disagreement with the institutional decision not to amend the record. Such a statement will become part of the student's education record and will be disclosed with it.

3.6 COMPLAINTS / A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institute to comply with requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

4. LEAVES OF ABSENCE, WITHDRAWAL AND GRADUATION

4.1 LEAVE OF ABSENCE - STUDENT INITIATED / A student may register for a leave of absence for up to two years if s/he has successfully completed at least one semester at the Monterey Institute, is in good academic standing, and has met all financial obligations to the Institute. A leave of absence is approved for one year at a time, and the student must request an extension to continue the leave into a second year.

In order to register for a leave of absence, the student must file a registration form in the Records Office and a non-refundable deposit of $150 must be paid by 4 P.M. on the third day of the first term of absence (Fall or Spring; Summer term is excepted). The deposit is applicable toward the student's tuition upon returning to the Institute. Unless this procedure is followed, a returning student must apply for readmission through the Admissions Office and pay another application fee. Please obtain the petition for a Leave of Absence from the Records Office. **International students** may be required to leave the U.S. during a leave of absence if they have not officially

transferred to another academic institution or applied for a change of status through the U.S. Citizenship and Immigration Services (USCIS).

Students should be aware that since they are not enrolled during a leave of absence, this might cause student loan payments to fall due. Students receiving any federal financial aid and/or a Monterey Institute scholarship should obtain advice and instructions on leaves of absence from the Financial Aid Office and schedule an exit interview, which is required by federal regulations.

In the event that a student is going on a leave of absence in order to pursue a degree program-related internship, fellowship or Peace Corps service, the settlement of tuition overloads before departure may be waived by completing the required Leave of Absence Petition. However, if a student fails to return and re-enroll, he/she is liable for those charges at the prevailing rate. The petition is available from the Records Office. **Note:** Students going on a leave of absence for any other reason are required to pay their overload credits before leaving the Institute. Please see Course Load and Overload section, above.

Upon return from a leave of absence, the student must have no outstanding balance due and have a $150 non-refundable deposit on account. The $150 tuition deposit will be applied against billed tuition in the returning semester. The deposit is good for a maximum of two years, after which the student must re-apply for admission to the Institute. **Note:** No student will be allowed to register if there is a balance due on his or her tuition account.

4.2 LEAVE OF ABSENCE - INSTITUTE INITIATED / The Institute may place a student on leave of absence when, in its educational judgment, the Institute determines that the student exhibits signs of currently lacking the ability to engage effectively with the Institute's services or that causes substantial concern for safety and health of other member(s) of the institute community. Before placement on leave, the Institute will make efforts to notify the student of its judgment and the bases for its judgment and give the student an opportunity to provide information to the Institute. If the student is placed on leave, the Institute will consider appropriate credits to the student account for payment of educational services thereby withdrawn. The Institute may identify terms and conditions that should be satisfied in order for the student to apply to return from leave.

4.3 GRADUATION / Each degree candidate must file a petition for graduation with the Records Office before, or at the time of, registering for his/her final semester at the Institute. **Note:** it is the responsibility of students to consult with the Center for Advising and Career Services regularly and well in advance of the intended date of graduation to ensure that their courses meet the requirements for their degrees.

Degree Audit: After a student has applied for graduation, his/her course record is evaluated by the Records Office to ensure that the courses required for the degree have been successfully completed and the overall GPA is 3.00 or better. If the student's course work does not meet the requirements of the degree, the Records Office will notify the student and a degree will not be conferred until all requirements are completed satisfactorily.

Some degree programs at the Monterey Institute may have additional exit requirements. Please consult the Center for Advising and Career Services.

4.4 WITHDRAWAL FROM THE MONTEREY INSTITUTE / A student who wishes to withdraw from the Monterey Institute for academic or personal reasons may petition to do so at any time before the end of any semester. The petition may be obtained from the Records Office. Any refund of tuition will be based on the date of withdrawal (please see above, Payment of Fees and Refund Schedule). Students who plan to return to the Monterey Institute to complete their degree program should consult the regulations on Leave of Absence and Readmission to the Monterey Institute, before completing the withdrawal petition.

4.5 READMISSION TO THE MONTEREY INSTITUTE / A student who has withdrawn from the Monterey Institute must apply to the Admissions Office for readmission if s/he wishes to return to the Institute after officially withdrawing, or if the student has been absent from the Institute for a fall or spring semester without registering for a leave of absence. Readmitted students shall be bound by the degree requirements in effect at the time of readmission and the application fee currently in effect will be charged. **International students** who remain in the U. S. during their absence from the Monterey Institute must provide proof with their readmission that they have maintained their immigration status.

5. GRADE REPORTS AND TRANSCRIPTS

5.1 GRADE REPORTS / Grade reports are made available online through BannerWeb approximately three to four weeks after the end of the semester.

Institute policy prohibits the posting of grades with student names. If a student needs to know a grade before grade reports are completed, s/he should make arrangements with the professor.

5.2 TRANSCRIPTS / Official transcripts of work done at the Monterey Institute will be sent by the Records Office upon receipt of a written request by the student and payment in advance. Only requests from students will be honored. Transcripts may be ordered in person at the Records Office counter, or by faxing or mailing a request to the Monterey Institute Records Office. A Transcript Request Form is available from the Institute's Web site. Faxed requests must include a credit card number and expiration date; Visa, MasterCard, and American Express are accepted. Official transcripts cannot be ordered by telephone, as the student's signature is required in order to release the document.

The first official transcript ever requested by the student is free. Subsequent official transcripts are $5 each.

Transcripts are not released if the student, or former student, has outstanding debts to the Institute. Such debts include student accounts, library fines and charges, or any charges assessed by any other department. The Monterey Institute also withholds transcripts if a student has not completed required exit procedures for a Perkins Loan, or with the Financial Aid Office, or if loan payments are delinquent on loans owed and payable to the Monterey Institute of International Studies.

The Institute prepares only transcripts of academic work completed at the Monterey Institute. Records of work completed at other institutions, including records of work completed under official exchange programs between the Monterey Institute and other academic institutions, must be requested from those institutions.

Part III – Student Code of Conduct

All members of the Monterey Institute student community shall adhere to and help maintain a high level of personal and professional behavior that is respectful of the dignity of all persons, respectful of the rights and property of others, and treats equally the ideas and opinions of all students who work and study at the Institute. These responsibilities include concern for the feelings of others and their right to live and study in conditions that support their work and development. Allegiance to these ideals requires each Institute student to refrain from and discourage behaviors that threaten the freedom and respect every individual deserves.

The student conduct code promotes a campus environment that supports the overall educational mission of the Monterey Institute and is intended to help protect the Institute community from disruption and harm; to encourage appropriate standards of individual and group behavior; and to foster ethical standards and civic virtues. A due process is also set forth as an integral part of the code and to be used in those cases when the conduct of a member of the student community has been brought to the attention of the student conduct administrator.

1. DEFINITIONS

The term "plagiarism" means representing another individual's words, ideas, opinions, formulæ, programs, or products as one's own without attributing them to their true sources. Intentional or unintentional failure to attribute facts that are not common knowledge (whether represented in textual, graphic, statistical, or visual form) also constitutes plagiarism. All writing submitted for formal and informal assessment must be the student's own work.

Whether a student copies verbatim or paraphrases without explicitly acknowledging the source, the student has committed intellectual property theft. Receiving permission from the original author to use his or her ideas or words is irrelevant and in no way lessens the seriousness of a failure to acknowledge and credit sources. Writing a paper by cutting and pasting passages from other sources is never acceptable, even if those sources appear in the reference list or bibliography. In drafting and composing all papers and other written work, students must make every effort to distinguish their own ideas, arguments, and knowledge from information derived from other sources. These sources include not only published primary and secondary print and digital texts, but also information, opinions, and arguments gained directly from other persons, including fellow students.

Individual students are responsible for learning effective methods of acknowledging and citing sources. They should consult their instructors, the Graduate Writing Center, as well as other reputable resources that define plagiarism and that provide instruction on avoiding this serious breach of academic and professional conduct. Further resources available for avoiding plagiarism and the perception thereof include software programs designed to detect plagiarism.

The term "cheating" includes providing, soliciting, or receiving assistance before or during an examination or quiz that is not explicitly authorized by the instructor of record. Copying from a fellow student's examination or quiz paper, possessing or using unauthorized material during an

examination or quiz (e.g., notes, books, electronic devices), and continuing to write after an exercise has ended all constitute cheating. Inadmissible forms of assistance include allowing a fellow student to copy from an examination or quiz paper, sharing unauthorized materials (e.g., notes, books, electronic devices), and talking or whispering during an examination or quiz. Similarly egregious violations of these standards include, but are not limited to: taking an examination or quiz paper from the room and later claiming that the instructor lost it; changing answers after the examination or quiz has been returned; fraudulent possession of an examination or quiz prior to administration; obtaining a copy of an examination, quiz, or solution key prior to administration; taking an examination or quiz for another student; and persuading another person to take an examination or quiz for oneself.

The extent of collaboration with fellow students on papers and projects may vary, depending on the policies and requirements set by individual faculty members. Students must assume that collaboration in the completion of assignments is strictly prohibited unless explicitly permitted or required by the instructor of record. Students must acknowledge any collaboration and its extent in any assignment submitted for formal or informal assessment.

In the conduct of primary and secondary empirical research, students must record their results honestly, accurately, and completely. Falsification of data or results includes misrepresentations, distortions, or egregious omissions in the presentation of findings and conclusions. Such falsification is considered a flagrant violation of academic integrity and professional conduct.

The terms "Monterey Institute", "Institute", and "MIIS" refer to the Monterey Institute of International Studies, and for purposes of this document and the processes described herein, these aforementioned terms shall be viewed as one and the same.

The term "student" includes all persons taking courses at the Monterey Institute, either full-time or part-time, pursuing undergraduate, graduate, or professional studies, as well as those alumni or students not officially enrolled for a particular term but who have a continuing relationship with the Monterey Institute, or who have been notified of their acceptance for admission. Persons who withdraw after allegedly violating the Institute Student Code of Conduct shall still be subject to the processes stipulated herein for so long as the Institute shall deem appropriate.

The term "faculty member" means any person hired by the Institute to conduct classroom or teaching activities or who is otherwise considered by the Institute to be a member of its faculty as defined in the MIIS Faculty Handbook.

The term "Institute official" includes any person employed by the Institute, performing assigned administrative or professional responsibilities.

The term "member of the Monterey Institute community" includes any person who is a student, faculty member, official, or any other person employed by the Institute. The student conduct administrator shall determine a person's status in a particular situation.

The term "Monterey Institute premises" includes all land, buildings, facilities, and other property in the possession of or owned, leased, used, or controlled by the Monterey Institute (including adjacent streets and sidewalks).

The term "organization" means any number of persons who have complied with the formal requirements for Monterey Institute recognition and/or registration.

The provost is the person who has been designated by the Monterey Institute president to be responsible for the administration of the Student Conduct Code.

The term "student conduct administrator" means an Institute official authorized by the provost to impose sanctions upon any student(s) found to have violated the Student Code of Conduct. The provost may authorize a student conduct administrator to serve simultaneously as a student conduct administrator and the sole member or one of the members of the Student Conduct Board. The provost may authorize the same student conduct administrator to impose sanctions in all confirmed cases of violation. In cases involving charges of academic dishonesty, at least two members of APSIC shall be appointed to assist the student conduct administrator in conducting an investigation to determine if charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the student conduct administrator.

The term "Student Conduct Board" means any person or persons authorized by the student conduct administrator to determine whether a student has violated the Student Code of Conduct and to recommend sanctions that may be imposed when said violation has been confirmed. Should Student Conduct Board hearings be conducted to adjudicate a violation of academic policies and standards, two APSIC members shall serve as members of the Student Conduct Board.

The term "Appellate Board" means any person or persons authorized by the Provost to consider an appeal concerning a Student Conduct Board's determination as to whether a student has violated the Student Code of Conduct or regarding the sanctions imposed by the student conduct administrator.

The term "shall" is used in the imperative sense.

The term "may" is used in the permissive sense.

The term "policy" means the written regulations of the Monterey Institute as found in, but not limited to, the "Student Code of Conduct," the *Student Resource Guide*, the Monterey Institute Web site, the *Policies and Standards Manual* and any other Institute catalog or document to which students have reasonable access.

The term "complainant" means any person who submits a charge alleging that a student violated the Monterey Institute Student Code of Conduct. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have

the same rights under this Student Code of Conduct as are provided to the complainant, even if another member of the Monterey Institute community submitted the charge itself.

The term "accused student" means any student accused of violating this Student Code of Conduct.

2. STUDENT CODE OF CONDUCT AUTHORITY

The student conduct administrator shall determine the composition of Student Conduct Boards and Appellate Boards and shall determine which Student Conduct Board, student conduct administrator, and Appellate Board shall be authorized to hear each matter.

The provost, working with APSIC, shall develop policies for the administration of the student conduct system and *ad hoc* or standing procedural rules for the conduct of Student Conduct Board hearings that are consistent with the provisions of the Student Code of Conduct.

Decisions made by a Student Conduct Board and/or student conduct administrator shall be final, pending the appeal process provided for in the Student Code of Conduct.

3. JURISDICTION

The Monterey Institute Student Code of Conduct shall apply to conduct that occurs at or on the Monterey Institute premises, and at Institute sponsored activities, and to other conduct that adversely affects the Monterey Institute Community and/or the pursuit of its objectives.

Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (even if their conduct is not discovered until after a degree is awarded).

The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from Institute while a disciplinary matter is pending.

The provost shall decide disagreements of jurisdiction, such as whether charges under the Student Code of Conduct shall be applied to conduct occurring off campus, on a case-by-case basis, in his/her sole discretion.

4. PROSCRIBED CONDUCT

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined below.

4.1. Acts of dishonesty, including but not limited to the following:

- Cheating, plagiarism, or other forms of academic dishonesty.
- Furnishing false information to any Monterey Institute official, faculty member, or office.

- Forgery, alteration, or misuse of any Monterey Institute document, record, or instrument of identification.

4.2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other Monterey Institute activities, including public service functions on or off campus, or of other authorized non- Institute activities.

4.3. Acts of sexual and other unlawful harassment and acts constituting physical abuse, verbal abuse, threats, intimidation, stalking, civil harassment, coercion, and/or other improper conduct that threatens or endangers the health or safety of any person.

N.B.-- Please see Middlebury's Anti-Harassment/Discrimination Policy (http://www.middlebury.edu/about/handbook/misc/antiharassment) and Anti-stalking Policy (http://www.middlebury.edu/about/handbook/misc/anti-stalking), which apply to all Monterey Institute students as graduate students of Middlebury.

4.4. Attempted or actual theft of and/or damage to property of the Institute, or property of a member of the Monterey Institute community, or other personal or public property, on or off campus.

4.5. Hazing: defined as an act, taking place either on or off campus, which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is not a neutral act and may be deemed a violation of this rule.

4.6. Failure to comply with directions of Monterey Institute officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

4.7. Unauthorized possession, duplication, or use of keys to any Institute premises, or unauthorized entry to or use of Institute premises.

4.8. Violation of any Monterey Institute policy, rule, or regulation published in hard copy or available electronically on the Institute Web site.

4.9. Violation of any federal, state, or local penal law, or a civil law for the physical protection of persons.

4.10. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.

4.11. Use, possession, manufacturing, or distribution of alcoholic beverages except as expressly permitted by Monterey Institute regulations, or public intoxication. Alcoholic beverages may not,

in any circumstance, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.

4.12. Illegal or unauthorized possession or storage of firearms, explosives, other weapons, or dangerous chemicals on Monterey Institute premises, or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others.

4.13. Participating in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operations of the Monterey Institute and/or infringes on the rights of other members of the Institute community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

4.14. Obstruction of the free flow of pedestrian or vehicular traffic on the Monterey Institute premises or at Monterey Institute sponsored or supervised functions.

4.15. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on Institute premises or at functions sponsored by, or participated in by, the Monterey Institute or members of the academic community. Disorderly conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on Monterey Institute premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.

4.16. Theft or other abuse of computer facilities and resources, including but not limited to:

- Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- Unauthorized transfer of a file.
- Use of another individual's identification and/or password.
- Use of computing facilities and resources to interfere with the work of another student, faculty member, or Monterey Institute official.
- Use of computing facilities and resources to send obscene or abusive messages.
- Use of computing facilities and resources to interfere with normal operation of the Monterey Institute computing system.
- Use of computing facilities and resources in violation of copyright laws.
- Any violation of the Monterey Institute Computer Use Policy.

4.17. Abuse of the Student Conduct System, including but not limited to:

- Failure to obey a notice from a Student Conduct Board or Institute official to appear for a meeting or hearing as part of the Student Conduct System.
- Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
- Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
- Initiating a Student Code of Conduct proceeding in bad faith.

- Attempting to discourage an individual's proper participation in, or use of, the Student Conduct System.
- Attempt to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct Board proceeding.
- Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board prior to, during, and/or after a student conduct code proceeding.
- Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
- Influencing or attempting to influence another person to commit an abuse of the Student Conduct System.

4.18. Students are required to engage in responsible social conduct that reflects credit upon the Monterey Institute community and to model good citizenship in any community.

5. VIOLATION OF LAW AND MONTEREY INSTITUTE DISCIPLINE

Monterey Institute disciplinary proceedings may be initiated against a student without regard to the pendency of civil or criminal litigation in court, or criminal arrest and prosecution that concerns the same conduct as charged under the Student Code of Conduct.

At the discretion of the provost proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following such off campus civil or criminal proceedings.

Determinations made or sanctions imposed under this Student Code of Conduct shall not be subject to change for the sole reason that criminal charges arising out of the same conduct were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

When a student is charged by federal, state, or local authorities with a violation of law, the Monterey Institute will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code of Conduct, the Monterey Institute may advise off-campus authorities of the existence of the Student Code of Conduct, and of how such matters are typically handled within the Monterey Institute community. Individual students and other members of the Monterey Institute community, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

6. STUDENT CODE OF CONDUCT DUE PROCESS PROCEDURES

Violations of the Student Code of Conduct are addressed through the process outlined below, with the exception of acts of harassment, discrimination, sexual misconduct and related retaliation (4.3, above), which are addressed through the process outlined in the Middlebury Anti-Harassment/Discrimination Policy (http://www.middlebury.edu/about/handbook/misc/antiharassment).

6.1. CHARGES AND STUDENT CONDUCT BOARD HEARINGS /

A. Any member of the Monterey Institute community may file charges against a student for violations of the Student Code of Conduct. A charge shall be prepared in writing and directed to the student conduct administrator. Any charge should be submitted as soon as possible after the alleged conduct takes place, preferably within ten (10) business days.

B. The Institute's student conduct administrator may conduct a review to determine if the student conduct administrator believes that the charges, as presented by the member of the community, lack probable merit and/or if they can be disposed of administratively on a basis that is acceptable to the student conduct administrator.

Administrative disposition by the student conduct administrator, on the basis that the charges lack probable merit, and/or that they can be disposed of administratively by the student conduct administrator on a basis that is acceptable to the student conduct administrator, shall be final and there shall be no subsequent proceedings.

If the accused student admits the charges, but sanctions are not agreed to, the subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).

The student conduct administrator may not later serve in the same matter as the Student Conduct Board or a member thereof.

C. The student conduct administrator is responsible to prepare a letter of charges in a manner that gives the responding student notice of the offending conduct. A time shall generally be set for a Student Conduct Board hearing, not less than five and not more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of Student Conduct Board hearings may be extended at the discretion of the student conduct administrator.

D. Student Conduct Board hearings shall be conducted by a Student Conduct Board according to the following procedures, except as provided in paragraph G below:

- Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Conduct Board proceedings.
- Student Conduct Board hearings normally shall be conducted in private.
- The complainant, accused student, and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Board hearing shall be at the discretion of the Student Conduct Board and/or its student conduct administrator.
- In Student Conduct Board hearings involving more than one accused student, the student conduct administrator, at his or her discretion, may permit the Student

Conduct Board hearings concerning each student to be conducted either separately or jointly.

- The complainant and the accused student have the right to be assisted by an advisor they choose, at their own expense. The advisor must be a member of the Monterey Institute community and may not be an attorney. The complainant and/or the accused student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any hearing before a Student Conduct Board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
- The complainant, the accused student, and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The Institute will try to arrange the attendance of possible witnesses who are members of the Monterey Institute community and who are identified by the complainant and/or accused student at least two weekdays prior to the Student Conduct Board hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses. The Student Conduct Board will conduct this review with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the student conduct administrator.
- Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.
- All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.
- After the portion of the Student Conduct Board hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the accused student has violated each section of the Student Code of Conduct that the student is charged with violating.
- The Student Conduct Board's determination shall be made on the basis of whether there is a preponderance of credible evidence that the accused student violated the Student Code of Conduct.

E. There shall be a single verbatim record, such as a tape recording, of all hearings before a Student Conduct Board (not including deliberations). Deliberations shall not be recorded. The record shall be the property of the Institute.

F. If an accused student, with notice, does not appear before a Student Conduct Board hearing, the information in support of the charges shall be presented and considered even if the accused student is not present.

G. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, as determined in the sole judgment of the provost to be appropriate.

6.2. SANCTIONS /

A. The following sanctions may be imposed upon any student found to have violated the Student Conduct Code:

- Warning - A notice in writing to the student of further sanctions if the student again violates the code. It does not enter the official student record.
- Probation - An official written reprimand for violation of the Code. Probation is for a designated period of time and includes the certainty of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period, and provides for expedited hearing in such cases.
- Loss of Privileges - Denial of specified privileges for a designated period of time.
- Fines - Monetary fines may be imposed.
- Restitution - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- Discretionary Sanctions - Work assignments, essays, service to the Institute, or other related discretionary assignments.
- Monterey Institute Suspension - Separation of the student from the Monterey Institute for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- Monterey Institute Expulsion - Permanent separation of the student from the Institute.
- Revocation of Admission and/or Degree - Admission to or a degree awarded from the Monterey Institute may be revoked for fraud, misrepresentation, or other violation of Monterey Institute standards that affected admission or obtaining of the degree, or for other serious violations committed by a student prior to graduation.
- Temporary Withholding of Degree - The Monterey Institute may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.

B. More than one of the sanctions listed above may be imposed for any single violation.

C. Other than Monterey Institute expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's academic record, but shall

become part of the student's disciplinary record. Upon graduation, in the discretion of the Provost, the student's disciplinary record may be expunged of disciplinary actions, upon good cause shown to the satisfaction of the provost.

D. The following sanctions may be imposed upon groups or organizations:

- The sanctions of warning, probation, loss of privileges, fines, or restitution, as described above.
- Loss of specified rights and privileges for a specified period of time.
- Deactivation. Loss of all privileges, including Institute recognition, for a specified period of time.

In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Student Code of Conduct, the sanction(s) shall be determined and imposed by the student conduct administrator. In cases in which persons other than, or in addition to, the student conduct administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the student conduct administrator in determining and imposing sanctions. The student conduct administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board hearing, the Student Conduct Board and the student conduct administrator shall advise the accused student, group, and/or organization (and a complaining student who believes s/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

6.3 INTERIM SUSPENSION / In certain circumstances, the provost, or a designee, may impose a Monterey Institute suspension prior to the Student Conduct Board hearing before a Student Conduct Board.

Interim suspension may be imposed only (a) to ensure the safety and well-being of members of the Monterey Institute community or preservation of Monterey Institute property; b) to ensure a student's own physical or emotional safety and well-being; and/or c) if a student poses an ongoing threat of disruption of, or interference with, the normal operations of the Institute.

During the interim suspension, a student shall be denied access to the campus (including classes) and/or all other Monterey Institute activities or privileges for which the student might otherwise be eligible, as the provost may determine to be appropriate.

The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Board hearing, if required.

6.4. APPEALS / A decision reached by the Student Conduct Board or a sanction imposed by the student conduct administrator may be appealed by the accused student(s) or complainant(s) to an Appellate Board within five (5) Institute days of the decision. Such appeals shall be in writing and shall be delivered to student conduct administrator or his or her designee.

Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Student Conduct Board hearing and supporting documents for one or more of the following purposes:

A. To determine whether the Student Conduct Board hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures, giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code of Conduct was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.

B. To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there was sufficient evidence to establish the violation of the Student Code of Conduct.

C. To determine whether the sanction(s) imposed were disproportionately severe.

D. To consider if the matter shall be returned to the original Student Conduct Board to consider new information, sufficient to materially change the decision, because such information was unavailable without the fault of the appealing student, or not known to the person appealing at the time of the original Student Conduct Board hearing.

In all cases, the president shall have the authority to review the determinations of the Student Conduct Board and Appellate Board and issue a different decision for reasons stated in writing.

The conclusion of the process shall be final and binding upon the student charged and the Institute.

7. INTERPRETATION AND REVISION

Any question of interpretation or application of the Student Code of Conduct shall be referred to the provost or his or her designee for final determination. The Student Code of Conduct shall be reviewed every five (5) years under the direction of the student conduct administrator.

8. RECORDS

Only the final sanction is part of the educational record of the accused student. All other records of Student Code of Conduct processes are the property of the Institute, and are not an educational record.

Part IV – Student Grievance Procedure

Students of the Institute should avail themselves of this grievance procedure if they believe that there is any unresolved violation of an of the Institute policies and/or its agreements with the student, or of any law regulating the student's relationship with the Institute, that in his/her opinion has materially damaged the student. The Student Grievance Procedure should be initiated by the student and exhausted to completion.

Exceptions:

The Student Grievance Procedure is not to be used for a complaint that there has been a violation of the policy against harassment or other behaviors noted in the Institute's policy against harassment, on the part of another student or an employee of the Institute. In such a case, the complaint procedure in that policy should be used. It is located in Part V, section 3 of this Manual.

So, also, the Student Grievance Procedure is not to be used to adjudicate disputes regarding assertions that a student has violated the Student Code of Conduct; the procedure in the Code should be used. These procedures can be found in Part III, section 6 of this Manual.

1. FILING A GRIEVANCE

The grievance process begins with a written document transmitted by the student to the provost within 30 days of the events giving rise to the grievance, unless good cause for additional time exists. The document should states:

- the student's name, department and matriculation history;
- the decisions by the Institute and/or the events that give rise to the grievance;
- the adverse impact on the grieving student;
- The policies of the Institute, its agreements with the student and/or any law(s) that have been violated and in what manner there has been material damage to the student;
- the resolution or remedy that is requested;
- the names of the decision-makers and other persons with knowledge of the matters at issue; and
- what the student has done to attempt to resolve the complaint.

2. NOTIFICATION OF GRIEVANCE

The provost shall notify the officer, agent or representative of the Institute whose decision or actions are at issue. Where the decision or action at issue is by a committee of the Institute, the provost may choose to notify the committee. The president shall be notified.

3. EFFORTS TO RESOLVE THE GRIEVANCE

The provost shall consult with the grieving student and the officer, agent or representative of the Institute whose decision or actions are at issue, in an effort to identify if it is possible to resolve the grievance without a hearing. The provost has the power to propose to the president a resolution of the grievance which, if adopted by the president, shall conclude the grievance unless the grieving student objects.

4. STUDENT GRIEVANCE REVIEW COMMITTEE

If the provost believes that the matter at issue is properly deemed to be a grievance as defined by this policy, the provost forms a student grievance review committee (SGRC) from the Institute faculty and student community at large, doing so in consultation with the relevant dean and the grieving student. The provost appoints the chair and two other members to the SGRC; presents to the SGRC its charge; convenes the SGRC; and determines all procedural questions that are not resolved by this policy.

The grieving student may petition the provost to excuse any member for good cause shown to the provost, such as prior knowledge of the grievance facts or demonstrated interest or bias toward or against any person involved in the matter.

5. HEARINGS

The provost convenes and charges the SGRC within 30 days of the filing of the grievance, absent exigency or absence of key persons. The provost sets forth, in a charge letter, the procedures for hearing the grievance and the date of the hearing.

The hearing of the grievance shall include the taking of evidence submitted by the grieving student and by any officer, agent or representative of the Institute whose decision or actions are at issue, or other evidence as requested by the chair.

The rules for evidence shall be informal such that all relevant information may be heard by the SGRC. A record of the hearing shall be kept by the chair, in the form of copies of exhibits and a tape recording of the testimonial evidence.

The hearing shall be closed to any person who is not a party to the grievance or a person called by the chair to give evidence. The chair shall regulate the presence of persons and the calling of persons to give evidence. Questioning of witnesses shall proceed informally except that any party to the grievance may request the chair to allow cross-questioning on important matters that do not intrude into personal privacy. Attorneys are not permitted at the hearings; however, a grieving student may otherwise choose to have the advice of an attorney.

6. DETERMINATION OF THE GRIEVANCE

Before the chair of the SGRC closes the hearing, the chair may request the submission of concluding statements by the parties and/or submission of a closing written statement. The chair shall thereafter convene the SGRC for confidential assessment of the matter and upon conclusion of the assessment meetings, the SGRC shall issue a determination report which shall be issued by majority vote of the SGRC. The SGRC shall endeavor to issue a determination report that answers the charge from the provost upon the weight of the persuasive evidence.

The report shall be transmitted to the provost, who shall in turn transmit it to the president, grieving student and such other persons at the Institute whom the provost determines should be informed.

The report and determination of SGRC shall constitute the final determination of the grievance by the Institute upon the passage of thirty days after transmittal of its report to the president, unless the president by then issues a written statement indicating that he is considering the grievance or by then has issued his decision on the grievance.

The written decision of the president shall be transmitted by the provost to the SGRC chair and members, the grieving student and such other persons at the Institute whom the provost determines should be informed. The written decision of the president shall be the final decision of the Institute.

Part V – Important Policies For Compliance with Laws Regulating Student Matriculation

1. NON-DISCRIMINATION AND ANTI-HARASSMENT POLICIES

The Monterey Institute, as a Graduate School of Middlebury College, falls under the jurisdiction of Middlebury College policy with regard to compliance with any and all federal and state laws that prohibit discrimination. Please see the Middlebury Nondiscrimination Statement (http://www.middlebury.edu/about/handbook/general/nondiscrimination) and the Middlebury Anti-Harassment/Discrimination Policy (http://www.middlebury.edu/about/handbook/misc/antiharassment) for further details.

2. ACCOMMODATION OF INDIVIDUALS WITH DISABILITIES

A qualified disabled student or applicant who requires an accommodation should contact the director of student services and request such accommodation in writing and in a timely fashion, that is, well before the accommodation is needed.

The Institute will then work with the student or applicant to identify the existing barriers(s), and will also identify the possible accommodation, if any, that would eliminate the barrier(s). If the accommodation is reasonable, effective, and will not alter a fundamental aspect of the educational program or otherwise impose an undue hardship, and/or there are not equivalent alternatives, the Institute will offer to make an accommodation.

Students are required to provide all available and reasonably necessary documentation that is requested by the director of student services. Accommodation requests and the documentation related thereto will be maintained in a separate file controlled by the director of student services.

For purposes of reasonable accommodation, a disabled student or applicant is a person who: (a) has a physical or mental impairment which substantially limits one or more major life activities (such as walking, seeing, speaking, learning, or working); (b) has a record with the Institute of such impairment; or (c) is regarded by the Institute as having such an impairment or who is otherwise defined by law as a qualified disabled student or applicant. The individual must meet the qualifications and requirements expected generally of Institute students, and must be able to perform the essential requirements of the curriculum, either with or without reasonable accommodation.

Faculty and staff members who receive student-initiated inquiries or requests regarding accommodations should promptly refer those students to the director of student services Accommodation determinations should **not** be made without consultation and approval of the director of student services.

Policies, forms and procedures for disability accommodations are posted on the website of the director of student services. The website also provides a grievance procedure for appeal of the director's decisions.

3. NO VIOLENCE POLICY

The Institute is committed to providing a workplace and educational environment that is free from acts of violence or threats of violence. In keeping with this commitment, the Institute has established a policy that provides "zero tolerance" for actual or threatened violence on our premises or in the course of Institute business.

Every threat of violence is serious and must be treated as such. Threatening behavior can include such actions as throwing objects, making a verbal threat to harm another individual or destroy property, displaying an intense or obsessive interest that exceeds the normal bounds of interpersonal interest, or attempting to intimidate or harass other individuals.

Persons who become aware of or have a perception or fear of violence should report the threat immediately, to any senior administrator, campus security officer, or any person if there is an emergency.

If an individual becomes aware of any actual violence, imminent violence, or threat of imminent violence, obtaining emergency assistance must be a matter of first priority. The individual should immediately contact Security by calling 831.647.4153 or picking up a blue campus phone and, if appropriate, should contact Monterey Police Department authorities by dialing 911 (9-911 from a campus phone). Then the individual must report the incident to an officer of the Institute if one is available. Individuals may report any incidents of violence or threats of violence without fear of reprisal.

The Institute's Emergency Response Plan is to be found at http://www.miis.edu/offices/security.

4. ALCOHOL AND DRUG USE POLICY

Introduction

The Monterey Institute of International Studies (MIIS) is committed to promoting individual and community health, safety, and responsibility. We expect all students to observe local, state, and federal laws governing the possession, use, and furnishing of alcoholic beverages and controlled substances, also referred to as illegal drugs. We have also committed to ensuring that, in accordance with the Drug Free Schools and Community Act of 1989, our policies concerning alcohol and drugs are clear, readily understood, and applied consistently and equally to all students. When alcohol violations occur, students may face disciplinary action. Serious incidents that put the student or others at risk of harm, as well as repeated offenses, require a more vigorous response, including referral to counseling or a treatment facility, a leave of absence, and/or disciplinary outcomes as appropriate.

Therefore, the Institute will:

a. Inform students of federal, California, and local laws, and the policies of MIIS, to which they are accountable.

b. Provide members of the community with the necessary resources and policy information regarding the role of alcohol and drugs in our society, safe and responsible decisions around alcohol consumption, and the negative individual and community consequences of alcohol and drug abuse.

c. Provide information on health services to students who choose to use alcohol or drugs, who experience negative consequences, or who violate the commitment to individual and community safety.

Policies
All students, faculty, staff, and visitors are subject to local, state and federal laws, as well as Institute drug and alcohol policy rules and regulations, while on Institute-owned or leased properties or involved with off-campus activities sponsored by the Institute or a registered Institute organization. Students are also expected to observe the laws of the local jurisdiction when participating in off-campus activities sponsored by the Institute. The Institute does not protect students from prosecution for drug or alcohol offenses under local, state, or federal laws, and does not interfere with legitimate law enforcement activities. Law enforcement officers, when in possession of the proper documents, have a legal right to search individuals and property without prior notice. The Institute also reserves the right to furnish the police with information regarding alleged illegal activities.

The following actions are prohibited:

1. Alcohol

a. Underage drinking. Only persons of legal age (21 or older in the United States, and as defined by the laws of a foreign host country) may possess or consume alcoholic beverages. Proof of age, such as a valid driver's license, state issued liquor identification card, or a passport along with a MIIS-issued student ID with date of birth, may be required.

b. Purchasing, serving, or furnishing alcohol for or to a minor.

c. Selling, manufacturing, or distributing alcohol illegally.

d. Possession, production, or provision of false identification.

e. Operating a motor vehicle while under the influence of alcohol or other drugs. Driving on or off campus under the influence of drugs or alcohol is prohibited: fines are assessed, and driving privileges on campus will be suspended. In those incidents where the DUI involves an accident with injuries to others, or other exceptional factors, immediate Institute disciplinary action may take place.

f. Bringing alcohol to Institute events without prior approval. Individuals are also prohibited from leaving an Institute event with alcoholic beverages provided at the event without approval.

g. Possessing alcoholic beverages in unauthorized spaces. Open containers of alcohol are prohibited in public spaces, or outside on the campus grounds, unless the area has been designated for a registered or catered event.

h. Engaging in drinking games and other behaviors designed for the purpose of becoming intoxicated through the abusive use of alcohol (e.g., funnels, keg stands, around-the-world parties, and other alcohol consumption based on speed and/or volume, etc.) at any MIIS-sanctioned event.

2. Drugs

a. Using, or possessing illegal drugs.

b. Using, possessing, selling, distributing or manufacturing prescription medication without a properly issued prescription.

c. Distributing, selling, or possessing with the intent to distribute illegal or controlled substances.

d. Growing and/or manufacturing any illegal substance.

e. Possession of drug paraphernalia that has been used.

Health and Community Responsibility
The Monterey Institute believes that alcohol and other drug-related problems affect our entire community and that each of us has a responsibility to help safeguard the community health by respecting Institute policy and intervening in situations of abuse. Any member of the Institute community having knowledge of an individual on campus who is abusing alcohol or in possession of or using illegal drugs is urged to encourage the individual to seek counseling and/or medical assistance. All members of the community are also expected to help protect the community health by informing appropriate Institute staff members of instances of drug distribution and/or sales.

Involvement with or dependency upon drugs or excessive or illegal use of alcohol will be viewed by the Institute as a health concern, as well as a disciplinary matter.

For additional resources and information on alcohol and drug abuse, please visit our **Health & Wellness** section on our site: http://www.miis.edu/student-life/health-wellness/alcohol.

Federal and State Laws
For information specific to state and federal laws governing the use, possession, and distribution of drugs and alcohol, please refer to the following "***Drugs and Alcohol: Policies, Laws, and Resources"*** document.

Appendix to the Policies and Standards Manual

Language Policies, Guidelines, and Procedures

Revised January 7, 2013

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I. Language Studies at the Monterey Institute of International Studies

A. Introduction

Language is central to all degree programs at the Monterey Institute. A memo from President Ramaswamy to the entire MIIS community in 2012 reaffirmed the nature and value of language studies at the Institute, and renewed our commitment to integrating language learning and intercultural competence into our degree programs. Specifically, the Institute is committed to the following foundational principles of language learning at MIIS:

- Language learning is an integral component of degree programs at MIIS.
- Content-based language learning is a signature of our current language studies program. This means that we aim to develop field-specific content knowledge at the same time that we focus on the development of linguistic skills
- Learning another language provides opportunities for enhanced intercultural awareness and competence and thus should be encouraged.
- Language learning at MIIS must be flexible and relevant to a student's professional graduate education.

Building on those principles, we will ensure that our graduates possess skills in language and intercultural communication and interaction that will enhance their careers as global professionals. How these skills are best defined depends on each student's career aspirations, and these guidelines are designed to help you navigate the specific requirements and options available for each degree program.

B. Languages regularly taught at the Monterey Institute

Arabic, Chinese (Mandarin), English, French, Japanese, Russian, and Spanish are offered as a regular part of the academic year curriculum, subject to sufficient student enrollment.

C. Languages not regularly taught at the Monterey Institute

If you are interested in completing your language requirement in a language other than those regularly offered by the Institute, you must submit a request to the Language Studies Advisor <u>at the time of your application to the Monterey Institute,</u> and demonstrate 300-level proficiency in the requested language. Our Language Studies Advisor will then assess the feasibility of offering the requested language. These special language courses have the same proficiency levels and credit requirements, and adhere to the same standards as the regularly offered language courses. An additional fee is charged for special language courses.

D. Overview of language requirements

The following table summarizes the minimum language requirements for different degree programs at the Institute. All Language Studies requirements refer to credits in a single language.

Intercultural Competence courses are generally taught in English but provide speakers of all languages with skills for bridging linguistic and cultural differences. (LS = Language Studies; ICC = Intercultural Communication)

Degree Program	**Language Requirement (12 credits)**	**Minimum Proficiency Level**
Joint BA/MA Programs MAIPS MAIEP MPA MBA	12 credits, of which at least 8 must be LS courses and up to 4 may be ICC courses	200 for Spanish and Arabic, 300 for all other languages
MAIEM	8 credits of LS courses and 4 credits of ICC courses	200 for Spanish and Arabic, 300 for all other languages
MANPTS	12 credits of LS courses	200 for Spanish and Arabic, 300 for all other languages
Advanced Entry in GSIPM programs	8 credits of LS courses	200 for Spanish and Arabic, 300 for all other languages
Peace Corps Masters International programs (except Peace Corps MBA)	8 credits of LS courses prior to Peace Corps service	200 for Spanish and Arabic, 300 for all other languages
MATFL	12 credits of LS courses	400+ for all languages
MATESOL	Language study integrated into curriculum	Superior language proficiency required for admission
TILM	Language study integrated into curriculum	Superior language proficiency required for admission

E. Placement in Language Studies courses for <u>native speakers of English</u>

If your first (native) language is English, or you completed your secondary and post-secondary education (high school and college) in an English-speaking country, you are considered to be a **native speaker of English** and are subject to the following placement guidelines:

1) Meeting the minimum proficiency level for Language Studies courses

In some cases, otherwise especially well-qualified students are admitted to the Institute without the minimum level of proficiency required for Language Studies courses at the Institute. If you were admitted in this manner, you will have been directed to work with the Language Studies Advisor on a Language Plan to build sufficient proficiency prior to starting the required sequence of language courses for your degree program. (Please see section IV C, below, for more information.) You will not be allowed to begin the Language Studies courses required by your degree program until you acquire the

minimum required proficiency in the language. Any delay in beginning the required sequence of language courses may delay graduation, and may incur additional expenses.

2) Initial placement in Language Studies courses

Your placement at a specific level in your language of study is determined not by your prior academic record, but by the placement test you take just prior to Orientation week.

3) Subsequent placement in Language Studies courses

At the end of each semester, your Language Studies (LS) instructor will suggest and give pre-approval for specific courses that you should take in the following semester. If you take a leave of absence MIIS, or skip a semester of Language Studies courses, you are required to take a language placement test again when you return in order to determine the course that best fits your proficiency level at the time.

The results of a placement test, or the pre-approved course placement by an LS instructor, is only honored for the particular semester in which the test is taken, or for which the pre-approval was intended.

F. Placement in Language Studies courses for <u>non-native speakers of English</u>

If your first (native) language is a language other than English, and you did not have secondary and post-secondary education (high school and college) in an English-speaking country, you are considered to be a non-native speaker of English. You are are required to take English for Academic and Professional Purposes (EAPP) courses to fulfill your language requirement.

1) Students admitted provisionally with low TOEFL scores

If you were provisionally admitted to the Monterey Institute with TOEFL scores below the stated minimum, you must either obtain the required minimum score before beginning your degree programs, or enroll in English Preparation for Graduate Study (EPGS) the summer before beginning your degree programs.

Even if you meet the stated minimum TOEFL test scores, or complete EPGS, you must still take the EAPP placement test. If the results of the tests so indicate, you may still be required to take 200-level EAPP courses in the first semester of your degree program. Since this coursework is below the 300-level minimum required for English language credit needed to fulfill the language requirement, this may delay your graduation and/or cause you to incur additional expenses.

2) EAPP program placement

EAPP program placement is determined by a written placement test during the week just prior to Orientation.

If you demonstrate high proficiency on the EAPP placement test, you may apply for a waiver of some or all of EAPP requirement (See section IV B). If you are granted a waiver, you may choose another language to study, or take other degree program courses in lieu of the waived language courses.

3) EAPP course placement

On the basis of placement test performance, EAPP faculty will recommend certain courses that fit your current English proficiency and development needs. Each subsequent semester, EAPP course instructors make suggestions for course placement in the following semester.

If you take a leave of absence MIIS, or skip a semester of EAPP courses, you are required to take the EAPP placement test again when you return in order to determine the courses that best fit your proficiency level at that time.

The results of the placement test, or the pre-approved course placement by an EAPP instructor, are only honored for the particular semester in which the test is taken, or for which the pre-approval was intended.

II. Fulfilling the Language Studies requirement at the Monterey Institute of International Studies

A. Basic provisions

We believe that everyone who comes to MIIS at any level of language can further enhance their language capabilities by taking courses in our Language Studies program. In some cases, we have near-native speakers who take 500-level courses together with native-speaking students of the language.

You cannot take a competency exam (a standardized test in the language) to bypass language study. Waivers for language study require a more rigorous process (described in *Section IV*).

If you demonstrate a proficiency level at the start of your degree program that is too low to enroll in Language Studies courses at the minimum level, you will be required to develop an "In-Degree Language Plan" with the Language Studies Advisor. Additional language coursework may be required, which may delay graduation and/or incur additional expenses. (For details, please see *Section IV, C*)

B. Options for fulfilling the Language Studies requirement

There are quite a few options for fulfilling the Language Studies requirement at MIIS. We understand "there is no one size that fits all." You may choose to:

- Complete the Language Studies requirement in successive semesters;
- Take a semester's break from language study;
- Participate in one of the many Study Abroad programs that are part of Middlebury College, and earn up to 12 credits in these programs to meet the Language Studies requirement;
- If you have at least mid-300 level language proficiency, earn credits while participating in overseas internship programs offered during the J-term or summer;
- Transfer 2-4 credits of language courses from an outside institution (with pre-approval) to augment the credits earned at MIIS.

You may also take more language courses than required, or take a third or fourth language, as long as you have room in your schedule and are able to count these credits as electives in your degree program.

NOTE: Because language courses are all scheduled in a single time slot, it is not normally possible to take multiple language courses (to "double-up") in a single language in any given semester.

Regardless of the path you choose, we strongly recommend that you have clear plans for completing your Language Studies requirement from the start of your studies, keeping in mind that if you are away from the language for an extended period of time, proficiency may decline significantly.

If you skip a language course, or postpone taking language courses without a plan agreed upon with the Language Studies Advisor, there may be adverse consequences. For example, you may not be able to participate in some of the away-from-campus internship opportunities (such as IPSS, DPMI Plus, FMS) if you are behind in earning your language credits. The Institute reserves the right to place a hold on your ability to register for courses in a subsequent semester if you are not making reasonable progress toward the completion of your Language Studies requirement.

The Language Studies Advisor can assist in developing appropriate plans to fit language study into your degree map if you would like to plan a semester away.

C. Language Studies directed study

You may request a directed study (DS) in Language Studies at the 300-level or above for 2 or 4 credits. In order to propose a directed study, you need to have a concrete self-initiated project in mind, and a faculty member must agree to supervise the project in advance. **It is entirely the prerogative of the faculty member whether or not to work with a student on a directed study.**

Standard guidelines for setting up a directed study include a minimum of 60-hours class/contact time, at least one major research paper AND one oral presentation for a 4-credit course, and a minimum of 30-hour class/contact time and at least one major research paper OR oral presentation for a 2-credit course. If you wish to earn language credits by taking a directed study course need to complete and submit a Language Studies Directed Study proposal form and obtain the faculty supervisor's signature.

D. Transfer of language credits from outside program/institution (non-LS credits)

You may transfer credits from another accredited academic institution to complete the Language Studies requirement of your degree program, as follows:

- If you have a 12-credit LS requirement in your degree programs, you can transfer up to 4 credits of language from an outside institution.
- If you have an 8-credit LS requirement, you can transfer up to 2 credits of language.
- If you have a variable 8-12 credit requirement, the number of credits of language you can transfer from an outside institution depends on how many LS credits you choose to complete. If you choose to take 12 LS credits, you can transfer in 4 credits of language, and if you choose to take any ICC credits for your Language requirement, you can transfer in 2 credits of language.
- The courses for which transfer credit is sought need to be taken **after** you have begun your Language Studies courses at MIIS, and credit transfer must be pre-approved by the Language Studies Advisor.

Credits earned at the Summer Intensive Language Program (SILP) at MIIS and Middlebury's Summer Language School are treated as transfer credits.

You may not transfer language credits completed prior to enrolling in the Language Studies program at MIIS. The only exception is coursework taken in SILP or Middlebury's Summer Language Schools in the summer immediately preceding your enrollment in the MA program.

You may apply to use 2-4 SILP credits, or 3 Middlebury Summer Language Schools credits toward your degree, if they were taken in the summer immediately preceding your MA program at MIIS. You must obtain a grade of B or higher in all coursework to be transferred/used for degree requirements.

If you desire to transfer language credits from an outside institution, you need to already be enrolled in the Language Studies program (i.e., have taken the placement test and been assigned an appropriate level of study for the degree program). **You then need to obtain pre-approval before taking courses elsewhere.** It is your responsibility to research the transferability (accreditation of the institution/program, number of credits offered by particular course and how they correspond to the MIIS credit system, etc.) of credits from other institutions/programs, and submit a petition to transfer academic credits. Your petition will be examined by the Language Program Coordinator for your language of study to determine whether the proposed course is equivalent in level and content to our course offerings. You must earn a grade of B or above in a course in order for it to be considered for transfer. Transfer credits will be added to your academic record after the Records Office receives an official transcript from the credit granting school/institution. Transfer of credits from SILP or the Middlebury Summer Language Schools do not require petition or establishment of equivalency.

III. Language Studies curriculum and course Offerings

A. Language course numbers

Course numbers in the Language Studies programs generally correspond to years of university-level language instruction. Thus, 8200 and 8300 level courses generally correspond to 2nd year and 3rd year language courses at the university level.

The third and fourth digits in the language course number roughly indicate the proficiency level required in the course. Thus, a course numbered 8290 will generally require higher proficiency than a course numbered 8220. However, when those numbers are close together, the difference in linguistic levels may be insignificant. Thus, language courses numbered 8220 and 8230 may require the same level of proficiency from participants. The Language Program Coordinator for your language of study can assist you in ensuring that you are enrolled in a course that best meets your needs.

B. Instructional hours

300-level and 400-level language courses regularly meet for

- 4 hours a week for 15 weeks, for a total of 60 hours of instruction per semester, for 4 credits, OR
- 2 hours a week for 15 weeks (or 4 hours a week for 7.5 weeks), for a total of 30 hours of instruction for2 credits.

200-level courses regularly meet for 6 hours a week, 4 hours with the course professor and 2 additional hours with a Language Teaching Assistant for additional skill building, for a total of 90 hours per semester for 4 credits. The time with the TA is spent doing augmentative work and is part of the required class time. The extra 2 hours in the 200-level courses do not incur any extra charges for the students.

C. Language specialization certificate

If you complete one of the following combinations of language coursework in a single language, you may request a language specialization certificate:

1) 16 units of Arabic, Chinese, Japanese, or Russian at the 400-level with all grades A- or above; OR
2) 20 units of any language at the 400-level with all grades B or above; OR
3) 20 units of any language at any level above 300 with all grades A- or above

D. Options for studying more than one language or changing the language of study

If you choose to take, or are required to take 12 credits of language courses, and you have completed 8 credits at the 400-level in a single language, you have the option of switching to another language for your 4 remaining credits, provided that you meet the minimum proficiency requirement for that language (see chart on page 4).

If you would like to change your language of study while completing the 8-12 credit language requirement, you need to submit a petition for a waiver of academic regulations to the Dean of GSTILE. Approval is given on a case-by-case basis.

E. Minimum passing grade for Language Studies courses

If you earn a passing grade (A to D-) in an LS course, the credits will count toward the total number of credits necessary for graduation. However, if you earn a grade lower than B-, you are required to repeat the same level course in the following semester, rather than advancing to the next level course.

If you earn a grade of an F in a course, you do not receive credits for that course.

F. Auditing LS courses

Full-time students are entitled to audit up to 4 units per semester without charge, including any regularly offered language courses. Auditing is not permitted in special courses arranged in languages that we do not regularly offer.

If you wish to audit a language course you must take the appropriate language placement test and receive approval from the course instructor to ensure that you are at a level equivalent to that of students registered for the class. You must also register as an audit student through the Records Office.

The instructor of the class establishes the conditions for auditing, such as attendance requirements, responsibility for assignments, participation, etc., which auditors need to agree to abide by. The course instructor also has the right to refuse auditors for any reason.

G. GSIPM courses that fulfill the LS requirement

Occasionally courses offered in GSIPM are cross-listed as Language Studies courses. If you take such a course, you may choose which requirement you want the course credits to fulfill: Language Studies requirement or a GSIPM program requirements.

H. TILM courses that fulfill the LS requirement

You may take Translation and Interpretation (T&I) courses to fulfill your Language Studies requirement if:

- the Language Program Coordinator for your language of study indicates that your level is at or beyond our highest course offering;
- you take the T&I Early Diagnostic Test (EDT) and gain approval from the relevant T&I Program Coordinator.

T&I course credits are considered to be "credits outside of Language Studies," and thus, you can only apply 2 to 4 T&I credits to fulfill your Language Studies requirement. (see *Section II, D Transfer of language credits from outside program/institution*).

IV. Regulations concerning waivers and other special circumstances

A. Applying for a waiver of LS credits

If you feel they have advanced professional proficiency in your language of study, you may apply to take a language waiver exam to determine whether or not any portion of your Language Studies requirement can be waived. You will need to follow these steps:

- You first need to take the language placement test and be placed at the 400-level or above.
- You may then initiate the application process for a waiver exam by contacting the Language Studies Advisor or Program Coordinator.
- Students must demonstrate that they possess content knowledge and professional language skills in their chosen fields. The waiver exam consists of three stages: consultation with faculty on professional topics; research and writing of an academic research paper; and an in-house three-hour writing test, followed by an oral presentation of 30 minutes with a faculty committee.
- The waiver exam can only be scheduled between weeks 2 and 14 during the academic semester. The entire process may take up to 3 weeks.

This is a rigorous process. We advise that you plan ahead and not be assume that a waiver will be granted. Depending on the results of the exam, the applicants may be granted a waiver for 0 –12 credits of the Language Studies requirement.

It is important to note that when all or part of the Language Studies requirement is waived, it does NOT reduce the number of credits required for graduation. It simply allows you to take other courses in place of the language credits waived.

For details about the procedure and timeline, please consult the LS Waiver Exam Guidelines, or contact the Language Studies Advisor.

B. Applying for a waiver of EAPP credits

If your language of study is English, you need to take the EAPP placement test regardless of your TOEFL/IELTS scores. However, students who demonstrate high proficiency may receive a waiver of some of the required EAPP credits based on the results of the placement test. You may receive a waiver of 8-12 credits, which you can then use to take other courses, including program electives, or courses in other languages. If you do not initially, at the time of your arrival, receive a waiver, and if you feel that your English skills have improved in subsequent semesters, you may apply for the EAPP waiver exam. The guidelines and process for obtaining a waiver through the EAPP waiver exam are similar to the guidelines for Language Studies waivers, described in the preceding section.

For details about the procedure and timeline, please consult the EAPP Waiver Exam Guidelines, or contact the Language Studies Advisor.

C. Prospective/New students with lower language proficiency

When we admit students to MIIS, we make every effort to ensure that they either have the necessary background to successfully complete the Language Studies requirement for their program, or that have agreed to follow a path to achieving the required level of proficiency before they enroll. If you apply to MIIS without sufficient language study history on your transcripts, or if your language coursework is outdated, you are directed to contact the Language Studies Advisor to work out a Language Plan (LP) during the admission process, as a condition of admission. This Language Plan lays out a concrete set of steps to equip you with sufficient proficiency in your chosen language prior to enrollment in a degree program. **If you fail to complete a Language Plan, the Institute reserves the right to revoke or defer your admission.**

If you take the language placement test upon your arrival at MIIS and fail to place at the required level in their language of study, you are required to meet with Language Studies Advisor to work out a In-Degree Language Plan (IDLP) -- a concrete plan for raising your language proficiency to the necessary level and a timeline for completing the Language Studies requirement of your degree program. You will not be permitted to register for courses until the IDLP is in place.

D. TILM, TESOL, and special (non-degree) students who want to take LS courses for credits

TILM and TESOL students, as well as special students (non-degree), may take LS courses as program electives. If you wish to take LS courses, you must take the appropriate LS placement test in order to register for courses. You should consult with your academic advisor to determine whether the course(s) you wish to take count towards fulfilling the requirements of your degree program.

E. MATFL language requirement

If you are a MATFL candidate, you have a 12-credit language requirement in the language of your degree focus. If you are a native speaker of the language, the requirement may be fulfilled by taking 8 credits of LS courses and the TFL Pedagogical Grammar course. If you are a non-native speakers of the language you wish to teach, you need to take 12 credits of language courses at 400-level or above. The 4-unit TFL Pedagogical Grammar course may be used toward these requirements with approval from the Language Program Coordinator for your language.

F. Using TILM credits toward fulfilling the language requirement

If you are in a TILM degree program, and would like to move to a GSIPM degree program, you may be able to count TI coursework toward meeting your Language Studies requirement, under the following conditions:

- You cannot 'double-count' the same course credits for two degrees (if pursuing a dual-degree in TILM and IPM);
- You need to declare a language of study, and take the LS placement test in that language.

- You may use 2-4 credits of your TI "A Language to B Language" (productive skills) courses in which you have earned a grade of B or above.
    - If you are switching to the NPTS degree program, or otherwise choosing to do 12 LS credits to fulfill your language requirement, you may use up to 4 credits of TI courses toward the language requirement.
    - If you are switching to the IEM degree program, or if choosing to do any ICC courses as part of the language requirement, then you may use up to 2 credits of TI courses toward the language requirement.
    - If you are interested in pursuing TWO languages to meet your IPM degree requirement, please refer to *Section III D*.