# Middlebury Institute *of* International Studies at Monterey

POLICIES AND STANDARDS MANUAL

§

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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 **chief academic officer**[1] 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 **chief academic officer** for review and recommendation. Final decision is by the **chief academic officer**.

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:

- proposed changes to the curriculum. APSIC reports its recommendations to the **chief academic officer** 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 **chief academic officer** and Senate;
- compliance with academic policies and procedures;
- grievances and appeals.

## 1. ACADEMIC STANDARDS FOR AND CONDUCT OF STUDENTS

The Middlebury 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

[1] Chief Academic Officer, as used in this manual, means Chief Academic Officer or his or her designee.

data through survey, interviews, and observations; taking of timed and untimed examinations, and so on. Students at the Middlebury 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 Middlebury 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)
- MA in International Education Management (MAIEM)
- 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 Middlebury Institute may require the additional approval.

**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 Middlebury 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 Middlebury 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 Middlebury 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 Middlebury 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 Middlebury Institute may elect to apply to pursue studies external to the Middlebury Institute, including study abroad, for academic credit as part of a Middlebury 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 Middlebury 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 AND INTERCULTURAL COMPETENCY (ICC) COMPONENT**

**A. Background to the Language and ICC Component**

Language is central to all degree programs at the Middlebury Institute, therefore a Language and ICC component is included as part of the core requirements of most degree programs. Most of our language courses are *content-based*, which means that we aim to develop field-specific content knowledge while at the same time focusing on the development of linguistic skills.

All degree students except TESOL, TI, and PC MBA, have a Language and ICC component in their degree program. Students cannot take a competency exam (standardized test in the language) to bypass language study.

**B. Regularly Taught Languages at the Middlebury 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 Middlebury Institute

Requests to fulfill the language component in a language not regularly offered by the Institute must be directed at the time of admission to the Middlebury Institute to the Language Studies Advisor. The feasibility of offering certain language courses is assessed at the time of request, but fully determined at the time of enrollment. The non-regular language courses have the same proficiency level and credit requirement and adhere to the same standards as the other regular language courses. Applicants requesting a special language must be able to demonstrate 300-level proficiency in their requested language. Also students who request non-regular language courses should know that setting up a course in non-regular languages will incur additional costs.

## D. Required Language Levels

To enroll in Language Studies courses at the Middlebury Institute, students must have attained 200-level/second year university level for Arabic and Spanish, and 300-level/third year university level for all other languages offered.

During the admission process, any students who may have insufficient proficiency to place into the LS program are required to work on Language Plans to build sufficient proficiency. If prior language study proves insufficient to meet the placement at the required levels (indicated above), students will not be allowed to begin in the language program until they acquire the minimum required proficiency in the language. *Note that a delaying in beginning the language component in the degree program may delay graduation, and may incur additional expenses.*

Students whose first (native) language is a language other than English, or students who did not have secondary and post-secondary education (high school and college) in an English-speaking country, are considered to be non-native speakers of English. They are required to take English for Academic and Professional Purposes (EAPP) courses to fulfill the requirement in the language component.

Students whose first (native) language is English, or students who have had secondary and post-secondary education (high school and college) in an English-speaking environment, are considered to be native speakers of English. EAPP courses do not count toward fulfillment of the language requirement for native speakers of English.

### 1. Provisional Admits with low TOEFL scores

Non-native speakers of English who are provisionally admitted to the Middlebury Institute with TOEFL scores below the stated minimum must either obtain the required minimum score before beginning their degree programs, or enroll in (and successfully complete) English Preparation for Graduate Study (EPGS) the summer 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 200-level EAPP courses in the first semester of their degree program based on the results of the EAPP placement test. As this coursework is below the 300-level minimum required to fulfill the language component of the degree programs, this coursework will not count toward fulfillment of the language requirement. *Note that this required coursework may also delay graduation and/or incur additional expenses.*

**2. Prospective/New students with Lower Language Proficiency than required**

Prospective students who do not have sufficient language study history on their transcripts or who have outdated language coursework are required to contact the Language Study Advisor to work out a Language Plan (LP) during the admission process. This Language Plan will lay out a concrete plan to assist in equipping students with sufficient proficiency in their chosen language (LOS) prior to enrollment in the degree programs. *Failure to complete the LP may result in revoking or deferring admission.*

New students who take the language placement test and fail to place at the required language levels will meet with Language Studies Advisor to work out an In-Degree Language Plan (IDLP) which will determine a concrete plan and timeline for raising the student's language proficiency to the necessary level for LS study and completing the language component of the degree program. Registration for courses may be put on hold until students have an acceptable IDLP.

**E. Language Studies Placement**

Language level placement in the Language Studies (LS) program is determined by online placement tests taken just prior to Orientation week each semester. Previous language coursework is not considered for placement purposes. Students are contacted prior to orientation with details about taking the placement tests.

On the basis of placement test performance, Language Studies faculty will suggest or require certain level courses that best fit the students' current language proficiency and development needs. Each subsequent semester, the Language Studies instructors give pre-approval for certain courses to be taken in following semester. The result of the placement test, or the pre-approved course placement by an LS instructor, is only honored for the particular semester that the test is taken or the pre-approval was intended. If taking a leave of absence from language study, or from MIIS, students are required to take language placement test again when they return in order to determine the course that best fits their proficiency level at the time of their return.

If a student feels that he/she possesses sufficient level of professional proficiency in the language to waive some of his/her language requirement, a waiver exam can be

requested. The results of the waiver exam may waive a student from 0-12 units of Language Studies courses. (For details, please see below: *L. Applying for a waiver of Language Studies credits*)

## F. Fulfilling the Language and ICC Component

### 1. Requirements

The following table summarizes the Language and ICC component minimum-unit credit requirements for the different degree programs at the Institute. All requirements pertain to units of credit in a single language. (LS = Language Studies, ICC = Intercultural Communication)

| Degree Program | Language Component (12 credits) | Minimum Course Level |
|---|---|---|
| BA in International Studies; All Three-Year BA/MA Programs; All MA programs in GSIPM except MAIEM and MANPTS (see below) | Minimum 8 credits in LS courses and up to 4 credits in ICC courses | 200 for Spanish and Arabic, 300 for all other languages |
| MAIEM | 8 credits of LS courses and 4 credits in 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 |
| MATFL program | 12 credits of LS courses | 400+ for all languages |
| Advanced Entry GSIPM degrees | 8 credits of LS courses | 200 for Spanish and Arabic, 300 for all other languages |
| Peace Corps Masters International program (except Peace Corps MBA) | Minimum 8 credits of LS courses prior to Peace Corps service and up to 4 credits in ICC courses | 200 for Spanish and Arabic, 300 for all other languages |

### 2. Higher language skills requirement

The following programs require superior language proficiency: Teaching Foreign Language (TFL); Teaching English to Speakers of Other Languages (TESOL); and all degrees in Translation, Interpretation, and Localization Management

(TILM). Proficiency in languages required for these degrees is assessed at the time of admission.

**3. Options for Fulfilling LS and ICC Requirements**

There are a number of options for fulfilling the Language and ICC component requirement at MIIS. Students may complete the Language and ICC component in successive semesters, or may skip a semester from language study. Students may also participate in one of the many Study Abroad programs that we have with Middlebury College, and may earn up to 12 credits while abroad to meet the language component. Those who have at least mid-300 level language proficiency may also earn credits while participating in an overseas internship completed during the J-term or summer. If desired, students may also transfer 2-4 credits of language or ICC courses from an outside institution (with pre-approval) to augment the credits earned at MIIS.

Students may also take more language courses than required, or take a third or fourth language, as long as they have room in their schedule and they can count them as electives in their degree programs.

The Language Studies Advisor can assist in developing an appropriate plan to incorporate language study into the degree map for those who would like to plan a semester away.

**PLEASE NOTE:** Due to the distribution of language level courses, it is not normally possible to take multiple language courses (to "double-up") in a single language in any given semester. Thus, it is strongly recommended to carefully map out all language coursework for the degree track. *Postponing the start of Language Studies is strongly discouraged and may lead to a delay in graduation.*

**4. Directed Study for Language and ICC courses**

Students may request a Directed Study (DS) in language courses at 300-level or above for 2 or 4 credits. In order to propose a Directed Study course, students need to have a concrete self-initiated project in mind, and they must seek a faculty member who agrees to supervise the project in advance. *It is entirely the prerogative of the faculty member whether or not he/she agrees to work with a student on a Directed Study.* Students who wish to earn language credits by taking a Directed Study course need to complete and submit a LS DS proposal form and obtain the faculty supervisor's signature.

Students may also request a Directed Study (DS) in ICC courses for 2 or 4 credits. A DS in ICC is approved (a) to pursue in greater depth a subject to which she/he has already been introduced in a MIIS course, but is unable to find more advanced treatment of the topic in the regular menu of seminars; or (b) to research a question or topic not offered by the MIIS curriculum, but which the advising

professor and the Dean agree has intellectual/professional merit, and is operationally feasible. The student and the faculty advisor together develop a work plan, including a timeline and specified deliverables. Students need to seek a faculty member who agrees to supervise the project in advance. Only regular/full-time faculty members may act as ICC DS advisors. Supervising faculty are expected to have expertise in ICC. This includes faculty serving on the ICC steering committee or teaching ICC courses at MIIS. Exceptions may be made with the approval of the ICC chair.

**5. Transfer of language and ICC credits from outside program/institution (non-LS/MIIS credits)**

Students with a12-credit LS requirement in their degree programs can transfer up to 4 credits of language from an outside institution. Students with an 8-credit LS requirement can transfer up to 2 credits of language. The coursework needs to be done after the students started in the Language Studies program at MIIS, and credit transfer need to be pre-approved by Language Studies Advisor and Dean of GSTILE.

Outside institutions include any accredited school/institution outside of the Language Studies program at MIIS in the case of language credit transfer, and outside of the ICC designated courses offered at MIIS. Credits earned at the Summer Intensive Language Program (SILP) at MIIS and in Middlebury's Summer Language School or in Middlebury's Study Abroad programs are treated as transfer of credits, as they are not part of the Language Studies program. However, credits earned at SILP or at Middlebury that are used toward the language requirement will be calculated as part of the student's GPA.

For language and ICC credit transfer, no past coursework taken in any program prior to enrolling in the Language Studies program at MIIS is transferrable. The only exception is the coursework taken in SILP or Middlebury's Summer Language School in the summer directly preceding enrollment in the MA program. Students may apply to use 2-4 SILP credits, or 3 Middlebury Summer Language School credits toward their degree. A grade of B or higher must be obtained on all coursework to be transferred/used for degree requirements.

When students desire to transfer any language credits from an outside institution, they 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). *The student needs to obtain pre-approval before taking courses elsewhere.* It is the student's responsibility to research the transferability (accreditation of the institution/program, number of credits offered by particular course and how they count in MIIS credit system, etc.) of credits from certain institution/program, and submit the petition to transfer academic credits, which will be examined by the Language Studies Advisor for the equivalency of the level and content with our course offerings. Students need to earn a grade of B or

above in the courses from which they wish to transfer the credits. All credit transfers will be added to the students' academic records after the Records Office receives an official transcript from the school/institution.

Similarly, when students desire to transfer any ICC credits from an outside institution, they need to be already enrolled at MIIS degree program. The student needs to obtain pre-approval before taking courses for ICC credits elsewhere, as indicated above. The petition to transfer ICC credits will be evaluated by ICC chair. The minimum grade requirement and official transcripts procedures are the same as for language credit transfer.

**6. GSIPM courses which fulfill the LS credit requirement**

There are occasionally courses offered in GSIPM that are cross-listed between the GSIPM program schedule and LS program schedule. Students can choose which requirement they want the course credits to fulfill: Language Studies or IPM program requirements.

**7. TILM courses that fulfill the LS credit requirement**

Some LS students may wish to take Translation and Interpretation (T&I) courses to fulfill their language component. They may do so if 1) their LS Program Coordinator indicates that their level is at or beyond our highest course offering, and 2) they take the T&I Early Diagnostic Test (EDT) and gain approval from the relevant T&I Program Coordinator. T&I course credits are considered as 'credits outside of LS', and thus, students can only earn 2 to 4 T&I credits to fulfill their requirement in the language component (see above: *5) Transfer of language credits from outside program/institution*).

## G. Instructional Hours

All 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 a 4-unit course, and 2 hours a week for 15 weeks (or 4 hours a week for 7.5 weeks) for a total of 30 hours of instruction for a 2-unit course. All 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 a 4-unit course. 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 additional charges for the students.

## H. Language Specialization Certificate

A language specialization certificate may be requested when a student has completed one of the following combinations of language coursework (all units must be in a single language):

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

**I. Option to Study More Than One Language or Change Language of Study**

If students choose to take 12 credits of language courses and take 8 credits at the 400-level in a single language, they have an option of switching to another language for their 4 remaining credits, as long as they meet the minimum proficiency level requirement in the language.

If students would like to change their Language of Study while completing the 8-12 language course credits, they need to submit petition to change academic regulations to the Dean of GSTILE. Approval may be given on a case-by-case basis.

**J. Minimum Passing Grade for LS courses**

As long as students earn a passing grade (A to D-) for LS courses, it will count for credits necessary for graduation. However, if students earn a grade lower than B-, they are required to repeat the same level course in the following semester, rather than advancing to the next level course. If students earn a grade of an F, they do not receive any credits for the course.

**K. Auditing LS courses**

Full-time students are entitled to audit up to 4 units per semester without charge, including any regularly offered language courses. No audit is allowed in non-regular language courses. Those who wish to audit must take the appropriate language placement test and receive approval from the course instructor to ensure the level equivalency with those registered for the class. Instructor approval is required, and the instructor of the class establishes the conditions, such as attendance requirements, assignments, participation, etc., which auditors need to agree to abide. Auditors need to register for language courses through Records Office.

**L. Applying for a waiver of Language Studies credits**

**1. Applying for a Waiver of LS credits**

When students feel they have advanced professional proficiency in the language of their study (LOS) and no further work is desired, they may ask to take a language waiver exam to see if they can waive any language course credits(0-12) in the requirement of their language component. Students first need to take the language placement test and be placed at the 400-level or above. Students will then initiate application process for waiver exam by contacting the Language Studies Advisor or Language 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 academic research paper; and an in-house 3-hour writing test, followed by an oral presentation of 30 minutes with a faculty committee.

*It is important to note that obtaining a language credit waiver of any number of credits does not affect the total number of credits required to graduate in each degree program, so students may need to take other elective units in place of any language units waived.*

**2. Applying for Waiver of EAPP credits**

When students' LOS is English, they need to take EAPP placement test regardless of the TOEFL/IELTS scores. However, students who demonstrate high proficiency in the EAPP placement test will be waived some of the required EAPP credits based on the result of the placement test. In some cases, they may be waived 8-12 credits, which they can then replace with any other courses they may wish to take (e.g., other program courses, program electives, different language courses, etc.). Those who do not receive a waiver at the time of placement test and feel their English skills have improved in subsequent semesters may apply for the EAPP waiver exam. The EAPP waiver exam guidelines and procedure follow the other language waiver exam procedures (as above) with slight modifications.

*It is important to note that obtaining a language credit waiver of any number of credits does not affect the total number of credits required to graduate in each degree program, so students may need to take other elective units in place of any language units waived.*

**M. MATFL Students' Language Component**

MATFL candidates have 12 unit language component in the language of their degree pursuit. If they are native speakers of the language, the requirement may be fulfilled by taking non-LS courses, such as Pedagogical Grammar. If they are non-native speakers of the language they wish to teach, they need to take 12 credits of language courses at 400-level or above.

**N. Students who transfer from a TILM degree to a GSIPM degree**

If students switch from a TILM degree program, which does not have Language Studies component, to a GSIPM degree program, which has 12-credit language component, they may wish to count their TI coursework toward meeting their LS language component. They can do so under the following conditions:

1. Students cannot 'double-count' the same course credits for two degrees (if pursuing a dual-degree in TILM and IPM).

2. Students need to declare a language for their LOS, and take the LS placement test of the language.

3. Students can use 2-4 credits of their TI courses that are A Language to B Language (productive skills) with B or above grade.

4. If switching to the NPTS degree program, or if choosing to do 12 LS credits in the language component, students may use up to 4 credits of TI courses to fulfill the requirement of the language component. The remaining 8 credits need to be in a single language if placed into the 300-level, but can be different languages if placed into the 400-level.

5. If switching to the IEM degree program, or if choosing to do any ICC courses as part of the language component, then, students may use up to 2 credits of TI courses to fulfill the requirement of the language component. The remaining credits need to be in a single language if placed into the 300-level, but can be 8 credits of one language, with the remaining credits in another language if placed into the 400-level.

**O. TILM, TESOL, and special (non-degree) students who wish to take LS courses for credits**

TILM and TESOL students, as well as special students (non-degree), can take LS courses as program electives. Students who wish to take LS courses must take the LS placement test at the start of the semester and obtain approval to register for courses. They must confirm with their academic advisor on whether or not a certain level course counts towards their program requirement/program elective.

**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 Middlebury 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 Middlebury 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.

**Chief academic officer:** In cases where the disputed academic evaluation is not finally resolved by APSIC, it should be referred to the **chief academic officer** for final resolution. **The chief academic officer'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 Middlebury 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 Middlebury 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 Middlebury 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 Middlebury 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 **chief academic officer.** 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 **chief academic officer**. 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 Middlebury 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 Middlebury 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 Middlebury 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 Middlebury Institute cannot be used to satisfy the language requirement at the Middlebury 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 Middlebury Institute are not calculated in the Institute grade point average.

The Middlebury 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 Middlebury Institute. Students may only receive academic credit for courses not taken at the Middlebury 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 Middlebury 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 Zȯocalo (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 Middlebury 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 Middlebury 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 Middlebury 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 a week 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 /** Registering for more than 16 credits in any semester/term may put you in an overload status and additional tuition may be due and payable. 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 Middlebury 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 drop 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 Middlebury 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. Withdrawing from a course after the published deadline requires a petition for waiver of academic regulations. If granted, a "W" grade, that does not affect the GPA, will be recorded and tuition will remain due and payable.

**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, (registered for 12 credits or more), 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. When a part-time (11 credits or less) student's per credit fees exceed the comprehensive fee that a full-time student would pay, then those students may also audit up to four credits per semester without charge.

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 Middlebury 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 Middlebury 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 Middlebury 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 Middlebury 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 Middlebury 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.
- Any other records that fall outside the definition of Education Records under FERPA.

**C. "Directory Information"**
The Middlebury 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 Middlebury 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 Middlebury 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 Middlebury 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 Middlebury 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 Middlebury 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 Middlebury 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 Middlebury 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 Middlebury 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 Middlebury Institute may have additional exit requirements. Please consult the Center for Advising and Career Services.

**4.4 WITHDRAWAL FROM THE MIDDLEBURY INSTITUTE /** A student who wishes to withdraw from the Middlebury 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 Middlebury Institute to complete their degree program should consult the regulations on Leave of Absence and Readmission to the Middlebury Institute, before completing the withdrawal petition.

**4.5 READMISSION TO THE MIDDLEBURY INSTITUTE /** A student who has withdrawn from the Middlebury 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 Middlebury Institute must provide proof with their readmission that they have maintained their immigration status.

**4.6 WITHDRAWAL PROCEDURES FOR STUDENTS WHO ARE MILITARY DEPENDENTS WHOSE FAMILIES MUST MOVE DUE TO REDEPLOYMENT/RELOCATION/** Students who are military dependents and whose families must move due to redeployment or relocation must submit a copy of their family members' deployment/relocation orders to the Records Office and complete an Institutional Withdrawal form.

- Students who must move before the end of the second week of instruction shall receive a 100% refund, and no course entry will appear on their transcript.
- Students shall be responsible for settling any overload charges on their accounts.
- Students who must move after the end of the second week of instruction shall receive a "W" for each course enrolled and receive a 100% refund.

**4.7. RETURN OF TITLE IV (FEDERAL) FUNDS/** If a Title IV (federal aid) eligible student withdraws because of being called to active duty, or has been otherwise impacted by military mobilization, the school must perform the Return of Title IV Funds calculations that are required by the statute and regulations (34 CFR 668.22). If those calculations result in the school being required to return funds to one or more of the Title IV (federal aid) programs, it must do so. In many cases such a return of funds by the school will reduce the student's loan debt. An institution, however, is not required to collect an overpayment of grant funds based on the Return of Title IV Funds calculation for such a student. Therefore, the school is not required to contact the student, notify NSLDS, or refer the overpayment to the Department in these cases.

## 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 Middlebury 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 Middlebury 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 Middlebury 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 Middlebury Institute of International Studies.

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

# Part III – Student Code of Conduct

All members of the Middlebury 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 Middlebury 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 "Middlebury Institute", "Institute", and "MIIS" refer to the Middlebury 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 Middlebury 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 Middlebury 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 Middlebury 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 "Middlebury Institute premises" includes all land, buildings, facilities, and other property in the possession of or owned, leased, used, or controlled by the Middlebury Institute (including adjacent streets and sidewalks).

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

The dean of advising, career, and student services is the person who has been designated by the Middlebury Institute **chief academic officer as being** responsible for the administration of the Student Conduct Code.

The term "student conduct administrator" means an Institute official authorized by the **chief academic officer** to impose sanctions upon any student(s) found to have violated the Student Code of Conduct. The **chief academic officer** 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 **chief academic officer** 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 **chief academic officer** 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 Middlebury Institute as found in, but not limited to, the "Student Code of Conduct," the *Student Resource Guide*, the Middlebury 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 Middlebury 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 Middlebury 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 **chief academic officer**, 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 Middlebury Institute Student Code of Conduct shall apply to conduct that occurs at or on the Middlebury Institute premises, and at Institute sponsored activities, and to other conduct that adversely affects the Middlebury 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 **chief academic officer** 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 Middlebury Institute official, faculty member, or office.

- Forgery, alteration, or misuse of any Middlebury Institute document, record, or instrument of identification.
- Book piracy. *Book piracy is a form of illegal copyright infringement. It happens by downloading textbooks or other books or copyrighted materials from a file-share website or in other ways. Often, a version of a textbook has been copied or scanned and uploaded to a computer. Sometimes downloads are unauthorized copies of purchased books. MIIS' disciplinary policies are interpreted to prohibit book piracy by all members of the community.*
- Wilfull misrepresentation to an employer.

4.2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other Middlebury 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.

4.4. Attempted or actual theft of and/or damage to property of the Institute, or property of a member of the Middlebury 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 Middlebury 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 Middlebury 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 Middlebury 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 Middlebury 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 Middlebury 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 Middlebury Institute premises or at Middlebury 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 Middlebury 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 Middlebury 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 Middlebury 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 Middlebury Institute computing system.
- Use of computing facilities and resources in violation of copyright laws.
- Any violation of the Middlebury 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 Middlebury Institute community and to model good citizenship in any community.

## 5. VIOLATION OF LAW AND MIDDLEBURY INSTITUTE DISCIPLINE

Middlebury 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 **chief academic officer** 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 Middlebury 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 Middlebury 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 Middlebury Institute community. Individual students and other members of the Middlebury 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, dating violence, domestic violence, stalking and retaliation (4.3, above), which are addressed through the processes outlined in the Middlebury Anti-Harassment/Discrimination Policy (http://www.middlebury.edu/about/handbook/misc/antiharassment) and the Policy Against Sexual Misconduct, Dating Violence, Domestic Violence and Stalking Policy Against Sexual Misconduct, Dating Violence, Domestic Violence and Stalking.

**6.1. CHARGES AND STUDENT CONDUCT BOARD HEARINGS /**

A. Any member of the Middlebury 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 Middlebury 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 Middlebury 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 **chief academic officer** 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.
- Middlebury Institute Suspension - Separation of the student from the Middlebury Institute for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- Middlebury Institute Expulsion - Permanent separation of the student from the Institute.
- Revocation of Admission and/or Degree - Admission to or a degree awarded from the Middlebury Institute may be revoked for fraud, misrepresentation, or other violation of Middlebury 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 Middlebury 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 Middlebury 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, at the discretion of the **chief academic officer**, the student's disciplinary record may be expunged of disciplinary actions, upon good cause shown to the satisfaction of the **chief academic officer**.

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 **chief academic officer**, or a designee, may impose a Middlebury 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 Middlebury Institute community or preservation of Middlebury 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. 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 **chief academic officer** 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 **chief academic officer** 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 – Important Policies For Compliance with Laws Regulating Student Matriculation

## 1. NON-DISCRIMINATION AND ANTI-HARASSMENT POLICIES

The Middlebury Institute 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. POLICY AGAINST SEXUAL MISCONDUCT, DATING VIOLENCE, DOMESTIC VIOLENCE AND STALKING

The policy prohibits sexual misconduct, dating violence, domestic violence, stalking and related retaliation. It applies to all faculty, staff, students and covered third parties (individuals who participate Middlebury's/the Institute's programs. Please see the Policy Against Sexual Misconduct, Dating Violence, Domestic Violence and Stalking for further details.

## 3. ACCOMMODATION OF INDIVIDUALS WITH DISABILITIES

A qualified disabled student or applicant who requires an accommodation should contact the assistant dean 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 assistant dean of student services. Accommodation requests and the documentation related thereto will be maintained in a separate file controlled by the assistant dean 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 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 assistant dean of student services.

Policies, forms and procedures for disability accommodations are posted on the website of the assistant dean of student services.

## 4. 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.

## 5. ALCOHOL AND DRUG USE POLICY

### Introduction

The Middlebury 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 Middlebury 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.

**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.