<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>19</td>
<td>Wednesday</td>
<td>8-week and Portuguese School/Hebrew Tikvah faculty arrive</td>
</tr>
<tr>
<td>21</td>
<td>Friday</td>
<td>8-week and Portuguese School/Hebrew Tikvah students arrive</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Arrival Center at Axinn Hall open 11:00 AM–8:00 PM)</td>
</tr>
<tr>
<td>22</td>
<td>Saturday</td>
<td>8-week activities vary by School—check with your School for details on weekend placement tests, advising, and registration</td>
</tr>
<tr>
<td>23</td>
<td>Sunday</td>
<td>8-week and Portuguese School</td>
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<tr>
<td>24</td>
<td>Monday</td>
<td>8-week and Portuguese School/Hebrew Tikvah classes begin</td>
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<tr>
<td>26</td>
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<td>7-week faculty arrive</td>
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<td>29</td>
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<td>7-week activities vary by School—check with your School for details on weekend placement tests, advising, and registration</td>
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<tr>
<td>1</td>
<td>Monday</td>
<td>7-week classes begin</td>
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<tr>
<td>2</td>
<td>Tuesday</td>
<td>8-week &amp; Portuguese School add/drop deadline (12:00 PM); 6-week students arrive (Arrival Center at Axinn Hall open 11:00 AM–7:00 PM)</td>
</tr>
<tr>
<td>3</td>
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<td>6- and 7-week and Hebrew Tikvah Convocation 8:30 PM;</td>
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<td>8</td>
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<tr>
<td>17</td>
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<td>All students check out by 12:00 PM</td>
</tr>
<tr>
<td>19</td>
<td>Monday</td>
<td>All faculty check out by 10:00 AM</td>
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Cover photo credit: *Cinque Terre*, by Daniel Shaw '12
Welcome to the Middlebury Language Schools!

The directors, faculty and staff welcome you to the 2013 session of the Middlebury Language Schools. You are about to embark on a challenging summer experience, one that is recognized the world over for excellence in language teaching and learning. Our approach will provide you with an efficient, productive, and rewarding way to gain a strong foundation in one of our ten foreign languages or to move rapidly through the upper levels of language study. A summer at Middlebury is very demanding and requires a serious commitment on the part of the student. Teachers move through the material quickly; summer intensive courses are equivalent to an academic year of language instruction, and one day in a summer course is roughly equivalent to a week during a regular semester. For that reason students are required to attend all classes; to miss even a day of classes puts students at a serious disadvantage. “Immersion” means that Middlebury students spend all waking hours “in language”: that is, they take their meals in our dining halls where they speak and hear the language they are studying; they speak the language with their roommates and classmates, friends, teachers, and administrators, at all times. Students sign the Middlebury Language Pledge® at the beginning of the session, and they are required to abide by it for the duration of the summer. This means that all students are expected to be in residence during the entire session; they are encouraged to remain on campus during the weekends in order to observe the Pledge, keep up with their assignments, and spend their recreational time—in language. The Pledge is a very serious commitment and violations can result in dismissal. The immersion experience makes language study at Middlebury more than just a way of picking up additional credits; a summer at the Middlebury College Language Schools means participating in a community of learners committed to living a language.

All of this is done in order to create the most intense immersion environment; that is the fundamental principle of the Middlebury Language Schools and the secret of our success. It will be the secret of yours, too. Good luck!

My office hours on the Middlebury campus are on Tuesdays between 2:00–4:00 EDT from June 25–August 13, and Thursdays between 4:00–5:00 EDT from June 27–August 15.

Sincerely,

Michael E. Geisler
Vice President for Language Schools, Schools Abroad, and Graduate Programs

All Middlebury Language Schools faculty, staff, and students are also subject to the Middlebury College Handbook.
School Office Locations

School offices are normally open until 5:00 p.m. and are closed during the lunch period of the School. They are located in the following buildings:

- **Chinese School**: Hepburn
- **French School**: Battell
- **German School**: Pearsons
- **Italian School**: Atwater B
- **Portuguese School**: Brackett
- **School of Russian**: Gifford
- **School of Hebrew**: Atwater A
- **Spanish School**: Milliken
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*Detailed index provided at back of handbook*
Introduction

This Handbook has been compiled in an effort to prepare you for your program of studies with the 2013 session of the Middlebury Language Schools (“Middlebury”). Please read everything carefully and be sure to follow instructions.

If you read all of this material carefully you will find the answers to many commonly asked and basic questions. However, our Language Schools staff always welcome your e-mails, phone calls, and inquiries, and we hope that you will continue to seek guidance and support as you prepare for your Language Schools experience. Likewise, our staff is always available to talk to your parents, family, and friends and answer any questions they may have regarding your time during the summer session.

Middlebury endeavors to present an accurate overview of the programs, facilities, and fees of the Language Schools in this publication. However, Middlebury reserves the right to alter any program, facilities, or fees, described in this publication without notice or obligation.

We strongly recommend that parents or guardians become familiar with the contents of this Handbook. We hope this information will be helpful and we wish you a productive and enjoyable summer session.

Nondiscrimination Statement/Title IX Coordinator

Middlebury complies with applicable provisions of state and federal law which prohibit discrimination in employment, or in admission or access to its educational or extracurricular programs, activities, or facilities, on the basis of race, creed, color, place of birth, ancestry, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, marital status, service in the armed forces of the United States, positive HIV-related blood test results, genetic information, or against qualified individuals with disabilities on the basis of disability and/or any other status or characteristic as defined and to the extent protected by applicable law.

Middlebury designates the dean of the College to coordinate its efforts to comply with and carry out its responsibilities under Title IX of the Education Amendments of 1972 as amended (“Title IX”). In general, Title IX prohibits discrimination in educational programs on the basis of sex. Prohibited sex discrimination includes sexual harassment and sexual misconduct (including sexual assault) as defined by Middlebury’s Anti-Harrassment/Discrimination policy. The full text of Middlebury’s Nondiscrimination Statement is available at http://www.middlebury.edu/about/handbook/general/nondiscrimination. Printed copies are available from the Language Schools director or the Office of the Vice President for Language Schools, Schools Abroad and Graduate programs. Discrimination complaints should be directed to the Human Relations Officer or Language School Director. Complaints are processed in accordance with the procedures set forth in Middlebury’s Anti-Harassment/Discrimination policy.

Student Accessibility Services/Americans with Disabilities Act (“ADA”)/Section 504 Coordinator

Middlebury complies with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, as amended (“ADA”), and applicable state laws, which prohibit discrimination against qualified individuals with disabilities, on the basis of disability. Middlebury designates the dean of the College to coordinate its efforts to comply with and carry out its responsibilities under Section 504. Individuals with concerns regarding Middlebury’s compliance with such laws may contact the dean of the College.

Middlebury is committed to making reasonable accommodations for qualified students with disabilities as required by applicable laws. We would like to take this opportunity to welcome you to the Middlebury community and to ask that you inform us of any disabilities for which you seek accommodation. Qualifying disabilities can include, for example, visual impairments, hearing or mobility impairments, psychological and medical conditions, and learning disabilities which substantially limit one or more of a person’s major life activities and may necessitate modifications to Middlebury’s facilities, programs, or services.

The process and services ordinarily available at Middlebury are described in more detail in Middlebury’s ADA Policy, which is available from Student Accessibility Services in a variety of accessible formats or on the web at http://www.middlebury.edu/studentlife/doc/ada/policy. To initiate the accommodation process, a student must file the Special Needs Identification Form that is supplied to each student upon acceptance. Submit the form along with required documentation directly to Student Accessibility Services online or at the address found on the front of the form. You may reach us with questions or concerns at 802.443.5936 (voice), 802.443.7437 (TTY), or via fax at 802.443.2440.

Providing reasonable accommodations requires timely student input. If accommodations are not requested in a timely manner, it may be impossible for Middlebury to provide them in the earlier portions of the summer program, which could significantly and perhaps irrepairably impair a student’s ability to participate.

The information that you provide regarding any special needs will be shared only with those individuals involved in the
Introduction

coordination and facilitation of services and accommodations required to make our programs accessible to you. In assessing your needs, you should be aware that the summer session is an extremely intensive one. The program is highly strenuous, rigorous, and demanding for any student, including those with accommodations. Additionally, the campus at Middlebury is spread out and includes some steep hills. Students with mobility impairments may benefit from acquiring a personal mobility device, such as a motorized scooter, to assist with the navigation of the campus terrain. Please note that this type of personal equipment is the responsibility of the student.

Similarly, Middlebury is not responsible for services of a personal nature. Students with needs in this area are encouraged to consider obtaining a personal assistant or personal care attendant if they are unable to function independently on campus. Students requesting an air conditioner as an accommodation are advised that such requests should be made in accordance with the guidelines established in the Thermal Comfort Policy located on the web at http://www.middlebury.edu/about/handbook/misc/thermal_comfort.

Note: Your request for accommodation MUST be supported by current and adequate documentation. Middlebury’s documentation requirements are discussed in more detail in the ADA Policy, which is available from Student Accessibility Services. Generally, such documentation must: (1) be prepared by an objective professional qualified in the diagnosis of such conditions; (2) include information regarding the testing procedures followed, the instruments used to assess the disability, the test results, and a written interpretation of these results as they pertain to an educational environment and/or participation in Middlebury’s programs; (3) reflect your present level of functioning in the area related to the particular accommodations being sought; (4) be appropriately recent, e.g., prepared within the last several years before the first request for accommodation. Please note that if you are seeking accommodation for a specific learning disability, there are additional documentation requirements described in the ADA Policy.

Accreditation

Middlebury College is accredited by the New England Association of Schools and Colleges, which accredits schools and colleges in the six New England states. Membership in one of the six regional accrediting associations in the United States indicates that the school or college has been carefully evaluated and found to meet standards agreed upon by qualified educators.
The Language Pledge

The Language Pledge® a formal commitment to speak the language of study as the only means of communication for the entire session, is required of all summer language students. The Language Pledge plays a major role in the success of the program, both as a symbol of commitment and as an essential part of the language learning process. Violation of the Language Pledge deprives both you and your fellow students of an important opportunity. The Language Pledge requires that you not speak, read, or hear English or other foreign languages at any time, even off campus. This means that you should have no contact with students or faculty of another School, even if you speak the language of that School. You will be given a verbal warning for the first violation and a written warning for the second violation. Subsequent violations will be considered grounds for expulsion. This Pledge has been a major key to the success of the Middlebury Language Schools for almost 100 years. We are confident that you understand its importance and will adhere to it.

What is the Language Pledge? All Language School students agree to abide by the Language Pledge, a formal commitment to speak, listen, read, and write the language of study as the only means of communication for the entire summer session. It is the foundation of all of our intensive immersion programs. The Language Pledge originated at the Language Schools and the term is a registered trademark of Middlebury College.

What does the Language Pledge say? The Language Pledge says: “In signing this Language Pledge, I agree to use ___________ as my only language of communication while attending the Middlebury Language Schools. I understand that failure to comply with this Pledge may result in my expulsion from the School without credit or refund.”

Why are students required to take the Pledge? The Pledge helps students focus their energies on the acquisition of language skills and to internalize the patterns of communication and cultural perspective associated with the target language. The Language Pledge plays a major role in the success of the program, both as a symbol of commitment and as an essential part of the language learning process. It ensures that the vocabulary and structures gained in class are “put in motion” right away so they are acquired, used, and not forgotten.

Are beginning students, i.e., students who have never studied the language, required to take the Language Pledge? Students who are beginning their study of a language take a modified and progressively more rigorous Pledge. Each School has built-in structures to enable beginners to succeed during those first several days and a Bilingual Assistant who may speak to beginning students in English during this period. Also, all Language School Directors, the Vice President, the Vice President’s staff and most faculty members are available for consultations in English.

When is the Language Pledge waived? Students are not expected to speak in their language of study when they are faced with an emergency, when conversing with a member of the Middlebury College administration, with a School Coordinator, when speaking with a health care professional, and on those occasions when it is absolutely necessary to use English or another language. Rules and practices regarding implementation of the Language Pledge vary slightly among the Schools. When in doubt, consult the Director, Coordinator or Bilingual of your School. Most important is adherence to the spirit of the Pledge and each student’s sincere effort to use the target language as exclusively as possible during the session. Speaking English in the presence of other Language Schools students is a direct violation of the Pledge and must be avoided at all times.

May I call my parents, spouse, children, significant other, friends? Also, my parents want to visit me while I am here; may I go to dinner with them and speak English? We know that it is important for students to maintain contact with their families and friends. We can't say how much is necessary for each person, so we ask that you keep contacts which are not in your School’s language to the absolute minimum that you feel you need.

May I attend religious services? Yes. Information on local area churches may be found on the Chaplain’s Office Web site at: http://www.middlebury.edu/studentlife/services/chaplain

When does the Pledge begin? Is it different for 6-, 7-, or 8-week students? Is it different for beginners? The Pledge begins when you sign the Language Pledge. Some Schools will have you do this as you check in, others when you take the placement exam; the important thing is that once you have signed it, the Pledge is in effect. Special rules may apply to beginners. Ask your School Coordinator when you check in what the policy is for your School.

May I leave campus on weekends, for example, to attend a friend's/family member’s wedding, commencement, or a conference? Yes, with the approval of your School’s administration. We know that brief absences from campus are sometimes necessary. However, they should be kept to a minimum, since weekend activities are an important part of the program.
The Language Pledge

Has anyone ever been expelled for a violation of the Language Pledge? Yes.

I have a friend in another School, and once in a while we have a conversation in the language of their School, which I also speak. Is that a violation of the Pledge? After all, I am not speaking English. Yes, it is a violation of the Language Pledge. The use of any language other than your target language is a violation of the Pledge.

May I read the newspaper or weekly magazines in other than the target languages? May I listen to music in other languages? Any use of a language other than the one being studied is a violation of the Pledge. Use of a language includes listening, reading, writing, as well as speaking. Please remember that the Pledge is NOT simply a rule against using English; it applies to ALL languages other than the one that you came here to study.

May I watch television? Most Schools have televisions in common spaces with satellite programming in the respective language of study and you are welcome to watch these programs. Watching TV in any other language during the summer violates the Pledge.

I am a graduate student on a committee working on a project during the summer and we are linked by e-mail. Am I breaking the Pledge if I write e-mails in English in order to complete this work? We ask that you keep the spirit of the Pledge in mind. If such work is necessary and will not conflict with your course work and your participation as a member of your School’s community, then it is acceptable to uphold your professional commitments. If the work would take up a significant amount of your discretionary time and attention, it would be better for you to consider attending the Language Schools in a future summer, when you will not be bound by such prior commitments. You should take the Language Pledge only when you are ready and able to make a good-faith effort to abide by it.

When does the Pledge end? Usually, the Pledge ends when you leave campus. Ask your School’s Director or Coordinator about the practice in your School.

Before Leaving for Middlebury

What to Bring

Please plan to arrive on the date your School specifies for arrival. Because our dormitories are occupied by others until shortly before the opening of your session, early arrivals cannot be accommodated.

• Leave valuable items at home. While theft is not common it does occur.
• Arrange for packages to arrive after you do. The College cannot accept them before the sessions begin.
• When planning what to bring please consult the list below:

   Items supplied in each room:
   Twin bed, extra-long mattress (80 inch), mattress pad, pillow, blanket, desk, desk chair, desk lamp with 60W bulb, dresser, closet-space/wardrobe, wall light, and Internet connection.
   Please note that a telephone is not provided in your room.

   We recommend that students supply: Mobile phone, twin-sheets for an extra long mattress (36 inches x 80 inches), towels, hangers, additional lamps and light bulbs, extension cords with surge protection strips, fan (most dorms are not air conditioned), insect repellent, shower caddy, alarm clock, flashlight, extra blankets (electric blankets are permitted) or sleeping bag, rain gear, sports attire, one nice outfit (optional), and other equipment, such as computers and stereos. Though there are many locations where you can connect to the College network wirelessly, wireless coverage is not universal and you may also want to bring an Ethernet cable.

   Prohibited in rooms and subject to confiscation: Appliances with exposed heating elements (i.e. portable heaters, toasters, hot plates), candles, incense, halogen lamps, air conditioners, firearms, pets.

   Permitted: Microwave ovens, small 24-inch refrigerators, irons with automatic shut-off mechanisms, bicycles.
Before Leaving for Middlebury

International Students

http://www.middlebury.edu/international/iss

International Student and Scholar Services (ISSS) offers visa-related services and provides advice and support to Middlebury College’s international student, faculty, and staff population. Non-U.S. citizens/non-U.S. permanent residents enrolling in the Language Schools must be maintaining a nonimmigrant status which allows them to enroll in courses full-time. Do not enter the U.S. on a tourist visa (B-1 or B-2) or visa waiver (ESTA), as these do not allow enrollment in Middlebury’s programs. Most international students attending the Language Schools do so in F-1 student status, sponsored either by Middlebury College or their academic-year home institution. Please contact ISSS immediately to ensure that you have an appropriate nonimmigrant status to be enrolled as a summer student.

International students studying at the summer Language Schools must check in with ISSS at the student welcome center in Axinn before 5pm on the day of their arrival or within the first week of classes to confirm that they have entered the U.S. in an immigration status that allows for full-time enrollment in summer courses. During this check-in, travel and visa related documents (passport, visa, I-20 and I-94 card) will be reviewed and signed and copied, if necessary. For Middlebury-sponsored F-1 students, ISSS will then be able to register the student in the U.S. government’s Student and Exchange Visitor Information System (SEVIS).

If you need further information, please consult the Frequently Asked Questions (FAQ) section of the ISSS Web site dedicated to Language Schools students http://www.middlebury.edu/international/iss/FAQ. If you have specific questions, please contact International Student and Scholar Services located in Carr Hall. You may reach ISSS by e-mail at isss@middlebury.edu or by phone at 802.443.5858.

In addition, all international students attending the Language Schools are required to submit visa history and passport information on a secure website. The Tax Office sends an email mid-May to all international students with the website information as well as a username and password. It is the students’ responsibility to submit the information in a timely manner. The information is used to determine the student’s tax status (non-resident alien versus resident alien for tax purposes). It is not shared with immigration officials. All students are required to submit the information whether they receive financial aid or not. Upon arrival, all international students are in addition required to submit tax forms to the Tax Office. You may reach the Tax Office via e-mail at taxmanager@middlebury.edu or by phone at 802.443.5742.

ID Cards

New Students

Students arriving at Middlebury for the first time must submit a new photo so that ID cards are processed prior to arrival on campus. Academic year students attending a Language School CANNOT use their academic year ID Card and must submit a NEW photo.

Photos should be uploaded using the following link:
http://www.middlebury.edu/offices/health/publicsafety/forms/ID_Photos/new_photos

Please refer to your acceptance letter to obtain your ID number.

Returning Students

Students returning to the same Language School they attended in previous years are required to bring their ID card with them. Cards currently in the access system can be reactivated through the following link:
http://www.middlebury.edu/offices/health/publicsafety/forms/ID_Photos/ID_Card_Reactivation

Students returning to a Language School other than one previously attended will need to submit a new photo and have a new ID Card printed prior to arrival. Please view the “New Students’” section above and view the FAQ before uploading a photo.

Students needing a replacement card for Academic Year or for a Language School previously attended will need to purchase a new card from the department of Public Safety. Photos can be submitted ahead of time using one of the “Upload Photo” links below.

For more information on ID photos go to: http://www.middlebury.edu/offices/health/publicsafety/forms/ID_Photos (or if you are on campus type: go/idphotos)
Communication and Banking

Campus Telephone Services
Extension 5700, http://www.middlebury.edu/offices/technology/telecom

We provide courtesy telephones in the hallways and common areas of all residence halls. In smaller houses there is usually just one courtesy telephone in a common area. These phones may be used for emergency calls to 911 or Public Safety, ext. 5911, calls to campus locations, and local and toll-free calls. Long distance calling requires a calling card. There is no in-room telephone service for students.

Cellular Service
Verizon Wireless, AT&T Wireless, and Sprint generally offer good reception on-campus and in the Middlebury area. If you do not have a U.S. cell phone, pre-paid cellular phones for use in Middlebury (zip code 05753) are sold online and at local businesses.

Fax Services
An outgoing-only fax machine is located in the main library (Davis Family Library). An incoming-only fax machine is located in the Mail Center in McCullough; the number is 802.443.2068. The Mail Center receives and delivers faxes via campus mail without advance notification. This fax machine is accessible only to Mail Center staff.

Incoming Mail
Your address during the session will be:
First Name Last Name
Box Number Middlebury College
14 Old Chapel Road
Middlebury VT 05753

This address is good for the USPS, UPS, Federal Express and DHL. Student mailboxes are located at the Student Mail Center in McCullough.

All USPS mail, including parcel post, UPS, Federal Express and DHL packages are delivered to the Mail Center for distribution to student mailboxes. We recommend using UPS if a signature is required, to track, or insure the contents of a package. If a package is small enough to fit in your mailbox it will be put in your mailbox and you will not receive a notification. If a package is too large to fit in your mailbox you will be sent an e-mail notification from “mailcenter” to your Middlebury e-mail address telling you it has arrived. Each e-mail you receive will represent one item. The Mail Center window is open Monday–Friday, 9 am–4 pm.

To get your mailbox number and the combination, you must go to BannerWeb and put in your ID# and your PIN. After hitting “enter,” go to “personal info” and again press “enter.” The screen will now show your box number and combination. This is a secured site and only you can access your own combination. Instructions on how to open your mailbox are posted above the mailboxes. Please do not ask the Mail Center staff to get your mail for you.

Please note: The College cannot accept packages that arrive before the beginning of the session. Only first class mail and all packages will be forwarded after your departure for up to a year. Newspapers, magazines and junk mail will be recycled.

Outgoing Mail
You may purchase stamps at the College Bookstore or at the MiddExpress Store. The Bookstore also sells books of postcard stamps. If you need a package weighed before you apply postage, bring it to the Mail Center window (open Monday–Friday, 9:00 AM to 4:00 PM). Per federal postal regulations, no stamps may be applied to a package weighing over 13 oz. You will have to go to the Middlebury U.S. Post Office (10 Main Street, 802.388.2681) or use the UPS service located in Freeman International Center. Insured, registered, and certified mail must be mailed from the U.S. Post Office between 8:00 AM and 5:00 PM Monday through Friday, and from 9:00 AM to noon on Saturday.

Campus Mail
Place mail directed to students, faculty, College offices, etc., in the campus mail slot in the McCullough Mail Center, and it will be delivered free of charge.

The Mailing Services office in FIC, (Freeman International Center) is the central shipping point for United Parcel Service. Students, faculty, and staff may ship personal packages from this office Monday through Friday, 8:30 AM to 2:30 PM. You must have a credit card with you in order to process any type of shipment. Cash and checks are not accepted. On that day, UPS will accept cash only. The Mailing Service office will not accept any packages one week prior to or any time after the designated final shipping date.

Check Cashing
You may cash traveler’s checks for up to $50 at the Cashier’s Office (Service Building: 8:30 AM–4:00 PM; closed 1:00–2:00 PM). They will not cash personal checks or accounts payable or payroll checks issued by the College. College-issued checks may be cashed at the National Bank of Middlebury with your Middlebury College ID.
Communication and Banking

Banking in Middlebury
There are five banks in Middlebury:

- **People’s Bank (formerly) Chittenden Securities Inc.**
  South Village, 802.388.6316
  https://www.peoples.com/portal/site/peoples/

- **Citizens Bank/Charter One**
  36 Middle Road, 802.388.6791
  www.charterone.com/home

- **Key Bank**
  47 Creek Road, 802.388.4031
  www.key.com

- **National Bank of Middlebury**
  30 Main Street, 802.388.4982
  www.nationalbankmiddlebury.com
  (has Automated Teller Machines located on campus, downtown, and Rt. 7 South)

- **The Vermont Federal Credit Union**
  24 Washington Street
  https://www.vermontfederal.org/home/home

All of these banks usually cooperate in the matter of opening checking accounts and cashing personal checks for those who have accounts. Because it may be impractical to open a checking account for a short stay at Middlebury, we recommend that you rely on traveler’s checks or an ATM card issued by your home bank in order to obtain necessary cash.

Automated Teller Machine
The National Bank of Middlebury has ATMs located in the McCullough Student Center and the Library. It accepts Plus, Cirrus, Yankee 24, NYCE, Visa, MasterCard, Discover, AMEX, and National Bank of Middlebury cards.

Arriving in Middlebury

Air
The closest airport is in Burlington, about 35 miles north of Middlebury. There are also airports in Rutland, Vermont and Albany, New York. The most viable ground transportation options from Burlington to Middlebury are bus, taxi, or rental cars.

If you need to rent a car in the town of Middlebury, call:
  Enterprise: 802.388.3800
  Alamo: 802.864.7441
  Avis: 802.864.0411
  Budget: 802.863.3030
  Enterprise: 802.864.1111
  Hertz: 802.864.7409
  National: 802.864.7441

The following rental companies are available at the Burlington airport:
  Alamo: 802.864.7441
  Avis: 802.864.0411
  Budget: 802.863.3030
  Enterprise: 802.864.1111
  Hertz: 802.864.7409
  National: 802.864.7441

Car Service
Middlebury Transit serves the campus to/from Burlington, Albany, New York City, Boston, and Montreal airports and all regional Amtrak and bus stations. They will coordinate rideshares for students/faculty.

  Middlebury Transit, 800.388.1002 (or 802.388.3838)
  Jessica’s Vital Transit, 802.349.8833
  Everywhere Taxi of Vermont, 802.238.4121
  Vermont Tour & Charter, 802.734.1293

Automobile
The town of Middlebury is located approximately 35 miles north of Rutland and 35 miles south of Burlington on U.S. Route 7. The College campus is located 3/4 mile west of U.S. Route 7 on Vermont Route 125 and Vermont Route 30.

- **From Burlington (approx. 1 hour):** Take Route 7 South into Middlebury and Route 30 South to the campus.

- **From New York or New Jersey (approx. 5 hours):** Take the New York Thruway (87 North) to Exit 24 for the Northway. Take the Northway to Exit 20 for Route 149 East. Take Route 149 East to Route 4 East. After entering Vermont on Route 4, take Exit 4 for Route 30 North, which leads directly to the campus.

Taxi
Taxi service to Middlebury is available at the Burlington airport. Rates are subject to change, but one can anticipate charges of $60 or more.
Arriving in Middlebury

- From Boston (approx. 4 hours): Take Interstate 93 North to Interstate 89 North. Follow 89 North into Vermont and take Exit 3 to Bethel and Route 107 West. Take 107 to Route 100 North. Take Route 100 to Route 125 West, then to Route 7 North, which goes into the town of Middlebury. Take Route 30 South to the campus.

Bus
The Megabus bus service offers cheap trips from Amherst, MA; Boston, MA; Hartford, CT; New York, NY; and Saratoga Springs, NY into Burlington, VT. Tickets are as inexpensive as $1 one-way, so buy early! Website at: http://us.megabus.com/Default.aspx

The Middlebury LINK Express operates between Middlebury and Burlington with daily departures and returns. The closest bus station is Merchants Row, less than a mile away from campus. For further information and updated route schedules, please visit the Chittenden County Transportation Authority Web site at http://www.cctaride.org. Passengers wishing to travel to Rutland can opt for the Rutland Connector, offering daily departures and returns. A detailed schedule can be consulted online at http://www.actr-vt.org.

Local Bus Service
Addison County Transit Resources (ACTR) offers a shuttle bus service in and around the town of Middlebury. It has several stops on campus (the Library, Adirondack Circle, Old Chapel, and the Center for the Arts). Passengers may get off at any point on the bus route, and may flag down the bus at any safe stopping location in addition to designated stops. The ACTR summer schedule is available at: http://www.actr-vt.org.

Hotels/Motels in Middlebury
- The Addison County Chamber of Commerce: 802.388.7951, 800.SEEVER.MONT
  www.addisoncounty.com
- The Heart of Vermont Lodging Association: www.vermontinns.com
- Discover Vermont: www.discoververmont.com
- Vermont Chamber of Commerce: www.vtchamber.com
- Brandon Area Chamber of Commerce: www.brandon.org
- Blue Spruce Motel: http://www.bluesprucemotelvt.com 802.388.4901
- Courtyard by Marriott: http://www.marriott.com/travel/btvcy-courtyard-middlebury 802.388.7600
- Greystone Motel: http://www.greystonemotel.com 802.388.4935

- Inn on the Green: http://www.innonthegreen.com 802.388.7512
- Middlebury Inn: http://www.middleburyinn.com 802.388.4961
- Swift House Inn: http://www.swifthouseinn.com 802.388.9925
- Sugarhouse Motor Inn: http://sugarhousemotel.com 802.388.2770

Hotels/Motels near Burlington International Airport
- Burlington Chamber of Commerce: http://www.vermont.org/Visit_Vermont/
- Doubletree Hotel: http://www.doubletreehotelburlington.com 802.658.0250
- Ho-Hum Motel: 802.658.1314
- Holiday Inn Express: http://www.hiexpressburlington.com 1.860.6600
- Sheraton Burlington: http://www.sheratonburlington.com 802.865.6600

Arrival on Campus
The following dates have been designated as arrival days for the various summer sessions. See below for arrival times.

Eight-week session
Chinese, Russian, Portuguese, Hebrew Tikvah
Friday, June 21

Seven-week session
French, German, Hebrew, Italian, Spanish
Friday, June 28

Six-week session
Chinese, French, German, Italian, Russian, Spanish
Tuesday, July 2

Three-week graduate session (Session I)
German, Italian
Tuesday, July 2

Three-week graduate session (Session II)
German, Italian
Thursday, July 25

It is vital that you arrive on time. If you have an unavoidable and significant time conflict, please write to the Coordinator of your School for permission to arrive late. There are
Arriving in Middlebury

Charges for late placement tests, late registration, and late course changes (see Special Fees section). If you need to arrive in Middlebury early, you MUST make arrangements to stay off campus until your session begins.

Arrival Procedures
Please go to the Language Schools welcome center located at the Axinn Center on Old Chapel Road to check in. (Parking is in the Mahaney Center for the Arts lot—across Route 30.) Depending on your program, please plan to arrive on the following days/hours:

- **Friday, June 21** 11:00 AM–8:00 PM
- **Friday, June 28** 11:00 AM–8:00 PM
- **Tuesday, July 2** 11:00 AM–7:00 PM

The following services are provided at the welcome center:
- Key distribution
- MiddCard information
- Career Services Office information
- Vehicle registration (you will need your license plate number and your license and registration)
- Distribution of school arrival packets
- Transportation to your dormitory
- Computing information
- Counseling Service information
- College Book Store information
- Visa and Tax Information for Foreign Nationals

Please plan to spend about 20 minutes at the welcome center. Because of staffing limitations we are not able to help Middlebury undergraduate students move their belongings from storage to their dorms.

Early Morning or Late Evening Arrivals
If you arrive after the welcome center closes for the day, please check in at the Department of Public Safety, located at 125 South Main Street between Emma Willard House and Hesselgrave House. Public Safety’s general business phone number is 443-5133, and the emergency phone number is 443-5911. Although the Department of Public Safety is open 24 hours a day, early arrivals will be directed to the welcome center. Depending on when you check in at Public Safety, you will need to go to either the welcome center or the School office when they open in order to complete check-in procedures with your School.

Special Arrivals
Students arriving for special programs, such as three-week sessions that begin after the start of the six-week session, should follow the instructions issued by their Schools.

Lost Luggage
Luggage that has been lost during your flight and brought to campus by the airline is delivered and stored at the mailroom in the McCullough Student Center. If you need to pick up your luggage after hours or during the weekend, Public Safety will, if possible, meet you at the mailroom so that you can collect your bags. Luggage handcarts will be available for checkout at the mailroom during business hours for a limited period at the start of the summer sessions.

Keys
Residence Hall room keys are issued at the welcome center (late arrivals may obtain keys at the Department of Public Safety). Failure to return a key to Public Safety at the end of the session will result in a charge of $50 for each key and $50 for each lock change that is required.

Parking and Vehicle Registration
Students may bring a car to campus but all cars must be registered with Public Safety. Vehicle registration must be completed via BannerWeb and there is a $25.00 charge for a parking permit. A valid vehicle registration and driver’s license must be presented at the time the parking permit is issued. All summer parking regulations must be observed. Please note: Parking is very limited and is located on the perimeter of the campus (not adjacent to dorms). Please consider carefully the decision to bring a vehicle to campus.

ZipCar.com
Middlebury College has engaged ZipCar.com for driver rentals of hybrid cars (located on campus). There is a registration fee that provides membership in ZipCar car-sharing program. Once a member of the ZipCar group, you can rent a vehicle hourly or daily. Contact: www.zipcar.com.
Financial Information

Students assume full responsibility for the payment of their bills by the due date. Without payment, you cannot register for courses or receive a student ID Card.

Extra Course Fees
The tuition fees entitle you to enroll in three full courses at the graduate level (six-week session), or one level of the intensive language program (seven- or eight-week session). Students may sometimes be permitted to take an extra course by special permission of the Director of the School.

If you receive permission to take an extra course for credit, you must pay the extra course fee of $1,723 (Chinese, French, German, Italian, Russian, Spanish) or $1,962 (Arabic) per unit. There is no fee adjustment for a student carrying less than a full load of studies.

Doctoral Students
Doctor of Modern Languages students staying on campus during the summer to consult with their advisers, to audit classes prior to examinations, or to defend their dissertations pay for prorated room and board only.

The dissertation fee for students defending in 2013 is $2,536, payable at the time the dissertation is submitted.

Special Fees
- Late Payment $50
- Late Course Change $10
- Late Placement Test $25
- Replacement of ID $20
- Late Registration $25

Payment of Fees
Around April 20, you will be notified by e-mail that a bill is ready to view with a link to view the bill. You have the option to either print the bill and send it via mail or pay online. Online paying methods can be electronic check or by credit card (a 2.75% convenience fee will be applied if paying by MasterCard, American Express or Discover).

If a third party is paying your bill, you can designate an authorized payer to be set up to make payments on your behalf.

You will be delayed at the welcome center if your account has not been paid in full. If you have any questions regarding payment of your bill, please call the Student Financial Services at 802.443.3158.

Late acceptances: If you were accepted between April 15 and June 1, payment in full is due by return mail upon receipt of your bill. If you were accepted after June 1, you must pay the full amount due upon arrival on campus.

Financial Aid
The Language Schools financial aid budget is limited and does run out. Funds are offered on a first-come, first-served basis. Your financial aid eligibility may be a combination of grant and loan, to be determined by Student Financial Services. A grant is direct assistance to you that does not have to be repaid. Your grant will be credited directly to your account once you have sent in all requested information and you have signed and returned the second copy of your Financial Aid Notification. For those in a degree granting program, your Stafford loan eligibility will be determined after you have made a loan application and submitted your 2013–14 FAFSA. The loan portion is not mandatory, but if you do not borrow, you will be responsible for that part of your costs. Your Stafford loan eligibility will be determined after you have made a loan application and submitted your 2012–13 FAFSA. All aid is contingent on maintaining satisfactory progress in the course of study you are pursuing according to the regularly prescribed standards and practices of Middlebury College. International students and students in non-degree programs do not qualify for federal funding; however, alternative loans may be available for you. For more information, please visit http://www.middlebury.edu/offices/support/sfs/loans.

International students should be aware that the portion of grant aid you receive that is applicable to room and board costs may be taxable according to IRS tax code. Contact Corinna Noelke, at 802.443.5742, for more information.

Federal Stafford loans for graduate students in a degree granting program are now only available in the form of an unsubsidized loan. The interest rate on these loans is at a fixed rate of 6.8%. Federal Unsubsidized Stafford loans are not based on need; you may borrow up to the total cost of education minus the total of other aid you receive. Graduate students may borrow up to $20,500. The interest on an unsubsidized loan may be paid while you are enrolled, or you may choose to have it accrue and be capitalized, which means that you end up repaying a larger amount. Repayment of the principal is deferred until after you graduate or cease to be enrolled at least half time.

The exact types and amounts of loans will be determined after you have submitted your 2013–14 FAFSA and made a completed application. The amount that we indicate you can borrow is the maximum allowable, and may include required federal fees. We base your loan eligibility on your total cost of education, including travel and personal expenses. Think carefully about the amount of loan that you want to borrow so that you do not borrow more than you actually need. Loan funds are drawn down electronically and will be credited directly to your account. If you are selected...
Financial Information

for Federal Verification, we will need to collect your 2012 Federal tax returns and W-2’s. If you have any questions regarding your Stafford Loan eligibility, please contact Mary Brady, Loan Coordinator at 802.443.5665.

If your loan has not been processed and approved prior to the beginning of your program, you will be required to pay your bill in full. A refund will then be made when the loan funds are received. Additional instructions on settling your bill with loan proceeds will be included with your bill. Please note that a failing grade represents less than satisfactory academic progress, and may jeopardize your eligibility for federal loans, as well as being grounds for dismissal from the program.

Any amount of Middlebury grant, and/or Federal Stafford loan which exceeds your billed fees will be refunded to you after you have arrived on campus in the summer. If you are attending a program abroad, refunds will be sent to you within 14 days of the start of classes. The College is committed to delivering a refund to you on a timely basis; therefore, please remember to contact Alisa Cutter in Student Financial Services at 802.443.5997 or at cutter@middlebury.edu, as to the correct address to send your refund.

If you receive financial aid from an outside source, (e.g. your employer), it will first reduce or eliminate the “gap” between your need (as defined by Student Financial Services) and the percentage of that need that we were able to meet with Middlebury grant aid. Any amount of outside aid which exceeds your gap then reduces Middlebury grant aid dollar for dollar. If the gap has been filled with a loan, we will reduce that portion of the loan that filled the gap before we reduce Middlebury grant aid. For example: Your program costs $6,500; your family contribution is $2,500, so therefore your need is $4,000. Middlebury meets 60% of your need, or $2,400, with grant funds; your “gap” between need and aid is $1,600. You receive $2,000 from an outside source. We first let it fill your $1,600 gap, then reduce your Middlebury grant aid by the remaining $400. If your gap was filled by a loan, we would first reduce the loan by $1,600, then reduce your Middlebury grant aid by $400. The Office of Student Financial Services is open from 8:15 AM to 5:00 PM Monday through Friday. You may call at any time with questions regarding financial aid or to make an appointment. The telephone number is 802.443.5158, and their e-mail address is: studentfinancialservices@middlebury.edu.

Funds from Other Sources: If you are receiving funds from U.S. government agencies, foundations, or other educational institutions, these funds must be paid before registration, either through you or directly to Middlebury College. Outside support that is contingent upon your academic performance will not be accepted. If the supporting institution has not made payment in advance, you are required to pay your bill in full. A refund will then be made when the outside funds are received. Additional instructions on settling your bill with funds from other sources are included with your bill.

Employment
Because of the intensive nature of the summer session, and because of the Language Pledge, Language Schools students may not operate concessions or accept employment.

Veteran’s Benefits
If you plan to apply your VA educational benefits toward tuition costs at the Language Schools, you should send your certificate of eligibility to the Associate Registrar, Jen Thompson (jenthompson@middlebury.edu), before the end of the first week of classes. If you have attended Middlebury College previously, you need only to activate your former certificate of eligibility. Veterans who receive other financial aid must inform the Student Financial Services of Veterans benefits.

Fulbright Scholarships
Amy McGlashan and Professor Paul Monod are available to meet with students to discuss general questions associated with the Fulbright Program. Undergraduates enrolled at Middlebury apply through the Middlebury Office of Student Fellowships and Scholarships; students in degree programs elsewhere should contact the Fulbright Program adviser at their home institution. Graduate students normally apply as “at large” candidates, though in some cases, DML students may apply through Middlebury. Full information and applications are available on-line at http://www.iie.org/fulbright. The on-campus deadline for submission of a Fulbright application for enrolled students entering their senior year at Middlebury College is in late September. Only U.S. citizens may apply, and applicants must have earned the BA degree by the beginning of a grant. Applications submitted during the current year are for study and/or research abroad during the subsequent academic year. As a result, Fulbright cannot fund foreign study during the academic year immediately following summer study at Middlebury. Fulbright Scholarships are not available for post-graduate study on U.S. sponsored programs and, therefore cannot be applied to an MA degree at a Middlebury School Abroad.

Withdrawals and Refunds
In order to withdraw from the Language Schools, a student must complete and sign an official withdrawal form at the
Financial Information

Student's School office. (For additional information related to withdrawal and readmission procedures, see “Withdrawals” and “Request for Readmission to the Language Schools,” below). Upon arriving at the Middlebury Language Schools, students who complete arrival procedures (i.e., check in with the Language Schools or the Department of Public Safety, or who are in receipt of a room key), but who then decide to leave before the end of the fifth day of classes for any reason will, in addition to forfeiting the non-refundable deposit, be assessed a withdrawal fee of $2,000. This withdrawal fee is being assessed because a place had been reserved for the student.

There are no refunds if a student withdraws after the end of the fifth day of classes. A student who withdraws after the fifth day of classes for a documented health or family emergency should contact the Vice President for Language Schools, Schools Abroad and Graduate Programs to discuss the possibility of a partial refund.

If a partial refund is granted, financial aid will be pro-rated based on the amount of time the student was enrolled, according to both Middlebury and federal formulas. Any refund granted is remitted to the person who paid the charges. If a refund represents, in whole or in part, the proceeds of a student loan, remittance is made by the College first to the lender or holder of the loan. Students are given written notice of such disbursements made on their behalf.

<table>
<thead>
<tr>
<th>Program</th>
<th>Session</th>
<th>Site</th>
<th>Refund Deadline*</th>
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<tbody>
<tr>
<td>Chinese</td>
<td>8wk</td>
<td>Middlebury</td>
<td>June 28</td>
</tr>
<tr>
<td>French</td>
<td>6wk</td>
<td>Poitiers</td>
<td>June 28</td>
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<tr>
<td>Hebrew</td>
<td>4wk</td>
<td>Middlebury</td>
<td>June 28</td>
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<tr>
<td>Portuguese</td>
<td>7wk</td>
<td>Middlebury</td>
<td>June 28</td>
</tr>
<tr>
<td>Russian</td>
<td>8wk</td>
<td>Middlebury</td>
<td>June 28</td>
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<tr>
<td>French</td>
<td>7wk</td>
<td>Middlebury</td>
<td>July 5</td>
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<tr>
<td>German</td>
<td>7wk</td>
<td>Middlebury</td>
<td>July 5</td>
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<tr>
<td>Hebrew</td>
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<td>Middlebury</td>
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<tr>
<td>Italian</td>
<td>7wk</td>
<td>Middlebury</td>
<td>July 5</td>
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<tr>
<td>Spanish</td>
<td>7wk</td>
<td>Middlebury</td>
<td>July 5</td>
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<tr>
<td>Russian</td>
<td>6wk</td>
<td>Middlebury</td>
<td>July 9</td>
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<tr>
<td>Spanish</td>
<td>6wk</td>
<td>Buenos Aires</td>
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<tr>
<td>Chinese</td>
<td>6wk</td>
<td>Middlebury</td>
<td>July 10</td>
</tr>
<tr>
<td>French</td>
<td>6wk</td>
<td>Middlebury</td>
<td>July 10</td>
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<tr>
<td>Italian</td>
<td>6wk</td>
<td>Middlebury</td>
<td>July 10</td>
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<tr>
<td>Spanish</td>
<td>6wk</td>
<td>Middlebury</td>
<td>July 10</td>
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</tbody>
</table>

*Refund deadlines expire at 5:00 p.m. on date noted

Cancellations before the start date of any program forfeit the $400 non-refundable deposit only.
Financial Information

Reapplication After Withdrawal: A student (graduate or undergraduate) who wishes to reapply after having withdrawn should follow the procedures set forth in “Request for Readmission to the Language Schools,” below.

Tax Information

U.S. Citizens and Green Card Holders
Most funds received from the College for financial aid to cover tuition, living and school expenses are reportable by Middlebury College on IRS Form 1098-T, Tuition Statement. Funds received from outside sources and most funds received from departments within the College but outside the Financial Aid Office for travel, stipends, internships, fellowships, grants or awards are reportable on that form as well. Form 1098-T is mailed each January for the previous calendar year. The form shows tuition billed (Box 2) and all aid received (Box 5). Financial aid that is greater than tuition or not applied to tuition like monies received for travel is considered taxable income and must be reported as such on the student’s or their parent’s tax return. For more information on which payments are taxable see http://www.middlebury.edu/offices/business/tax/taxability/payment_students . For information on tax credits available for education expenses see the IRS’s Publication 970 at http://www.irs.gov/pub/irs-pdf/p970.pdf .

Foreign Nationals
Based on visa history and passport information provided by foreign nationals prior to arriving to the Language Schools (see pre-arrival information above), the foreign national’s tax status is determined. Resident Aliens are treated for tax purposes like U.S. citizens (see above). For non-resident aliens for tax purposes funds received from the College for financial aid to cover room and board and other non-tuition expenses are reported by Middlebury College on IRS Form 1042-S, Foreign Person’s U.S. Source Income Subject to Withholding. These funds are taxable at 14% or 30% unless treaty benefits apply. Taxes are posted to the students account and are due to the College by the program start date. The tax withholding is also reported on Form 1042-S which is mailed the following February. For more information on which countries have tax treaties and similar questions go to http://www.middlebury.edu/offices/business/tax.

Social Security Number/Taxpayer Identification Number
Students are expected to submit their Social Security Number or Taxpayer Identification Number. It is used as a unique identifier on Forms 1098-T and 1042-S to report information to the IRS. The College has strict policies in place to protect student’s data privacy. Foreign nationals who do not have either number are exempt from this requirement.

Residential Life and Personal Safety

Total immersion is based on residence seven days a week. Classes are held Monday through Friday, but students should come prepared to remain on campus and work several hours each day, including weekends, and to interact with other students outside of class as a vital part of the curriculum. If you absolutely must be away from the campus overnight, you are asked to consult the office of your School and to leave word with them so that you may be contacted in case of an emergency. The College cannot provide housing for members of your family nor may guests be housed on campus. Since our carefully planned co-curricular program is an integral part of our total immersion approach, we encourage students to participate as fully as possible in the cultural activities that are planned by each School and to make use of the athletic and cultural facilities on campus.

Residence Hall Regulations

• The College does not accept responsibility for loss of money or other personal property or damage thereto which may occur in residence halls and elsewhere on campus.

• The room entry and exit must be clear. Nothing may be hung from a sprinkler apparatus.

• In common spaces and suite lounges, nothing can be hung from the ceiling; furniture cannot block an exit;
Residential Life and Personal Safety

Decorations cannot be near an ignition source; only one wall per common space can be decorated (with the exception of posters or pictures framed in glass, in which case more than one wall may be decorated).

- Nothing can be posted in an exit route (hallways, stairways, etc.).
- Any unauthorized air conditioners will be confiscated. The items will be stored until the end of the session, at which time the owner will need to make arrangements with Facilities Services to pay the mandatory storage fee and make an appointment to collect the confiscated item. If an item is not claimed at the end of the session it becomes the property of the College.
- Items in violation of fire safety guidelines will be confiscated. Fire Safety violations include: possession of candles, incense, halogen lamps, portable heaters, or Christmas tree lights (with the exception of “rope lights”), dangerous chemicals, or hazardous materials. Fire safety violations also include: smoking, blocking the means of egress, or hanging tapestries on more than one wall and/or the ceiling. Discovery of any of these violations will result in confiscation and disposal of the prohibited item, fines, and the possibility of additional disciplinary action.
- Occupants must maintain clean and sanitary conditions in dormitory rooms, and must clear common space after personal use. Damages to common areas or hallways may be billed to the residents of the entire dormitory unless the individual(s) responsible can be identified.
- Tampering with fire safety or life safety equipment is prohibited and students will be subject to fines and additional charges to repair or replace equipment. These charges will be borne collectively by the residence hall if the responsible individual(s) cannot be identified. When an individual is identified, the individual is fined and the additional cost to repair or replace equipment is assessed. The individual is also subject to disciplinary action. Fire and life safety equipment includes fire alarms, extinguishers, hydrants, smoke detectors, smoke detector batteries, carbon monoxide detectors, and sprinklers. Any problems with smoke detectors must be reported to the Department of Public Safety or Facilities Services immediately, as nonfunctioning detectors endanger the lives of all residents. If a signal alerts Public Safety to a malfunctioning unit, dorm rooms will be checked and action will be taken to repair the smoke detector.
- Occupants must exit a building when a fire alarm sounds. Failure to do so is considered dangerous behavior and can result in disciplinary action and fines.

The full text of Middlebury Residential Policies is available at www.middlebury.edu/about/handbook/student_policies/residential.

Smoking Policy
The Vermont Clean Indoor Air Act prohibits smoking in public places, except for designated smoking areas. This includes all public areas of the College (classroom and office buildings, dining halls, lounges, lobbies, hallways, and restrooms). Smoking is prohibited in all residence halls, including the small houses. Failure to observe this policy will be treated as a fire safety violation and subject to the same penalties. In addition to indoor spaces, we kindly ask you to refrain from smoking in entryways and in places where people generally congregate.

Furnishings
You should not exchange furniture, remove dorm furnishings from your room, or move lounge or other furniture into your room. If you remove furniture from your room, or move lounge furniture into your room, you will be charged the replacement cost of any missing item. Once a bill has been issued the charges will not be removed, even if the missing item is subsequently returned to its proper place.

Housekeeping and Maintenance
Cleaning equipment is readily available, and students are responsible for keeping their rooms in order. The custodial staff cleans and maintains common areas, such as kitchens, bathrooms, and lounges daily (unless the facility you are residing in has less than 19 people and then the facility is on a reduced cleaning schedule), with the exception of Sundays. Charges are imposed for damage to rooms or furniture, for removal of furniture, and for rooms not left in neat condition at the end of the occupancy period.

You should report all problems related to housekeeping and maintenance in your dormitory to your School office for referral to the appropriate College department.

Bathrooms
Residents should expect to share communal bathrooms in the residence halls.

Bicycles
Students, faculty and staff using bicycles on campus are required to register their bicycles at the Department of Public Safety. Bicycles should be kept in the rooms or racks provided for their storage. They should not be in residence halls, other buildings, or chained to other objects on campus. There is a charge of $25 for bicycles removed from unauthorized places.
Residential Life and Personal Safety

Refrigerators
The Bookstore sells small refrigerators for your dorm room. The store will buy back at a discount refrigerators purchased there if the item is in good condition and with the original receipt.

Pets
Pets are strictly prohibited on campus. There is a fine of $25 plus the cost of impoundment for any pets brought to campus.

Laundry Facilities
There are 15 laundry rooms (Hepburn, Gifford, Painter, Atwater, Coffrin, Hadley, Munford, Stewart, Kelly, Brackett, Prescott, Palmer, Brooker, LaForce, Forest) on campus; each room contains both washers and dryers. All machines are operated by a Smart Chip card. Smart Chip cards cost $2 and will store a value up to $99. Card machines are located at the entrance to Ross Dining Hall, at McCullough next to the ATM, and the Atwater laundry room. Cards can also be purchased at the College Store in Proctor Hall. For inquiries regarding money lost in laundry machines or any other questions, contact the MacGray Company online at http://www.macgray.com/customer.html, or call their Customer Service number at 1.800.MAC.GRAY (1.800.622.4729).

Mountain Fresh Cleaners (388.2842), located at 10 Washington Street in Middlebury (Shaw’s shopping plaza), offers wash and fold service and has ten coin operated washers for public use. Desabrais Laundry and Drycleaning (388.3458) at 1232 Exchange St. has 29 coin operated washers for public use and offers wash and fold service.

Security and Access to Student Residences
Middlebury College residence halls are secured by the enhanced card access system. Students, faculty and staff will need to carry their access identification card with them at all times. Residence halls are not open to the public but may be accessed by members of the College community on official College business. Students, faculty and staff are issued keys to their rooms and should keep their doors and windows locked when going to sleep or when leaving the room. All students are issued an access identification card that allows them to gain access to buildings that have been designated as part of the Language School program, dining area or laundry facility. The enhanced access system is monitored 24 hours a day by the Department of Public Safety. The system will display alarms when a door is propped open; the components are tampered with; forced entry occurs; or if unauthorized person(s) attempt to access with an invalid access card. When an alarm is displayed at Public Safety, the telecommunicator will acknowledge the alarm and dispatch an officer to investigate. Public Safety Officers patrol campus regularly. Students, faculty and staff are encouraged to report all unauthorized persons and suspicious activities to Public Safety. College officials are authorized to enter a student’s room under certain circumstances. See Residential Policies, “Entry into Residential rooms” at www.middlebury.edu/about/handbook/student_policies/residential.

Escorts
Public Safety can provide escort service for personal safety on campus after dark. Call x5133 to request assistance or x5911 to report an emergency.

Personal Property
Middlebury College does not maintain insurance for the personal property of faculty, staff and students. It is your responsibility to insure valuable property that you bring with you.

Emergencies
In situations perceived as serious medical emergencies, call 911 for police and paramedics, call x5911 for assistance from Public Safety staff, or go directly to the emergency room at Porter Medical Center. Persons with possible neck or spine injuries should never be moved. Always call an ambulance.

For all other emergencies, use the red phones located in the dormitories to connect directly with Public Safety, or use any campus phone to reach the Public Safety office at x5911. Public Safety will contact the fire department, police, ambulance, etc., if required.

Emergency Phones
Red emergency phones are located in dorms and academic buildings all over campus. Pick up the receiver and the call will be automatically connected to the Public Safety telecommunications center.

Campus phones require the caller to dial 911 for police, or 5911 for Public Safety. They may also be used for nonemergency inter-campus calls by simply dialing the extension.

Parking Lots
Parking Lots that are primarily used by students have emergency phones that can also be used to make calls to campus extensions. These phones can be recognized as having black pedestals with blue globes on top. These phones have no receiver, but have a keypad and speaker system. For emergencies, press the red button labeled “Help”; the call will be answered by Public Safety. Or dial 911 and the call will be connected to the Vermont State Police dispatch center. The Department of Public Safety telecommunications center will receive simultaneous notification of any 911 call made from a College phone or College emergency phone.
Residential Life and Personal Safety

Residence Hall Entrance Phones. There are emergency phones at the main entrances of the large residence halls equipped with card access. These phones are the same phones found in the parking lots. Each phone has an emergency button and can also be used to make calls to campus extensions.

Middlebury College Department of Public Safety (DPS) encourages you to report suspected crimes and emergencies as promptly and as accurately as possible. If you need to report a crime in progress or other emergency you should dial 5911. Please be prepared to provide the dispatcher with your name, a description of the type of emergency and the location of the emergency. Please dial 911 (Vermont State Police) only in an emergency, which means you are in need of immediate police, fire, or medical response. Both the State Police and DPS receive immediate information indicating the address where the call initiated. While the caller is speaking to the Vermont State Police dispatcher, DPS is dispatching an officer to the location.

If you mistakenly dial 911, please do not hang up, since all calls are captured by the 911 system. Stay on the line and talk to the 911 dispatcher before you disconnect. In the event of a hang-up, emergency service personnel will attempt to call you back, or if there is no answer, will send someone to the location you called from.

To contact Middlebury College DPS directly, use a red emergency phone or dial 5911 from any campus phone or 802.443.5911 from an off campus phone.

Local Law Enforcement Agencies

- Middlebury Police Department: 802.238.3191
- Vermont State Police: 802.388.4919
- Addison County Sheriff’s Office: 802.388.2981

Public Safety officers are often the first responders for assistance in reports of fire, medical emergencies and criminal activity. Fire alarm and intrusion alarm signals are received at the telecommunications center through a computerized alarm processing system. Middlebury College also has an enhanced 911 system. This allows for emergency calls from the campus telephone system to be sent directly to the Vermont statewide 911 service.

Emergency Planning and Preparedness on Campus

Events on other campuses and around the world make us aware that Middlebury is not insulated from threats and concerns for safety and security.

With the proliferation of cell phones, it is sometimes impossible to reach students/staff/faculty in a timely fashion using the methods relied upon in the past. Middlebury has implemented an emergency broadcast notification system, RaveAlert, that will allow the College to send out information to cell phones, e-mail accounts, and dorm extensions in a rapid and organized manner in the case of certain types of emergencies. This system can only reach you if we have your contact information. If you provide a cell phone number, it will be stored in our database as well as in the emergency notification system for use in the event of a pressing need to contact you quickly. It will not appear either in the printed directory or in the on-line directory.

If you own a cell phone with Vermont dialing access, it is in your best interest to provide your number for this purpose. You can register your cell phone by logging on to BannerWeb (click at the bottom of Middlebury’s home page and enter your User ID and PIN number), and selecting the Personal Information tab. You’ll find the option, Update Cell Phone. Provide your number there and you are finished. If you need to update this number at a later date, you can simply enter the new cell phone number.

The Rave Alert system was chosen by the College because it can reach any user, anywhere, and at anytime via text-enabled devices or voice-enabled devices—phones, mobile phones, pagers, wireless devices, SMS, and e-mail accounts. The system allows the College system managers to specify device-to-device escalation rules so messages will be delivered and received quickly.

In order to recognize these messages when they arrive, please note important sender information.

- A message sent to e-mail will have the following sender information: Midd Alert (middlebury@getrave.com)
- A message sent to cell phones will display the following number: 802.388.0409
- An SMS (text message) will display the number 802.388.0409

In addition, emergency information and updates will be available to the College community and the general public at MiddAlert.net. This site is hosted at Google and is a high-availability website. Authorized administrators can post current information and provide updates about emergency situations if they occur at the College. You may also choose to subscribe to the MiddAlert.net Feed. For more information, please see the pre-arrival web page.

The College advises all students to have a personal evacuation plan in case of a major emergency.
Dining

Everyone, including those who have been given special permission to live off campus, is required to eat in the dining halls. There are three dining halls assigned to the Language Schools: Atwater, Proctor, and Ross. Each School is assigned specific dining times in one of these dining halls for breakfast, lunch and dinner. Please leave the dining room promptly at the end of your scheduled time in order to avoid infringing on the time of other Schools and College staff.

All students, faculty, faculty dependents, and summer staff must present ID Cards at the dining rooms at each meal. Dishes may be taken onto the terrace adjacent to the dining room. Please return your dishes to the dish return area after you have completed your meal. You are welcome to take a piece of fruit, the ice cream you are eating, or beverage you are drinking in your own travel mug or bottle. All other food and beverage items are to be consumed only in the dining halls or terrace. You should be aware that a $35.00 fine will be imposed on those abusing this privilege. Shirts and shoes are required in all dining areas. Smoking is not permitted inside the dining hall or on the adjacent terrace. If you have special dietary needs please complete the dietary request form (available on the pre-arrival Web site) and speak with the chef in your dining area.

Kosher Meals
Please submit a dietary request form (available on the pre-arrival Web site) to the Coordinator for your School by May 10, and s/he will help you arrange this service. Meals will be prepared in a Kosher kitchen and delivered to you at your dining hall. (8-week students who do not submit the Special Dietary Request Form by May 10 will receive pre-packaged kosher meals for the first two weeks of the program and freshly prepared meals thereafter.)

First Meals
The first meal for students is dinner on the day of arrival. If you arrive earlier in the day, you may purchase lunch at The Grille, located in McCullough Student Center.

Final Meals
Beginning with dinner on Friday, August 16 (served from 5:30–8:30 PM), all meals for students, faculty, and staff remaining on campus will be served in Proctor Dining Hall. The final meal for all students, faculty and staff is brunch on Saturday, August 17 (served from 8:00 AM–1:00 PM).

Guest Meals
Guests who speak the language of the School may join the School for meals in the dining hall with the permission of the Director or Associate Director. Meal Charges for Guests:
Breakfast $6; Lunch $12; Dinner $17.

English-speaking summer employees eat in Redfield Proctor dining hall.

Dining Hall Schedules
The standard dining schedule for summer 2013 is:

Weekend Breakfast and Brunch:
- Ross: Chinese, German, Hebrew, Portuguese, Russian
- Proctor: French, Italian, Spanish

Weekday Breakfast: 6:30–9:00 AM
- Ross: Chinese, German, Hebrew, Portuguese, Russian
- Proctor: French, Italian, Spanish

Lunch and Dinner
Ross
- First shift: Russian
  - Lunch 11:30–12:20, Dinner 5:30–6:20
- Second shift: Chinese
  - Lunch 12:30–1:20, Dinner 6:30–7:20
- Third Shift: Portuguese
  - Lunch 1:30–2:20, Dinner 7:30–8:20

Atwater
- First shift: Hebrew
  - Lunch 11:30–12:20, Dinner 5:30–6:20
- Second shift: German
  - Lunch 12:30–1:20, Dinner 6:30–7:20
- Third Shift: Italian
  - Lunch 1:30–2:20, Dinner 7:30–8:20

Proctor
- First shift: French
  - Lunch 11:30–12:45, Dinner 5:30–6:45
- Second shift: Spanish
  - Lunch 1:00–2:15, Dinner 7:00–8:15

Other Dining Options
The Grille, Crossroads Café, and MiddXpress, located in the McCullough Student Center, are open to the College community. Because these facilities are frequented by people from all Schools and faculty and staff of the College it is imperative that the Language Pledge be strictly observed, except for necessary contact with dining service personnel.

Crossroads Café (opens June 20)
Monday through Friday: 8:00 AM–MIDNIGHT
Friday: 5:30 PM–MIDNIGHT
Saturday and Sunday: 5:30–11:30 PM
Dining

The Grille
*Monday through Thursday: 11:30 AM–11:30 PM*
*Friday: 11:30 AM–1:00 AM*
*Saturday: 5:30 PM–1:00 AM*
*Sunday: 5:30–11:30 PM*

Wilson Cafe
*Monday, Tuesday, Friday: 7:30 AM–2:00 PM*
*Wednesday, Thursday: 7:30 AM–7:00 PM*
*Saturday, Sunday: CLOSED*

MiddXpress
*Monday through Friday: 8:00 AM–10:30 PM*
*Saturday and Sunday: 1:00 PM–10:30 PM*

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Attendance
Participation in all classes is mandatory and an integral part of the academic program. Normally students are not permitted to miss more than three days of class. Missing more than three days will likely result in removal from the program and failing grades. No reimbursement will be given in such cases.

Placement Tests
Test results, rather than length of previous study, determine placement in courses. Please keep in mind that by applying to one of the Language Schools, you have indicated your willingness to accept placement determined by your School on the basis of placement tests. Check your School’s arrival information for times and locations of placement tests.

Your School will also provide you with information about the time and place for advising and course selection.

Registration
Language Schools students do not register for courses online. Once you have selected courses with your advisor, the information will be sent directly to the Registrar’s Office. Your courses will be available for viewing on BannerWeb on the first day of class. Please see the Coordinator of your School if you see an error on your schedule.

ADD/DROP Procedures
Add/drop cards are available in your School’s office. You must obtain the signatures of each instructor and the Director or Associate Director of the School. Deadlines are indicated in the following chart. There is a $10 late fee for course changes after the deadline. No new courses may be added after the add/drop deadline. Courses dropped before the add/drop deadline do not appear on your transcript. If you drop a course after the add/drop deadline, but on or before July 17, you will receive a grade of WD. If you drop a course after July 17, you will receive a grade of WDF. Notifying your instructor of non-attendance does not constitute official withdrawal from a course.

Add/Drop Deadlines:
*8-week session & Portuguese School: July 2*
*7-week session: July 8*
*6-week session: July 11*
*3-week session: end of the third day of class*
*Last date to drop without grade penalty for any School is July 17*

Transferring from One School to Another
Admission is to an individual School. It is rarely possible, and never after the first week of classes, for a student to transfer from one Language School to another. The permission of the Directors of both Schools and the Vice President for Language Schools, Schools Abroad, and Graduate Programs is required.

Curriculum
In the intensive language curriculum (3100–3499), you may enroll in courses in one language only, and should normally enroll in courses at one level only. The first digit of the course number does NOT indicate level.

At the graduate level, Middlebury offers the Master of Arts and the Doctor of Modern Languages degrees. The graduate curriculum in Arabic, Chinese, French, German, Italian, Russian, and Spanish (courses numbered 6501–6999) is made up of courses in language analysis, literature, the social sciences, history, art and music history, and foreign language
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pedagogy. A normal load is three courses to be selected in consultation with the Director or Associate Director. First-year graduate students are placed in courses most appropriate to their linguistic proficiency, as determined by the results of placement tests taken prior to registration. Some students may be required to take one or more lower-level courses for undergraduate credit before beginning a full load of graduate work.

Curricular Changes
The Language School directors, along with their associate and/or assistant directors, are primarily responsible for establishing the curriculum each summer in consultation with the Faculty Advisory Board, an undergraduate faculty committee whose members are appointed by the Vice President for Language Schools, Schools Abroad, and Graduate Programs. The result is a balanced curriculum covering language, literatures, linguistics, pedagogy, and other fields.

New programs and degrees are reviewed by Language School directors and the Faculty Advisory Board before they are sent for review and consideration to the president and the board of trustees who have final approval.

MA Candidacy
The Master of Arts degree in Arabic, Chinese, French, German, Italian, Mediterranean Studies, Russian, or Spanish requires twelve units in the areas of language, literature, and civilization. Receipt of the BA degree or the equivalent from a regionally accredited institution is a prerequisite for admission to the MA program. Students are notified by letter of their formal acceptance into the MA program after successfully completing three graduate-level courses during their first summer of study on the Vermont campus. They may then complete the MA at a Middlebury School Abroad or by attending subsequent summer sessions in Vermont. Students in the Arabic or Chinese MA program may complete the program in four summers on the Vermont campus or one summer and one academic year at the Monterey Institute for International Studies and a final summer on the Vermont campus.

A highly-qualified undergraduate student may accumulate, before receipt of the BA degree or equivalent, a maximum of six graduate units at the Language Schools to be applied toward the Middlebury MA degree. Such units will not count toward both degrees. A failing grade represents unsatisfactory progress. It may jeopardize a student’s eligibility for federal loans, and may be grounds for dismissal from the program.

Transfer courses may not be used to make up failures (see Transfer Credits). All failed courses must be made up at a summer session in Vermont. An MA candidate who withdraws from a School Abroad may complete the degree only through further study on the Vermont campus. Special permission must be granted to complete the degree at a School Abroad.

Credits and Course Load
All credit awarded by the Language Schools is defined in terms of units. One unit equals three semester hours of credit. Students enrolled in the eight-week session of the Arabic, Chinese, Japanese, and Russian Schools normally earn four units of credit. Students enrolled in the seven-week session of the French, German, Hebrew, Italian, Portuguese, and Spanish Schools normally earn three units of credit. Students enrolled in the six-week graduate programs of the Arabic, Chinese, French, German, Italian, Russian, and Spanish Schools normally earn three units of credit. Graduate students are not permitted to repeat a course for which they have received a passing grade and earned credit.

For transfer purposes, the student’s home institution determines how many credits, graduate or undergraduate, are granted for a summer’s work. Students should consult their home campus advisors.

All students must pay the full tuition even if they are carrying less than the full load of courses. We advise against taking more than the normal load. Permission to take a fourth course must be obtained from the Director or Associate Director of the School, and is given only in rare exceptions, and only to graduate students who have studied previously at the School. Students are billed for extra courses after the beginning of the session (see Extra Course Fees). Payment in full is due upon receipt of the bill. A degree must be earned within a ten-year period. All units of credit expire after ten years, whether earned at Middlebury College or transferred from another institution. Thus, credit earned at the 2013 session will expire after the end of the 2023 session. The validity of a degree, which certifies a level of achievement, does not expire.

Independent Study Courses
Students may not earn academic credit for independent study courses conducted outside of the summer term (with the exception of courses taught at a C.V. Starr-Middlebury School Abroad).
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Transfer Credits

After formal admission to the program, candidates for the MA and DML degrees may request permission from the Coordinator of their School to transfer from another institution a maximum of the equivalent of one full-time summer of study at Middlebury (three units). Final approval will come from the Registrar’s Office. For courses taken at institutions on the quarter system, as well as institutions whose courses do not carry credit equaling three semester hours, the Middlebury College Language Schools grant (a) one unit of credit for two quarter courses or (b) two units of credit for three quarter courses. Please submit in writing which option you intend to follow.

Only courses taken after successful completion of the initial summer and formal admission to degree candidacy can be transferred. Courses taken at other institutions before the first summer of study may not be transferred toward a Middlebury degree, and transferred courses may not be used toward any other degree. Written approval of a course’s transferability should be obtained from Middlebury before registering for the course. Middlebury College courses transferred from one degree program are not eligible for another Middlebury College degree.

Courses for transfer must be graduate level and taken at an accredited institution that offers an MA in either the language of study or a related discipline. In either case, to be considered for transfer credit these courses must be taught entirely in the language of the student’s degree program. We do not accept certificate courses, asynchronous online courses, correspondence courses, independent study, courses taught fully or partially in English* or courses from extension or continuing education programs. Students may not transfer courses from our partner institutions abroad if they are not enrolled in our program at the time the courses are taken. For specific Schools’ policies on transfer credits from MAT or M.Ed programs, please consult with the School Director.

*With the exception of the Middlebury-Monterey option of the Arabic or Chinese MA degrees.

The courses must be taught in the foreign language in the areas of language analysis and linguistics, culture and civilization, literature, or professional preparation, and must not duplicate courses already taken for degree credit. All units counted toward a degree must be taken on a graded, not a pass/fail or credit/no credit, basis. No grade below a B- may be applied toward a Middlebury MA degree. No grade below B+ may be applied toward a DML degree. Courses may not be transferred to make up for courses failed at a Middlebury summer session or at a School Abroad.

Students with failing grades forfeit as many possibilities of transfer credit as they have failing grades.

Auditing

Auditors are normally not allowed in intensive language courses. With the permission of the Director of the School and the instructor, if space permits, regularly enrolled full-time students may audit additional courses at the graduate level in the same School without charge. In rare cases, regularly enrolled students may change their status to that of auditor with the permission of the Director of the School, but never after the third week of the session. Any student who is granted special permission to change their registration status from full-time registered to auditor will no longer be eligible for any grants or Federal loans. Auditors may not change their status to that of regularly enrolled students without permission of the Director of the School, and never after the first week of the session.

Auditing privileges are occasionally granted to individuals not enrolled in one of the Language Schools, with the permission of the Director of the School. Final decisions on the acceptance of auditors are not made until after the completion of formal registration of full-time students. On-campus housing cannot be guaranteed to auditors. Auditors are subject to the Language Pledge and they may take advantage of the co-curricular cultural program of the School, but they may not take an active part in classroom activities or expect out-of-class attention from teachers.

Audited courses are not recorded on the Middlebury transcript for the summer Language Schools or the C.V. Starr-Middlebury College Schools Abroad.

Auditors should check with School offices about the availability of on-campus housing. After receiving permission to audit from the Director of the School, auditors should see the Language Schools Budget Coordinator, in Sunderland 206, for payment of fees and MiddCard authorization. The auditing costs per week are: tuition=$1092; room and board=$754.

Grades

The following grades are used: A, A-, B+, B-, C+, C, C-, D, F. No grade below a B- may be applied to a Middlebury MA degree, nor below B+ to the DML degree. An A+ grade is available only at the graduate level and represents exceptional level of achievement.

Courses dropped after the end of the add/drop deadlines but on or before July 17 are entered on student transcripts as WD with no grade. A grade of WDF is recorded for courses dropped after July 17. Requests for a grade of
Academic Matters

WDP (Withdrawal/Pass) will be granted only in cases of documented and unforeseeable medical or family emergencies. Pass/Fail grades and notations of “no credit” or “auditor” are not available.

A change in grade will only be allowed in a case of clerical error or for the reason of fairness to the student. Students who wish to appeal a course grade should consult with the instructor of the course and the Director of the School. The student must write a letter stating the reasons for the appeal and should include copies of all relevant supporting materials. A change of grade form must be completed by the instructor of the course and the Director. Subsequent appeal may be made to the Vice President whose decision is final. Appeal must be made during the six months following receipt of the grade.

NOTE: GPA is calculated for all students attending Middlebury College. The course numbering system will be as follows: undergraduate courses 3100–3499; graduate courses 6100–6999.

For Middlebury College Undergraduates

As with other Middlebury College course work, the following circumstances will result in course work, grades, and GPA being posted to the undergraduate transcript:

- A student taking summer Language Schools undergraduate-level courses.
- A student taking summer Language Schools or Bread Loaf School of English courses at the graduate level who wishes to apply them to their undergraduate BA degree.

NOTE: Middlebury Undergraduates planning to use summer graduate-level course work toward the undergraduate degree must let the Registrar’s Office know by the end of the summer session. The Registrar’s Office does not solicit students regarding their intentions. Middlebury undergraduates may count graduate work at the summer Language Schools and the Bread Loaf School of English toward their Middlebury BA degree, but are not able to reuse the course work toward a subsequent Middlebury College graduate degree. No changes will be made once the course(s) has been recorded as undergraduate credit.

Graduate work that a student does not want or need applied to the undergraduate BA degree will remain with the GR attribute and will show only on the graduate-level page of the transcript. In such a case, GPA would be calculated at the graduate level and this becomes part of the overall Middlebury record.

Post BA: Courses taken and grades earned at a Language School at the undergraduate level after the Middlebury BA has been awarded will not be included in the BA GPA.

Incompletes

Incompletes are seldom given in the summer session and only for illness or compelling reasons, and must have the approval of the Director or Associate Director of the School. There must be a clear written understanding between the faculty member and the student as to the conditions under which the incomplete grade is to be completed.

To petition for an incomplete grade, you must fill out an Incomplete Request Form available from the Director of your School. Both the instructor and the Director or Associate Director must sign the form. A grade of “incomplete” that has not been completed within three months of the end of the session automatically becomes a failure (F). It is the responsibility of the student to make sure that this deadline is respected. Reminders will not be sent by the Registrar’s Office.

Grade Reports

Final grades will be available online (BannerWeb) approximately two weeks after the end of the session. Students will be notified via email when final grades are available. Grades are never released over the phone. Students will need their student ID number to access grades via BannerWeb.

Student Records

In accordance with FERPA (Family Educational Rights and Privacy Act of 1974), students or former students of Middlebury College have the right to inspect all educational records placed in their files after January, 1975. NOTE: For additional information please see the Middlebury College Web site: http://www.middlebury.edu/about/handbook/academics/student_records_FERPA or contact the Registrar’s Office.

The Language Schools maintain several types of student records:

- Summer directory information— student’s name, campus address, and home address. Distribution is limited to the individual School. If you do not want to have your name appear in this directory you should notify the coordinator of your School.
- Academic records—A transcript for each student is kept in the Registrar’s Office. The transcript contains grades and related academic information, as well as notations of graduation, withdrawal, and degrees received.
• The administrators of the Schools keep, in the School offices, applications, correspondence, brief memoranda of conferences with students, and evaluations of students’ work by instructors, when they judge that such information may be useful or necessary in giving continuing counsel.

• Students should consider very carefully the consequences of any decision to withhold directory information. Should you decide to inform the College not to release directory information, any future requests for such information from persons or organizations outside Middlebury College will be refused. Regardless of the effect upon the student, the College assumes no liability for honoring instructions that such information be withheld.

• Requests for non-disclosure must be submitted in writing to the Registrar’s Office. Forms for making such requests may be obtained from the Registrar’s Office in Forest Hall.

• For purposes of legitimate interviews and letters of recommendation, students may authorize the use of educational academic records (information on the transcript) and the Schools’ non-academic records. If students authorize the use of academic records for legitimate inquiry, e.g., security clearance or job references, the Registrar may also indicate to inquirers the names of administrators and instructors who might act as further references. Other inquiries will not be filled without the specific written permission in each case from the student.

Students may inspect and review their education records upon request to the appropriate record custodian (Registrar’s Office) within 45 days from the receipt of the request. Middlebury College reserves the right to refuse to permit a student to inspect those records excluded from the FERPA definition of “education record.”

Students may challenge the contents of their educational records. If School officials receiving the challenge issue a response that is unsatisfactory to the student, a formal hearing may be held. Requests for changes in a student’s educational record should be made in writing to the Language Schools Associate Registrar, Jen Thompson.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failure by Middlebury College to comply with the 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

Transcripts from other institutions and letters of recommendation used in support of application to Middlebury College cannot be released to another institution or to an employer. Letters of recommendation written in support of a student’s application may be used for no other purpose, nor can they be returned. Additional information about student records is available from the Registrar’s Office.

**Transcripts**
Students have two options when requesting an official transcript: online or by mail. To request a transcript online, click the “request a transcript” link in BannerWeb and follow the step-by-step ordering instructions. Transcripts ordered online can be delivered hard-copy by mail or electronically by secured email. If you choose to have your transcript delivered electronically, be sure that the recipient will accept a transcript delivered this way. A fee of $8 is charged for each transcript ordered online ($5 transcript fee plus $3 online convenience fee).

To request a transcript by mail, print the Transcript Request form (available on the Registrar’s Office webpage and in Forest Hall) and mail to the Registrar’s Office in Middlebury. A fee of $5 is charged for each official transcript.

No transcripts are issued to or for students who are financially indebted to the College until satisfactory arrangements have been made with the Bursar’s Office.

**Graduation**
The 2013 Commencement ceremony will take place on Friday, August 16 at 8:00 pm in Mead Chapel. If you expect to receive the MA or DML degree at the 2013 Commencement, you must confirm in advance with the Coordinator of your School that the School has received all necessary transcripts for transfer credits and that you have taken care of all other details. August degree candidates must complete all transfer work by May 31 of the year of graduation, and March degree candidates must complete all transfer work by January 10.

2013 graduates should make certain before June 1 that your name is on file in the Registrar’s Office exactly as you wish it to appear on your diploma. If you participate in the August Commencement, you must wear a cap and gown, which can be purchased at the College Store after August 13. An email with commencement procedures will be sent in July.
**Academic Matters**

***MA fee for gown*** is $47.62. Gowns (includes hood, mortar board and tassel) are ordered by random sizing, S, M, L, and are yours to keep. For information on personalized announcements, go to www.Jostens.com.

**Evaluation**

You will be asked to complete online forms evaluating your summer experience. These evaluations are confidential: student names are not required and no faculty member will see the evaluation forms until grades have been submitted. You will also be asked to complete a general survey designed to help us improve our overall programs and facilities. We appreciate your cooperation in completing these questionnaires.

**Survey Policy**

All surveys or questionnaires, of any kind, involving faculty, students, or staff, will have to be registered in advance with the office of the Vice President for the Language Schools. The VP’s office will contact the Director of the School (or Schools) involved for their permission. No surveys may be conducted without permission from both the VP and the Director(s) of the School(s). Each proposed survey needs to state in clear and unequivocal terms that participation by faculty or students is entirely voluntary and in no way related to course requirements or grades. If students are involved, the survey must also be approved by the Institutional Review Board.

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**College Services and Facilities**

**Library and Information Services (LIS)**

Library and Information Services (LIS) provides infrastructure, service, and support to identify and implement technologies that enhance the mission and operations of Middlebury College.

LIS brings knowledge to you. We help you explore, use and contribute to it as you engage the world.

**Libraries**

The Davis Family Library, the Armstrong Science Library and the Davison Library (Bread Loaf campus) comprise the Middlebury College Libraries.

**The Davis Family Library**

The Davis Family Library houses the majority of the physical collections and support services available to the Language Schools and provides climate controlled, light filled, comfortable seating and study spaces to accommodate individual and group research needs.

**Armstrong Library**

The Armstrong Library, located on the second floor of McCaggell Bicentennial Hall, houses a small collection of language dictionaries and holds collections in biology, chemistry, environmental studies, geography, geology, physics, and psychology. The Armstrong Library offers comfortable computing and study spaces for individuals and groups in a climate controlled environment.

**Other Library Information**

- LIS maintains several academic computing facilities with computers running Windows or Macintosh operating systems. Network connections are available from all on-campus residences.
- **Library lockers and study carrels** are available at the Libraries and may be reserved at the Circulation Desks.
- For **Library hours** of operation, please consult the webpage at go/hours.
- **All LIS policies** included in the general College Handbook apply to Language Schools (go/handbook).
- Please supervise children under the age of 12 in the libraries.
- Please be aware that in addition to the Language Schools, study spaces and resources are shared by a diverse community of users during the summer, including the School of English and academic year faculty and research assistants.

**What is GO?**

- Available to the entire Middlebury College community, GO allows you to easily find services.
- Simply type the GO links into your browser’s address field.
- GO links only function when you are on campus. When you are off-campus, use go.middlebury.edu instead (e.g. go.middlebury.edu/lsis instead of go/lis).

**Borrowing, Technology, and Research Services**

Circulation desk (802.443.5494) offers assistance with borrowing, short-term equipment loans, and reserves.
College Services and Facilities

The Technology Helpdesk (802.443.2200) offers assistance with computing, technology, classroom, event, lab, and media needs. Information about services and documentation may be found on the LIS web pages (go/helpdesk).

The Wilson Media Lab provides specialized equipment, software and technical support for editing digital images and video.

A valid Middlebury College ID is required to borrow library materials. Please check the LIS web pages for detailed borrowing guidelines (go/borrow).

Library Orientation
Offered at the beginning of each session. Students needing detailed assistance are encouraged to request a research consultation. Printed guides to the collections are available at LIS service desks for all languages taught at Middlebury College. Electronic guides are accessible at go/subjectguides.

Find library materials online (go/library)
There are two searching options for finding books, journal articles, and other materials at Middlebury. Summon, the default search box on the library’s homepage (go/library), searches across the library’s catalog (MIDCAT) and the majority of databases to which we subscribe. Summon supports both foreign-language and article-level searching. MIDCAT (go/midcat or click the second tab on the search box on the homepage) provides in-depth information on materials owned or subscribed to in the library’s electronic and physical collections, but does not index journal articles and databases in detail.

My MIDCAT (go/mymidcat)
Use the My MIDCAT link to search the catalog and place requests; to access information about what you have checked out; and to renew your library materials. You can also place requests; set up preferred searches; check the status of your requests; and retrieve article requests. To log in, enter your Middlebury username and password (i.e. the same one you use for webmail).

My Midcat (go/mymidcat)
Use the My Midcat link to search the catalog and place requests; to access information about what you have checked out; and to renew your library materials; to place requests; to set up preferred searches; to check the status of your requests and to retrieve article requests. To log in, enter your Middlebury username and password (the same one as for webmail).

Dictionaries
Language dictionaries are located in the reference collection and in the shelves as follows:
- Italian PC 1625
- Chinese PL 1420
- French PC 2625
- Portuguese PC 5333
- German PF 3625
- Russian PG 2625
- Hebrew PJ4833
- Spanish PC 4625

The MLA International Bibliography indexes critical works on language, literature, and folklore. It is available through the online system (1926–present) go/mla.

Collections (go/lib)
Materials in all languages are shelved by subject except for works in Chinese and Japanese. These can be found in separate collection areas. Textbooks and other materials that also include English are shelved by subject. All materials in these collections can be found in Summon and MIDCAT, and may be searched by subject or by romanized title or author. For Chinese, Middlebury, like most American libraries, uses the Pinyin romanization system. Foreign language browsing collections of books and DVDs can be found in the Davis Family Library, in the open shelving directly behind the Information Desk.

Newspapers and Periodicals (go/journals)
LIS subscribes to many foreign language newspapers and periodicals. A good percentage of these are available online. Consult the online catalog, online subject guides, or print and e-journals. Current issues of selected foreign language newspapers can be found adjacent to the lower level reading room of the Davis Family Library. For a broader selection, follow the link for Newspapers Direct (go/nd).

Media Collections
Most media materials needed for course viewing are available at the Davis Family Library Circulation Desk and may be borrowed by students for use. VHS and DVDs may also be viewed at any of the media carrels in the Davis Family Library. Some carrels also contain LaserDisc players. Two group viewing rooms (with seating for up to 12 people) may be reserved for group use.

Please consult Copyright and Fair Use Guidelines (go/copyright) for information on public showings of library or personal media materials.
College Services and Facilities

**NExpress and Inter Library Loan**
Language Schools students may order research materials unavailable in the Middlebury Library collections through NExpress and ILLiad. Students working on the Middlebury College campus (including Bread Loaf) may request both articles and loans; off-campus students are limited to article requests only.

**NExpress**: NExpress is the combined library catalog of a consortium of six colleges and universities in the New England region: Bates, Bowdoin, Colby, Middlebury, Wellesley and Williams. Ordering items via NExpress is more flexible than using ILLiad, and also items are processed and received more quickly. In addition, multiple renewals are available to the patron; hence items can often be kept longer. **NExpress can only be used for book, CD, DVD, etc. types of loan requests; it is not used for requesting journal articles.**

To use NExpress, use the “Search in NExpress” link from within MIDCAT (the Middlebury College catalogue) when searching for materials there. Or search NExpress directly: go/nexpress.

**ILLiad**: ILLiad may be used to request research materials that are unavailable either through MIDCAT or NExpress. ILLiad allows you to request materials held by thousands of institutions worldwide. It may also be used to request articles from journals not owned by Middlebury. Unlike NExpress, items may only be requested once through ILLiad, and renewals through ILLiad are at the discretion of the Lender, often limited to one renewal per item.

To use ILLiad, use the go link (go/ill) if you know what you are searching for, or browse and search WorldCat (go/worldcat or use a simpler interface at www.worldcat.org) and use one of the External Resources links to request something you find: choose either “Borrow from other Library-ILL” or “Midd full-text, print, or ILL.”

**Borrowing (go/borrow)**
Please feel free to direct any questions about borrowing to Circulation Services. You can send an email to library_circulation@middlebury.edu, call ext. 5494, or stop by in person at any of the library Circulation Desks.

Please know your due dates. Library loan periods vary by type of material. You can check your due dates on your personal library account through My MIDCAT (go/mymidcat) or by consulting with Circulation Desk staff.

Check your Middlebury email regularly. Library notices are sent by email to update you on requests you have placed and to notify you of upcoming due dates.

You are welcome to retrieve materials from the shelves anytime during open hours.

Some materials within the collection, including Reference, Reserves, and some Media (VHS, DVD, Laserdisc) may be restricted to use within the libraries. Hourly Reserve materials must be used within the libraries.

Loaner media equipment and laptops are available on a first-come, first-served basis for short-term loan to supplement equipment issued to each Language School (go/equipment).

Library materials may be returned to any of the Circulation Desks during open hours. Library book drops are available at the Davis Family and Armstrong Libraries for returns anytime. Reserve materials and media loaner equipment must be returned to the library from which it was borrowed.

**NEW for Summer 2013**
Overdue Penalty Points; Reserves, equipment, and inter-library loan items that are overdue will accrue Overdue Penalty Points. For reserves, the points will accrue at a rate of one point per hour overdue. For equipment and ILLs, one point per day overdue. Once a patron reaches three points, they will be blocked from borrowing ALL library materials for a period of one day. If they accumulate six points, they will be blocked for two days, and so on. We are doing this to ensure that these materials are available to our patrons as much as possible and that people are not preventing their fellow students from accessing materials by keeping them out past when they are due. More information can be found at go/penaltypoints.

All materials are subject to recall.

Borrowers are responsible for payment of charges assessed for damaged, overdue or lost materials.

**Reserves (go/reserves)**
Faculty may request books, articles and media items to be placed on reserve either as hard copies at the Library, or electronically on ERes.

Books, articles and media items placed on reserve at the Library have short loan periods, and may not be permitted to leave the Library. Search for items on Reserve (go/reserves) by course number or faculty last name. Please be sure to check the loan period when you borrow an item.

Electronic reserves (go/eres) can be accessed via a password provided by your faculty, or by following the link to “Forgot your course password?” on the ERes page.
College Services and Facilities

Technology Help Desk (go/helpdesk)
The Technology Helpdesk offers assistance with computing needs. Please call 802-443-2200, send an email to helpdesk@middlebury.edu, or stop by in person at the Davis Family Library, room 202. Student consultants and staff are on duty to provide walk-in assistance between 8:00 a.m. and 10:00 p.m., with reduced hours on weekends. Technology help is also available online. The student LIS wiki (use go/liswiki-stu) contains extensive information on LIS services and support, use of our facilities, access to your computing accounts, use of the network, use of file servers, how and where to print, how to use e-mail, and how to insert foreign characters into documents.

Academic Computing Facilities
Several academic computing laboratories on campus are available for your use. LIS maintains a dynamically-updated Web site showing locations of “smart” classrooms, public labs, and wireless hotspots. This site will also tell you which computers are currently available, in use, or powered off. You can find this information at go/findapc.

All computers have network access software and support multimedia curricular materials. LIS computers provide word processing and spell-check support in all languages offered through the Middlebury Language Schools. We recommend that you bring your own computer with you if possible because computer access is limited during the final two weeks of the Language School session due to examinations. Please plan accordingly.

Campus Network Access from Residence Hall Rooms
If you bring your own computer to campus you may connect to our campus network from your residence hall room. The network gives you access to electronic mail, file servers, and the Internet. You may bring your computer to the Technology Helpdesk in the library for assistance with your network connection if you have difficulty with it. Most computers are “plug and play”.

Computer Account and Password Service (go/password or go/activate)
You can learn your username and set passwords for your email and network accounts on the Web at go/activate. You will be asked for your eight-digit College ID number and 6-digit BannerWeb PIN to identify yourself for this service. Information on your computer accounts is outlined below.

BannerWeb PIN
Your BannerWeb PIN defaults to your six-digit birth date (mmddyy). The first time you log into BannerWeb you will be prompted to create a new pin. Your BannerWeb PIN must be a 6-digit number.

E-Mail (go/webmail)
The College requires you to activate your Middlebury network account because:

• This activates your Middlebury e-mail account
• Middlebury’s emergency notifications go out via e-mail
• All library borrower notices are sent by e-mail
• My MIDCAT functions (book renewal and requests, NExpress and ILL requests) require your Middlebury account
• Off-campus access to subscription library resources require your Middlebury account

You can access your e-mail through the Web. If you wish to forward your Middlebury e-mail to an existing e-mail account, you can do so at http://go.middlebury.edu/forward (go/forward). Once forwarding is set, no mail will be delivered to your Middlebury mailbox. Documentation on forwarding can be found https://mediawiki.middlebury.edu/wiki/LIS/Mail_Forwarding.

Student E-mail Policy
E-mail is considered an official method for communicating with students at Middlebury College. Official e-mail communications are intended to meet the academic and administrative needs of the campus community. The College expects that such communications will be received and read in a timely fashion. To enable this process, the College ensures that all students are issued a standardized College e-mail account. Students who choose to forward e-mail from their College e-mail accounts are responsible for ensuring that all information, including attachments, is transmitted in its entirety to the preferred account.

Curricular Technology
Middlebury College has a variety of technologies for teaching, learning, and research available to faculty, students, and staff. You’ll find information about how these technologies can be used, what tools are available, and stories about their uses on the Curricular Technology Web site at http://www.middlebury.edu/offices/technology/ct (go/ct).

Moodle—Middlebury’s Course Management System
Moodle (go/moodle) is a course management system designed for teaching, learning, and research. It integrates with a variety of content platforms (e.g. wikis and blogs) supported by Middlebury LIS.

Documentation can be found at: http://mediawiki.middlebury.edu/wiki/LIS/Moodle. There are links on this page to tutorials and resources.
Printing Policy Summary
More information can be found at go/print

• Pages are deducted from the student’s quota each time a print job is completed.
• Release stations hold jobs for two hours, after which they are removed.
• Web Print allows you to print to any public printer from your personal computer or laptop.
• All student accounts will be activated for PaperCut.
• Students may add additional amounts to their PaperCut account balance. See Redeem Card or Add Credit at go/print.
• Students should use public printers only.
• Students should submit requests for refunds through the PaperCut interface when printer malfunctions occur. Requests for a refund will be processed once a week by the LIS Helpdesk during regular business hours. Urgent requests will be considered depending on the situation. Note: refunds will not be given for user error (duplicate printing, selecting wrong printer, etc.)

Free Printing Quotas and Rates:
• $25=500 single-sided pages for 8 week students
• $19=380 pages for 7 week students
• $19=380 pages for 6 week students
• $19=380 pages for 3 week grad-students

For students who attend the Language Schools in consecutive summers, any unused portion of their free print allowance will automatically be rolled over to the following summer and added to the next summer's print allowance.

Academic year students who attend the Language Schools will have their summer allowance added to whatever is carried over from spring semester, and any amount left over at the end of summer will be rolled over and added to their allowance for fall semester. Summer student printing term will start on June 5 and end on August 20.

College Bookstore
The College Bookstore, located in the lower level of Proctor Hall, sells required textbooks, foreign language references and auxiliary readings in foreign languages. General supplies, Middlebury and Language Schools clothing, dorm supplies and personal care products are also available. The College Bookstore accepts the following forms of payment: cash, checks and VISA or MC. Gift cards are also available for purchase.

College Bookstore Hours:
Mon.–Fri. 8:30 AM–5:00 PM
Sat. & Sun. Closed

Arrival weekends:
Sunday, June 23: 10:00 AM–5:00 PM
Saturday, June 29: 12:00–5:00 PM
Sunday, June 30: 9:30 AM–4:00 PM

July Fourth Week
Monday, July 1: open all day
Tuesday, July 2: open all day
Wednesday, July 3: open all day
Thursday, July 4: 9:00 AM–1:00 PM
Friday, July 5: open all day

Career Services
Students enrolled in the Middlebury Language Schools have full, free access to Career Services, part of the Center for Education in Action, located in Adirondack House. Typically, recruiters from private schools and the federal government come to the Middlebury summer Language Schools to conduct information sessions and job interviews, seeking to tap the unique language skills of our students. Dates, times, and locations for all of these events may be found on the Career Services’ online calendar. Language Schools students are also encouraged to meet with career counselors regarding:

• Resume critique and job-search strategies
• Employment and internship opportunities
• Employer on-campus information sessions and interviews
• Summer workshop series scheduled at convenient times
• Information on how to look for language-based work
• Access to alumni network
• Career Library and online resources

All students are invited to attend the Career Services Open House in early July. Drop-In hours are available each week and follow up appointments can be made to meet with a career counselor.

The office is open Monday–Friday from 8:30 AM to 5:00 PM A full range of career resources is also accessible on the Career Services website: go/eia

Health Services
Parton Center for Health and Wellness
Middlebury College
Centeno House
136 South Main Street
http://www.middlebury.edu/studentlife/services/health
Medical Emergency
• Dial 911
• Call Public Safety: 802.443.5911 (x5911 from campus phone)
• Call Porter Hospital Emergency Department: 802.388.4701

Health Service
Centeno House 1st and 2nd floors
Phone: 802.443.5135
Fax: 802.443.2066

Hours:
Monday–Friday:
June 21 through June 27: noon–4 PM
June 28 through August 16: 8:30 AM–4:30 PM
Weekends: 9:00 AM–1:00 PM

Parton Health Center offers care for acute illness and injury. We are staffed by registered nurses during our regular hours for walk-in first aid and minor acute care. Call Health Service to schedule prescriber appointments with our doctor or nurse practitioner. Appointments are available Monday–Friday 8:30 AM–3:00 PM

Examples of Care Provided:
• Cough, sore throat, ear pain
• Minor injuries
• Urinary tract infection symptoms
• Bug bites and other minor skin infections
• Vomiting, diarrhea
• Urgent Men’s and Women’s Health Care
• Travel immunizations if travel is for Middlebury College credit or regular Middlebury College undergraduates
• Allergy shots for regular Middlebury College undergraduates only

Care NOT Available at Health Services:
• Allergy shots for Language Schools students (We will facilitate a referral to a local medical office)
• Routine/annual gynecological exams, including contraception
• Physical exams for travel, routine health care maintenance, or peace-of-mind STI testing
• Laboratory testing to monitor your chronic health care needs (We will facilitate testing through the local hospital when the request is accompanied by a detailed order from your primary care provider)
• Medication refills
• Surveillance for chronic health conditions

Pre-arrival information:
• Visit your primary care provider at home to update medications, care plans, etc. before coming to Middlebury.
• Bring enough routine medications with you to campus to last for your entire stay.
• You will be required to complete a brief health history form at your first visit to Parton Health Service. Health records/history may be required by local physicians.
• We will refer you off campus if you require the services of a specialist or you have a medical emergency.
• To help us better care for your acute health care needs, you may send documentation of chronic health concerns along with our summer Language Schools health form (located at our Web site address below) ahead of your arrival at Middlebury.

Health Service Visits: You will be asked to complete a health history form upon your first visit to the Health Center each summer. Please come prepared with the contact information for your primary health care provider, a list of any and all medications you take on a regular basis, health insurance information, immunization history and emergency contact information.

Care When Health Service is Closed: For medical emergencies call 911. For health care that cannot wait until the following morning, you may be evaluated at Porter Hospital Emergency Department (802.388.4701). Porter Hospital is located on South Street in Middlebury, about one mile from campus. Bring your health insurance card with you for any visits to Porter Hospital.

Medical Transportation: The Department of Public Safety will assist students with transportation for non-emergency needs from the campus to Porter Hospital. Students must find their own transportation for all other off-campus medical appointments.

Release from Porter Hospital: The college residence halls and Parton Health Service are not equipped to provide recuperative care after release from Porter Hospital. In these cases, students may be asked to make their own arrangements. In some cases, and with permission of the Vice President for Language Schools, students will be permitted to attend classes or participate in co-curricular activities while being lodged off campus or while being cared for by a friend or relative.

Insurance
Personal Health Insurance: In order to be certain that students will be assisted in meeting the unexpected and sometimes heavy expense of an illness or accident,
Middlebury College requests all students to have personal health insurance. If you do not already have health insurance that will provide coverage while at Middlebury, you should obtain coverage prior to arrival on campus. International students, in particular, should ascertain that their health insurance is valid in the U.S.

**Accident Insurance:** Middlebury College provides supplementary accident insurance for students while they are enrolled in the summer session. The coverage is minimal and will pay for the expense of treating injuries up to a maximum of $2,000 for any one accident. Covered treatment includes X-rays, laboratory tests, surgery, physician’s visits, nursing care, hospital care and treatment, and prescription drugs. The coverage of expense for dental treatment of injuries to sound natural teeth is limited to $1,000.

Claims should be reported within 30 days from the date of the accident and applicable medical bills submitted within 90 days to:

**Aetna Student Health**  
PO Box 981106  
El Paso, TX 79998  
866.746.6586  
Policy # 474961

You should be aware of the limitations and exclusions of this plan before making a claim for benefits. A claim form is not required; however, an itemized bill, HCFA 1500 or UB92 form should be used to submit expenses.

**Prescriptions**

Parton Center for Health and Wellness does not maintain a pharmacy to fill your prescriptions. Middlebury area pharmacies are independent of Parton. You must take your prescriptions to the pharmacy or have your health care provider call or fax the prescription to the pharmacy of your choice.

You may have medications delivered to Parton by either Marble Works Pharmacy or Kinney Drugs. Before the pharmacy will deliver your medication, you must call the pharmacy with your insurance and payment information. You may also transfer a prescription from your home pharmacy to a Middlebury area pharmacy. To do this, contact the pharmacy of your choice to make those arrangements.

**Local Pharmacies**

Rite Aid, 263 Court Street, Middlebury  
Tel: 388.9573  
Fax: 388.3047

Hannaford, The Plaza, Route 7  
Tel: 388.6149  
Fax: 388.6375

Kinney Drugs, Village Court (delivers to Parton)  
Tel: 388.0973  
Fax: 388.4105

Marble Works Pharmacy, 2 Maple Street (delivers to Parton)  
Tel: 388.3784  
Fax: 388.1720

**Counseling Service and Support Groups**

Centeno House 3rd floor  
Phone: 802.443.5141  
Fax: 802.443.3407  
Hours: Monday through Friday from 8:15 AM to 5:00 PM

Counseling promotes and supports students’ emotional and interpersonal well-being within a safe, confidential, and inclusive environment. We offer a range of mental health and psychological approaches for students of our diverse Middlebury College community.

We offer short-term individual counseling, urgent needs counseling, group counseling, outreach and education, psychiatry and long term care referrals, and consultation services. Students who participate in counseling may discuss confidentially any worries, distressing feelings, or difficult situations they are currently experiencing. Our goal is to support students as they navigate through life’s challenges within the context of a highly rigorous and demanding academic environment. The Language Pledge is suspended in counseling sessions.

Twelve-step and other support groups are available in the Middlebury area. For more information, contact our office.

**Guidelines for Students with Mental Health Concerns**

These guidelines are offered to help students who either have had a past mental health concern or who currently are dealing with mental health challenges. Because the Language Schools are particularly intense academic environments, we urge you to consider the following:

- The State of Vermont is experiencing a mental health provider crisis. The resources for psychiatric support are limited, unlike larger states or urban areas.
- Start planning early. Put in place the resources you may need before arriving.
- Meet with your current psychiatrist, medical doctor, and/or mental health professional to review medications. Please bring medications with you; obtaining psychiatric medications quickly is challenging in our area.
College Services and Facilities

- Continue to work with your current psychiatrist, physician, or a mental health provider at home for continuity of care and for immediate access to support. Plan follow-up appointments during breaks or by phone.
- Take your medication as prescribed. Do not self-medicate using alcohol, other drugs, or food.
- Develop a stress management plan, and get adequate sleep. Increased stress and lack of sleep often are factors in the recurrence or enhancement of a mental health concern.
- Have a plan to follow if symptoms of your condition begin to recur or intensify. Respond quickly rather than putting off action. This can help you feel better more quickly and minimize the possible negative impact of a relapse on academic and social activities.
- Contact Counseling at 802-443-5141 (or extension 5141 if you are on campus) and make an appointment with a counselor who will assist you in developing your action plan. The counselor will provide you with short-term counseling and crisis management and help you connect with other campus and community resources.
- If you need ongoing specialized treatment while at the Language Schools, we encourage you to call us for referrals in advance. The closest specialized treatment might be available only in Burlington (a 50-60 minute drive); you may need to arrange transportation.

Immersion Stress
The Language Schools are renowned for their excellence in producing high levels of language acquisition. The experience of language immersion, combined with the Language Pledge, open opportunities for students to communicate in their target language and deepen their cultural understanding. Here are some important points to remember as you enter the program:

- Language is one of our primary modes of self-expression. When learning a new language, we are initially limited in our ability to demonstrate our cognitive and creative capabilities, using our fledgling language skills.
- Embarking on a new language is like entering a new reality, for language is used not only for communication but as the medium through which we construct our world. The words available to us influence how we think about things.
- In this “new reality” our sense of self may be altered. Because of our limited language abilities, we may begin to perceive of ourselves as less competent than in our “native language personalities”. This may be unnerving for Middlebury language learners who are highly accomplished professionals, teachers, graduate students or undergraduates in their “real” lives.
- When arriving at Middlebury, one is confronted with a new social milieu. Making friends and discovering one’s position within this setting are natural concerns. With limited communication skills, it may be difficult to let one’s personality shine through.
- A social hierarchy may develop, where more accomplished speakers seek out other accomplished speakers. Relatively inarticulate beginners may feel frustrated at their inability to express complex ideas or make a precise point. They may find their ability to relate to others affected.
- Some students react by withdrawing from social interactions and feeling a lack of self-confidence. Depression or anxiety may result. Students often go through several phases of feelings with regard to the Language School experience. “Should I even be here?” “Am I at the right language level?” are questions that some students confront at the outset.

Coping Strategies

- Seek out opportunities to engage in activities where your skills, intelligence, and creativity can be expressed. It will remind you about who you fully are.
- Participate in sports and exercise; this is an excellent mode of self-expression that requires minimal language use.
- Go for a long walk alone: enjoy nature and solitude.
- When necessary, call family and friends at home to put Language School (and other) concerns in perspective.
- Visit Counseling Services: it can provide you with a space where you can talk about your concerns (in English) and allow the full expression of your personality. (The Language Pledge is suspended at the counseling center.)
- Most of all, try not to be too hard on yourself. Remember, making mistakes is a natural, integral part of learning a new language.

Tips on Being a Good Language Learner

- BE OBSERVANT: Keep your eyes and ears open. Much of what you need is going on around you rather than in your teaching materials.
- BE (OR BECOME) AN EXTROVERT, PARTICIPATE: Jump in, ask when you don’t know, make mistakes. Experiment, learn to develop guessing strategies and be willing to make hypotheses.
• **BE PREPARED FOR FRUSTRATION:** Interacting with others in another language can be a humbling experience. Increasing one’s proficiency in a second (or third) language and culture takes both time and concentrated effort. Learn to be self-conscious in a productive way. Get some exercise and stay as rested as you can.

• **BE YOUR OWN TEACHER:** Develop your own strategies, figure out what works for you – taking notes outside of class, mnemonic tricks, talking to yourself, etc.

• **USE MEMORIZATION:** Look for routines, fixed or formulaic chunks of language you can use over and over, bits of songs or plays, etc.

• **AIM FOR DISCOURSE, NOT WORDS:** Think beyond the sentence, in terms of context, relationships, and overall meaning. A perfectionist’s approach to detail will almost certainly prove counterproductive. Especially in the beginning, attention to meaning should come before attention to form.

• **GO WITH THE FLOW:** Do not rely on rules or explanations to the exclusion of keeping things moving. Develop your ability to paraphrase and use circumlocutions when you do not know a word, rather than give up or lapse into silence.

On the Counseling Services Web site, you will find information on:
- Trying One Counseling Session
- Confidentiality
- Achieving Excellence
- Nutrition
- Assessment Services
- Diversity
- Mental Health Links
- For Friends of Someone with an Eating Disorder
- Sexual Assault
- Take-Out Resources
- Referral Services

**College Chaplain**
Middlebury College and the Middlebury community offer many opportunities for worship. The town of Middlebury and Addison County have a wide variety of religious congregations, at which Language Schools students are always welcome. College Chaplain Laurel Jordan and Associate Chaplain Rabbi Ira Schiffer work with summer students to help them explore and meet their religious needs. Information on local area worship may be found on the Chaplain’s Office Web site: [http://www.middlebury.edu/studentlife/services/chaplain/congregations](http://www.middlebury.edu/studentlife/services/chaplain/congregations)

Because the recreational facilities are frequented by people from all Schools working in close proximity, it is imperative that the Language Pledge be strictly observed, except for necessary contact with athletic facility personnel. Listening to television programs in English in the Fitness Center is considered a violation of the Pledge.
Recreational and Cultural Facilities

Field House
http://www.middlebury.edu/athletics/facilities

Memorial Field House, which houses Pepin Gymnasium, the Bubble Field House, and Nelson Recreation Center, ext. 5250, is open to students, faculty, and staff. There are indoor tennis courts, squash courts, basketball courts, lockers, etc. Proper fitness attire, including sneakers, must be worn at all times in this facility. All first-time users must read and understand the posted Fitness Center rules upon entrance.

Field House Hours: indoor tennis courts/gymnasium
(June 17–August 16)
Mon.–Fri. 8:30 AM–8:45 PM
Sat. & Sun. 10:00 AM–4:45 PM

Fitness Center
The Fitness Center, located in the Memorial Field House, is available for use by MiddCard holders only. Guests are permitted on a one-to-one basis, if accompanied by the MiddCard holder. No children under 12 are admitted. A responsible adult must directly supervise children between the ages of 12 and 16. Proper fitness attire, including sneakers, must be worn at all times in this facility. All first-time users must read and understand the posted Fitness Center rules upon entrance.

Fitness Center Hours
June 21–August 16
Mon.–Fri. 6:00–9:00 AM, noon–8:45 PM
Sat. & Sun. 10:00 AM–4:45 PM

Natatorium Hours
June 21–August 16
Mon.–Fri. 6:00–9:00 AM, noon–8:45 PM
Sat. & Sun. 10:00 AM–4:45 PM

Golf
The Ralph Myhre Golf Course, located just south of the Field House, is an 18-hole golf course open to members of the Language Schools. Fee and membership information may be obtained by calling x5125. Other facilities available at the golf course are lockers, a pro shop, and snack bar in the lower level of the Kirk Alumni Center.

Tennis
There are outdoor tennis courts on campus located adjacent to Proctor Hall, behind Atwater dining hall, indoor courts in Nelson Recreation Center, and indoor courts in the Bubble Field House. MiddCard holders and their guests have priority for their use. (Please take your ID with you).

Soccer/Volleyball
The Language Schools conduct a cocurricular, co-ed, inter-School soccer and volleyball program to provide opportunities for recreation and language practice. Everyone playing, watching, and coaching soccer or volleyball has a shared responsibility to uphold high standards of teamwork, sportsmanship, and fair play so the soccer and volleyball program will be beneficial to all.

Cultural Events
Each of the Language Schools sponsors its own selection of films, plays, readings, concerts, and special events, and each School maintains its own calendar of activities. From time to time, various departments of the College and organizations within the community sponsor concerts and other cultural events on the Middlebury campus. Language Schools faculty and students are welcome to attend arts events that do not pose a violation of the Language Pledge.

Kevin P. Mahaney ’84 Center for the Arts
The Kevin P. Mahaney ’84 Center for the Arts serves as a hub of arts activity on campus. Opened in 1992, this visual and performing arts facility serves the College and the surrounding communities.

Museum of Art
The Middlebury College Museum of Art is an integral educational and cultural component of Middlebury College whose mission is to enable visitors to understand more fully the artistic achievements represented by a diversity of cultures. Our collection of several thousand objects ranges from antiquities to contemporary art and includes distinguished collections of Asian art, photography, 19th-century European and American sculpture, and contemporary prints. Works from the permanent collection and special loan exhibitions are on display throughout the year, and we regularly sponsor lectures, gallery talks, films, school programs, and family workshops. The Museum also maintains the college’s collection of 20 works of public sculpture sited in various locations around the campus.

Tuesday through Friday, 10:00 AM–5:00 PM
Saturday and Sunday, noon–5:00 PM

Mahaney Center for the Arts
72 Porter Field Road
Middlebury, VT 05753
802.443.5007, 802.443.2069 (Fax), 802.443.3155 (TTY)

For further information, please call 802.443.3168 or visit www.middlebury.edu/arts.
Special Policies

Community Standards
Middlebury seeks to prepare students to be active citizens and leaders who will address the world’s most pressing problems. This mission is advanced through students’ experiences with successes and challenges, and is reflected in the following community standards:

- cultivating respect and responsibility for self, others, and our shared environment;
- encouraging personal and intellectual courage and growth;
- manifesting integrity and honesty in all decisions and actions;
- promoting healthy, safe and balanced lifestyles;
- fostering a diverse and inclusive community committed to civility, open-mindedness and finding common ground.

Therefore, a balance of individual and community health and growth guides Middlebury’s approach to all endeavors, and to the policies that support those endeavors.

Emergency Withdrawal, Suspension or Dismissal
In addition to fostering the growth of its individual students, Middlebury recognizes its obligation to promote the welfare of its community as a whole and to take appropriate action when that welfare is jeopardized. To that end, Middlebury reserves the right, notwithstanding and apart from the disciplinary procedures described herein, on an emergency basis, to suspend, dismiss, or require to withdraw any student whose presence at any of its Language Schools is determined by the appropriate authorities (e.g., Language School director and/or the Vice President for Language Schools, Schools Abroad and Graduate Programs) to pose a danger to the Middlebury community or its members or to be unduly disruptive of the living and/or learning environment of others, or who appears to be unwilling or incapable of effectively and/or safely participating in the Language School’s academic and/or residential life program(s). In cases of emergency suspension or required withdrawal, the conditions and procedures for readmission, if applicable, will be determined and communicated in writing to the student at the time of the student’s departure or shortly thereafter.

Scope of Oversight
Students will be held accountable for policy violations that take place between the first day of orientation for their Language School program and the completion of the program. Conduct that takes place on or near Middlebury premises or property or in connection with a Language Schools-related event; or occurs off-site but violates the law or may represent a threat to the safety of the Language Schools or Middlebury community or its members, the pursuit of the program’s objectives, and/or the educational environment of others, may be subject to the disciplinary process outlined below (see “Disciplinary Action”).

In cases where a student is found responsible for a policy violation while participating in any Middlebury Language Schools program, the finding of responsibility may also be referred to the appropriate authority overseeing the student’s home institution or any additional Middlebury or non-Middlebury program in which the student is or will be enrolled for other action as deemed appropriate. This may include but is not limited to: further investigation; additional adjudication under existing policies (using only information gathered in the first disciplinary process, or using subsequently gathered information, or both, as deemed appropriate by the overseeing authority); disciplinary action; or other remedies or processes deemed appropriate by the authority overseeing the home institution or additional Middlebury program.

Pending Discipline
A student will not ordinarily be permitted to withdraw from a Language School program with a disciplinary matter pending. If a student nevertheless withdraws with a disciplinary matter pending, the withdrawal will be considered a resignation from Middlebury, and the student will have given up the opportunity to return to any Middlebury program. Notation thereof will be made in the student’s file. In extraordinary circumstances however, the Associate Vice President for Language Schools and/or the Vice President for Language Schools, Schools Abroad and Graduate Programs, after appropriate consultation, a review of the case, and consideration of Middlebury’s best interests, may grant permission for a student to withdraw from his/her Language School program when a disciplinary matter is pending. Should the student be readmitted to any Middlebury program, the disciplinary matter must be resolved either before the student’s return, or immediately upon the student’s return. Middlebury may also notify all institutions or programs in which the student is (or will be) enrolled of any pending or unresolved disciplinary matter pertaining to that student.

Prohibited Conduct
The following conduct is prohibited and may result in discipline up to and including dismissal from the Language School program:

- Violation of any Middlebury College Handbook policy (see, e.g., “General Conduct” and “Other Policies and Information”). See www.middlebury.edu/about/handbook
- Conduct that poses a danger to the Middlebury Language Schools community or its members or is unduly disruptive of the living and/or learning environment of others.
Special Policies

• Conduct that demonstrates an inability or unwillingness to safely and/or effectively participate in the Language School’s academic and/or residential life program(s).

• Disrespect for persons, flouting of common standards of decency, behavior unbecoming of a Middlebury Language Schools student, or continued behavior that demonstrates contempt for the generally accepted values of the intellectual community.

• Any disruption of the educational function of the Middlebury Language School(s) or conduct that is otherwise detrimental to its operation.

• Disrespect for the dignity, freedom, and rights of others.

• Hazing as defined by Middlebury’s Hazing policy. See www.middlebury.edu/about/handbook/student_policies/hazing

• Violation of Middlebury’s Academic Honesty/Honor Code policy (see below).

• Violation of the Language Pledge.

• Violation of state or federal law.

• Violation of Middlebury’s Smoking Policy.

• Violation of Middlebury’s Residence Hall Regulations (see above)

• Violence in word or deed against another; incitement or provocation to violence; negligent or reckless use of physical force; conduct that may reasonably be expected to exploit or coerce another; prevention of another’s free expression of ideas by intimidation, abuse, or physical force; defamation; violation of another’s privacy; unauthorized entry and, specifically, uninvited hostile presence in another’s room or office.

• Theft of, vandalism or other damage to the property of any Language Schools site or the property of others, unauthorized access or entry to Language Schools property or that of others, undermining authorized access to Language Schools property (this includes but is not limited to unauthorized use of services, and disposition of Language Schools property to another under the pretense that it is one’s own).

• Failure to maintain and/or return on time instructional and/or other Middlebury Language Schools equipment.

• Disrespect for the authority of Middlebury officials (including all faculty and staff) or law enforcement personnel. Middlebury vests many employees, students, and outside service providers with specific duties and authority to effect the purposes of the institution. These include but are not limited to faculty members; directors; vice president; deans; administrative, custodial, dining, and library staff; Public Safety officers; residential life staff; and other individuals such as members of the police and ambulance forces, vendors, and security staff. All students are expected to respect the authority of these individuals when they are executing their responsibilities, and failure to do so is prohibited. Students are expected to identify themselves by showing their Middlebury identification card upon request of Middlebury officials.

• Providing information to any Middlebury official (including all faculty and staff) that an individual knows or reasonably should know is false, inaccurate or misleading.

• Retaliating directly or indirectly against a person who has in good faith supported or participated in an investigation of a policy violation of any type. Retaliation includes but is not limited to ostracizing the person, pressuring the person to drop or not support a complaint or to provide false or misleading information, or otherwise engaging in conduct that may reasonably be perceived to affect adversely that person’s educational, living, or work environment.

Other Policies
Alcohol and Other Drugs
Middlebury is committed to promoting individual and community health, safety, and responsibility. We expect all students to observe all 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 a 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, and/or disciplinary outcomes as appropriate.

All Language Schools students, faculty, staff, and visitors are subject to local, state, and federal laws, as well as Middlebury’s drug and alcohol policies, while on Middlebury-owned or leased properties or involved with off-campus programs or activities sponsored by Middlebury or a registered Middlebury organization. Middlebury 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 may have a legal right to search individuals, and with consent or proper documentation may search property—including residence hall rooms —without prior notice. Middlebury also reserves the right to furnish law enforcement officials with information regarding alleged illegal activities.
Special Policies

The following actions are prohibited:

1. Alcohol
   a. Underage drinking. Only persons of legal age (21 or older in the United States) may possess or consume alcoholic beverages. Legal proof of age, such as a valid driver’s license, state issued liquor identification card, or a passport, 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. Students who are charged by law enforcement officers with Driving Under the Influence (DUI) and are awaiting the outcome of legal proceedings shall have their campus driving privileges suspended pending disposition of the matter. In those incidents where the DUI involves an accident with injuries to others, or other exceptional factors, immediate disciplinary action may take place.
   f. Violation of Summer Alcohol Policy and Language School Party Registration Regulations

Middlebury’s alcoholic beverage and party regulations take into account local and state law, a concern for the health and welfare of the members of the Middlebury community and respect for town residents. It is illegal in the State of Vermont for people under the age of 21 to possess or drink alcoholic beverages. It is also illegal to supply or sell beverages to someone under the age of 21. Social functions involving alcohol are permitted for summer Language Schools students under certain limited conditions. Violations of alcoholic beverage and party regulations may result in citations, alcohol education, fines, a loss of hosting privileges, and disciplinary action. See http://www.middlebury.edu/offices/health/publicsafety/forms/SummerAlcoholPolicy. Printed copies of the Language School Party Registration regulations are available from the Language Schools Coordinators and the Department of Public Safety. Note: Party Hosts must complete training prior to registration. See also Middlebury College Language Schools Party Registration Form.

Private parties with alcohol must be registered with the Department of Public Safety. Party registration forms and information regarding party host training may be obtained, at the request of the School’s office, from Public Safety.

g. Bringing alcohol to an event, or leaving a Middlebury event with alcoholic beverages provided at the event.

h. Possessing alcoholic beverages in unauthorized spaces. Open containers of alcohol are prohibited in public spaces, or outside on campus grounds, unless the area has been designated for a registered or catered event. For purposes of this policy, residential hallways are normally considered private spaces. Students of legal age may transport open alcohol containers for personal use within residence halls, but the use of hallways for parties is prohibited.

i. Kegs are not permitted.

j. 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.).

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 drugs or controlled substances.
   d. Growing and/or manufacturing any illegal substance.
   e. Possession of drug paraphernalia that has been used.

Alcohol Citation System
In addition to Middlebury’s disciplinary process, Middlebury issues written alcohol citations to underage students found to be in possession of alcohol. Alcohol citations may result in additional disciplinary sanctions and/or health-related referrals.

Health and Community Responsibility
Middlebury 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 Middlebury’s policy and intervening in situations of abuse. Any member of the Middlebury community having knowledge of an individual participating in a Language Schools program 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 Language Schools directors or staff members of instances of drug distribution and/or sales.
Special Policies

Involvement with or dependency upon drugs or illegal use of alcohol is viewed by Middlebury as a health concern, as well as a disciplinary matter. Any time a Language Schools director (or designee) has reasonable concerns that a student’s health is being compromised by alcohol or other drug use (even in cases where no concrete evidence or direct witness is involved) a drug and/or alcohol assessment, on or off campus, may be required. In addition the director may notify the student’s parents or guardian of concerns about the student’s drug or alcohol use.

Laws, Resources, and Additional Information
For information specific to state and federal laws governing the use, possession, and distribution of drugs and alcohol, as well as additional resources, see Drugs and Alcohol: Policies, Laws, and Resources.

Anti-Harassment/Discrimination/Sexual Misconduct Policy
Middlebury strictly prohibits conduct that constitutes unlawful discrimination and harassment, including sexual harassment and sexual misconduct, as well as related retaliation, as defined in Middlebury’s Anti-Harassment/Discrimination policy. Except as otherwise specified in the policy or herein, Middlebury’s Anti-Harassment/Discrimination Policy applies to faculty and staff employed by Middlebury, students, and others who participate in Middlebury Language Schools programs and activities. The full text of Middlebury’s Anti-Harassment/Discrimination policy is available at http://www.middlebury.edu/middlebury_google_custom_search/go/Anti-Harassment.

Complaints of harassment, sexual misconduct (including sexual assault and inappropriate sexual conduct), and related retaliation should be made to the director of the School, the Human Relations Officer, and/or the Vice President for Language Schools, Schools Abroad, and Graduate Programs. Alleged policy violations will ordinarily be addressed in accordance with the procedures outlined in Section B. of the Anti-Harassment/Discrimination policy. However, where applicable law where the program takes place mandates different procedures or policies, those procedures or policies will apply.

Policy on Sexual Relationships Between Faculty and Students
The integrity and trust of the faculty-student relationship is central to Middlebury’s mission. A sexual relationship between a faculty member and a student for whom he or she has current direct academic or other professional responsibilities violates the standards articulated by the American Association of University Professors. It undermines, in fact or by perception, the integrity of the evaluative process as well as the trust, respect and fairness essential to the educational environment. Such relationships are inappropriate and members of the faculty are expected to avoid them and the potential conflicts of interest, favoritism, or bias they may bring about. Faculty should be aware that a seemingly consensual sexual relationship with a student may nevertheless meet the legal definition of sexual harassment, as lack of mutual consent may be inferred from the power differential in faculty-student relationships. In addition, where a faculty member’s relationship with a student has, on the basis of sex, the purpose or effect of substantially interfering with the work or academic performance of other persons, or creates, on the basis of sex, an intimidating, hostile, or offensive working, living, or educational environment, the faculty member’s conduct may constitute a violation of the College’s Anti-Harassment/Discrimination Policy.

Anti-Stalking Policy
Middlebury’s Anti-Stalking policy applies to faculty and staff employed by Middlebury, students, and others who participate in Middlebury Language Schools programs and activities. The full text of Middlebury’s Anti-Stalking policy is available at http://www.middlebury.edu/about/handbook/misc/anti-stalking. Complaints of stalking should be directed to the director of the School or the Vice President for Language Schools, Schools Abroad, and Graduate Programs. Alleged policy violations will ordinarily be addressed in accordance with the disciplinary procedures outlined below (see “Disciplinary Action”). However, where applicable law where the program takes place mandates different procedures or policies, those procedures or policies will apply.

Honor System
The Language Schools believe that students must assume responsibility for their own integrity in all assigned academic work. Accordingly, any aid received on work must be acknowledged. Work submitted in language courses must be your own. For other written work you may consult friends or native speakers about a very limited number of specific problems, but your work may not be corrected or rewritten by others. Exceptions to this rule must be made explicitly by the teacher and/or director and must apply to all students. Students who violate the honor code may be dismissed from the program. You are strongly encouraged to ascertain the format in which faculty expect and will accept quotations from secondary sources.

Plagiarism
As an academic community devoted to the life of the mind, Middlebury requires of every student complete intellectual honesty in the preparation of all assigned academic work. Plagiarism is a violation of intellectual honesty. Plagiarism is passing off another person’s work as one’s own. It is taking and presenting as one’s own the ideas, research, writings, creations, or inventions of another. It makes no difference
whether the source is a student or a professional in some field. For example, in written work, whenever as much as a sentence or key phrase is taken from the work of another without specific citation of the source, the issue of plagiarism arises. Paraphrasing is the close restatement of another’s idea using approximately the language of the original. Paraphrasing without acknowledgment of authorship is also plagiarism and is as serious a violation as an unacknowledged quotation.

The individual student is responsible for ensuring that his or her work does not involve plagiarism. Ignorance of the nature of plagiarism or of Middlebury’s rules may not be offered as mitigating circumstances. Graded assignments should be the work of the individual student, unless otherwise directed by the instructor. At the beginning of the session, instructors should discuss with their students the faculty’s policies concerning plagiarism as they relate to a particular course. It is the student’s responsibility to seek clarification about such matters as paraphrasing lecture notes, giving proper citations and footnotes, and proper recognition of joint work. A paper submitted to meet the requirements of a particular course is assumed to be work completed for that course; the same paper, or substantially similar papers, may not be used to meet the requirements of two different courses, in the same or different terms, without the prior consent of each faculty member involved.

**Use of Electronic Resources at the Language Schools**

A paper submitted to meet the requirements of a particular course is assumed to be work completed for that course; the same paper, or substantially similar papers, may not be used to meet the requirements of two different courses, in the same or different terms, without the prior consent of each faculty member involved. Students incorporating similar material in more than one paper are required to confirm each professor’s expectations in advance. Students who have uncertainties and questions on these matters should consult with the course instructor for whom they are preparing work.

**Duplicate Use of Written Work**

A paper submitted to meet the requirements of a particular course is assumed to be work completed for that course; the same paper, or substantially similar papers, may not be used to meet the requirements of two different courses, in the same or different terms, without the prior consent of each faculty member involved. Students incorporating similar material in more than one paper are required to confirm each professor’s expectations in advance. Students who have uncertainties and questions on these matters should consult with the course instructor for whom they are preparing work.

**Disciplinary Action**

This section describes the disciplinary process that is normally followed when a Middlebury Language School student allegedly engages in conduct that violates a Middlebury policy or policies. Where other Middlebury policies specify separate processes, those processes will apply. (See, e.g., the Anti-Harassment/Discrimination Policy). Moreover, where applicable laws where the program takes place mandate different procedures or policies, those procedures or policies will apply.

**Cheating**

Cheating is defined as giving or attempting to give or receive during an examination any aid unauthorized by the instructor. An examination is any quiz, preannounced test, hourly examination, or final examination. Take-homes will ordinarily be considered as examinations.

**Duplicate Use of Written Work**

A paper submitted to meet the requirements of a particular course is assumed to be work completed for that course; the same paper, or substantially similar papers, may not be used to meet the requirements of two different courses, in the same or different terms, without the prior consent of each faculty member involved. Students incorporating similar material in more than one paper are required to confirm each professor’s expectations in advance. Students who have uncertainties and questions on these matters should consult with the course instructor for whom they are preparing work.

**Use of Electronic Resources at the Language Schools**

All work submitted by students must be their own; just as it is unacceptable for students to have a native speaker of the language write their work and unacceptable to copy language from any source without quotation marks and proper reference use of any translation program to create work that is then turned in as the student’s own, unless the assignment explicitly calls for the use of such programs is plagiarism and will be treated as such.

The use of online dictionaries is acceptable because students are still responsible for taking the provided words or short phrases, choosing the most appropriate one, putting it in the proper grammatical context, and providing all the necessary punctuation. A translation program, on the other hand, provides a complete phrase or longer piece of text; here a student has no work to do except copy the provided words. Therefore anything created by a translation program cannot be considered the student’s own work and, if you turn in such work, it must be considered academic misconduct, which is a serious offense and can result in punishments up to and including expulsion from Middlebury.

**Middlebury Language Schools students are bound by the Middlebury Honor Code:**

All assigned academic work is conducted under the terms of the Undergraduate Honor System, which follows in full:

The students of Middlebury College believe that individual students must assume responsibility for their own integrity on all assigned academic work. This constitution has been written and implemented by students in a community of individuals that values academic integrity as a way of life. The Middlebury student body, then, declares its commitment to an honor system that fosters moral growth and to a code that will not tolerate academic dishonesty in the College community.

http://www.middlebury.edu/middlebury_google_custom_search/go/Honor%20code
Special Policies

Alleged policy violations should be reported to the Associate Vice President for Language Schools (AVP). The AVP or his/her designee (hereinafter referred to as “the AVP”) is ordinarily responsible for disciplinary action. The AVP will review the information pertinent to the situation. If the AVP determines that the circumstances do not warrant immediate dismissal, s/he may take other action, including the issuance of an oral warning or warnings, followed by a written warning which indicates that the student is at risk of being dismissed from the program. Dismissal or other discipline may be accompanied by notification of the student’s home institution (or any other program in which the student is involved) and of the parents of dependent students.

The AVP shall then make a determination, based on a preponderance of the evidence, as to whether the student violated the policy at issue. During this process, the rules of evidence applicable to civil or criminal cases in the U.S. shall not apply.

The student may appeal the AVP’s decision to the Vice President for Language Schools, Schools Abroad and Graduate Programs within three business days of the AVP’s determination. The appeal must be in writing and must include the grounds for the appeal and an outline of the supporting evidence. Appeals transmitted via e-mail are considered to be “in writing” for the purposes of this section. Absent extenuating circumstances, the student will be notified of the appeal decision within 5 business days of receipt of the appeal. The vice president’s decision shall be final. (Note: separate procedures exist for alleged violations of Middlebury’s Anti-Harassment/Discrimination policy).

Threat Assessment and Response Policy

Middlebury is committed to maintaining a campus and workplace environment that is safe and secure for all students, staff, faculty, and visitors. As part of this commitment, Middlebury has established a Threat Assessment and Management Team (“TAM Team”), which is empowered to assess risk and, in cooperation with other Middlebury teams or offices as appropriate, formulate an appropriate response in situations where an individual’s behavior and/or statements generate concern that he or she may present a threat to self or the health or safety of others.

The TAM Team seeks to mitigate potential risks before they result in harm.

Anyone who believes that an individual has committed or may commit an act of violence, is engaging in behavior or making statements that generate concern about the potential for violence, or otherwise may pose a threat to self or to the health or safety of any member of the Middlebury community should call the Department of Public Safety immediately at 802.443.5911. In case of an emergency, please dial 911.

Individuals may also make a report to any member of the TAM Team. Threat assessment matters will be handled in accordance with the procedures set forth in the Threat Assessment and Response policy which is available at http://www.middlebury.edu/about/handbook/misc/threat or from your Language School director. Additional resources and information are available on the Threat Assessment web site at http://www.middlebury.edu/offices/health/publicsafety/threat.

Withdrawals

1. Non-Medical Withdrawal

In order to withdraw from the Language Schools, a student must complete and sign an official withdrawal form at the School office (see page 14-15 for refund rules and schedule). Students who withdraw after the add/drop deadline but on or before July 17 will have courses recorded on the transcript as WD with no grade. Students who withdraw after July 17 will have courses recorded on the transcript as WDF (withdraw failing). Requests for WDP (withdraw/passing) notations will be granted only in cases of documented and unforeseeable medical or family emergencies.

2. Medical Withdrawal

i). Student Requests for Medical Withdrawal

Voluntary medical withdrawals are appropriate when a student’s medical, psychological, or substance-related condition prevents the student from effectively and/or safely participating in the Language School’s academic and/or residential life programs. Students who wish to withdraw from their Language School program for medical reasons must notify the AVP. The AVP shall determine their status at the point of withdrawal.

ii). Medical Withdrawal Initiated by Middlebury

Middlebury may require withdrawal of a student for medical reasons when:

(a) There is a reasonable basis to believe, based on a case-by-case, objective assessment of the student’s behavior and other relevant information, that the student’s medical,
Special Policies

psychological, or substance-related condition prevents him/her from safely or effectively participating in the Language School’s academic or residential life program(s), such that the student is not otherwise qualified to attend Middlebury; or

(b) There is a reasonable basis to believe, based on a case-by-case, objective assessment of the student’s behavior and other relevant information, that as a result of the student’s medical, psychological, or substance-related condition, the student has threatened, or poses a significant risk of threatening, the health or safety of others; or causes or threatens to cause property damage; or engages in behavior that is unduly disruptive of others in the Language Schools community. (Behavior that is “unduly disruptive” includes but is not limited to conduct that interferes with, or poses a significant risk of interference with, the emotional or physical well-being of others and/or the academic, extracurricular, or social activities of others.)

Prior to the withdrawal, the student may be required to sign a release authorizing disclosure of the student’s medical or other information by and between the student’s physician(s), psychologist(s), or licensed counselor(s), or others who are asked to provide information regarding the student and the appropriate program official(s). A medical evaluation by a competent specialist may also be required. The outcome of the medical evaluation will be shared with the AVP and the Vice President for Language Schools, Schools Abroad and Graduate Programs.

Student(s) will be given notice and an opportunity to speak with the AVP prior to or within five business days of the withdrawal. The AVP may also consult with others as appropriate (e.g., medical professionals, members of Middlebury’s Threat Assessment and Management Team (“TAM team”), law enforcement, and/or the student’s family members).

The AVP may also consider other information such as the recommendation, if any, made by the TAM team; or whether there are reasonable accommodations that would effectively mitigate the risk of harm to others or property and would allow the student to safely and effectively participate in the School’s academic and/or residential life programs, as applicable.

The student will be notified of the withdrawal decision in writing. The decision may be appealed, following the procedures set forth in Section iii, below.

Students withdrawn under this section may also be subject to the normal disciplinary processes set forth above if their conduct has violated Middlebury’s policies. If disciplinary action is appropriate, the matter must be resolved either before or immediately upon the student’s return (if applicable).

iii. Appeals

An appeal under Section 2 (ii) above, may be made in writing within five business days to the Vice President for Language Schools, Schools Abroad and Graduate Programs. The appeal must include the grounds for the appeal and an outline of any supporting evidence. Appeals transmitted via e-mail will be considered to be “in writing.” Absent extenuating circumstances, the student will be notified of the appeal decision within 5 business days of receipt of the appeal.

3. Request for Readmission to the Language Schools

(i) Medical Withdrawal

Students who are withdrawn from a Middlebury Language School for medical reasons and who wish to be readmitted in a subsequent session must submit a written request for readmission to the Vice President for Language Schools, Schools Abroad, and Graduate Programs, and provide the following:

1. Medical readmission Form to the Parton Center for Health and Wellness, which usually must contain a recommendation for readmission and supporting documentation from the student’s treating physician(s), psychiatrist(s) and/or licensed counselors (as applicable) that the student is able to participate fully and effectively in the School’s intensive program of study (including but not limited to the academic and residential life of the School’s program), with or without reasonable accommodation;

2. information regarding the need, if any, for continuing treatment and follow-up care;

3. evidence that the student has complied with the treatment recommendations that were made at the time of, and during, the medical leave;

4. the student’s agreement to engage in continuing treatment and follow-up care, if applicable; and

5. authorization for disclosure by and between any person providing documentation in support of the request and a designated member of the Parton staff, and the Vice President for Language Schools, Schools Abroad, and Graduate Programs. Students may also submit other information in support of their request. Middlebury may also require that the student submit to an independent medical evaluation performed by a health care provider selected by Middlebury (at Middlebury’s expense) and/or that the student provide additional information necessary to determine whether the student should be readmitted at that time.
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In addition to the information required above, students who are withdrawn for the reasons set forth in Section 2 (ii) above, usually must submit to Vice President for Language Schools, Schools Abroad, and Graduate Programs the following information in their request for readmission:

1. a description of the student's understanding of the problem that led to the involuntary withdrawal;
2. sufficient evidence of the student's attempts to resolve the issue(s) that led to the involuntary withdrawal;
3. information about what steps the student will take to prevent the problem(s) from recurring; and
4. if applicable, sufficient evidence to demonstrate that the threat or conduct of concern has been eliminated and that the student is ready to return to Middlebury and adhere to all Middlebury and/or host institution policies.

Decisions on readmission requests are made on a case-by-case basis, so Middlebury may require more, less or different information than that described above as deemed appropriate and necessary in a particular case.

The Vice President for Language Schools, Schools Abroad, and Graduate Programs will consider the student's request for readmission after receiving the supporting information described generally above or requested specifically in a given case, as well as any other information that the student wishes to submit. In considering the request, the Vice President for Language Schools, Schools Abroad, and Graduate Programs, in consultation with other officials, as appropriate, will determine whether there is a sufficient basis to establish the following (as applicable):

1. the medical condition that led to the student's withdrawal has been adequately addressed and/or managed such that the student is otherwise qualified to safely and/or effectively participate in the academic and/or residential life of the School's program (with or without reasonable accommodation); and/or
2. the student no longer poses a threat to the health or safety of others or to property, or poses a threat of undue disruption to members of the School's community.

4. Request for Readmission to Middlebury Undergraduate Program

Middlebury College undergraduate students who wish to be readmitted to Middlebury after a medical withdrawal from a Language Schools program must follow the procedures set forth in Middlebury's Student Status policy at http://www.middlebury.edu/about/handbook/academics/Student_status and submit their request for readmission to their Commons dean no later than June 1 for the fall semester and November 15 for the spring semester.

5. Notice to the Student's Home Institution

Middlebury reserves the right to notify all institutions or programs in which the student is (or will be) enrolled of any medical or non-medical withdrawal of the student from a Middlebury Language Schools Program.

Thermal Comfort Policy

Middlebury College recognizes that thermal comfort is important for both health and productivity of its students, faculty, and staff. During sustained periods of high heat and humidity (defined here as two or more consecutive days of outside temperatures above 90° Fahrenheit and relative humidity of over 60%) certain measures may have to be taken to protect the health of students, faculty, and staff as well as to create a minimum thermal comfort that enables the campus community to work effectively.

Please see the College Web site for complete information on thermal comfort: http://www.middlebury.edu/about/handbook/misc/thermal_comfort. Prime summer study locations capable of comfortably accommodating a large number (Bicentennial Hall, Grille, Davis Family Library, Center for the Arts) are air conditioned.

Energy Conservation

Middlebury College encourages everyone to conserve energy and water resources. Please turn off lights and appliances when you leave a room, and keep the use of appliances and water to a minimum. The use of personal air conditioning units is not permitted.

Carbon Neutrality

As a College we are committed to achieving our sustainability goals through how and what we teach, how we operate, open dialogue, carefully considered risk, and learning from our successes and failures. We have the goal of achieving and maintaining carbon neutrality by 2016 through conservation and efficient use of energy, renewable resources, and, as a last resort, purchasing carbon offsets. Our efforts are intended to assess and improve our environmental, economic and social performance with tools that provide a useful measure of progress toward ecological resilience, economic prosperity, and social equity. We appreciate everyone's consideration of this mutual effort in environmental awareness and change.

Recycling

The College provides faculty, staff, and students with personal size blue recycling bins for temporary storage of recyclable materials. You are responsible for sorting these materials into the appropriate bins at the centralized recycling locations in your building. English language...
Special Policies

Guides to what can be recycled will be provided in your arrival packet, and bins are color-coded and labeled in all languages. Cardboard boxes should be broken down and left near recycling bins on the first floor of each building. Batteries are hazardous waste and must not go into the trash. They should be separated and placed in the recycling areas. Fluorescent light bulbs are regulated as well and should be given to your custodian for proper disposal. Please visit our Web site for more information: http://www.middlebury.edu/offices/business/recycle/whatsrecyclable.

*Sharp objects can pose a serious risk to our staff when put in the trash. Do not put needles in the trash! Parton Health Center can provide students a sharps container. Sharps containers should be brought back to the Health Center when full or when you are leaving campus for proper disposal.*

The last day of the 2013 summer session is Friday, August 16 (August 9th for the Portuguese School). Unless you plan to attend Commencement on Friday night, you should arrange to leave campus as soon as your classes and examinations have ended. All students must check out at the Public Safety office by 12:00 PM on Saturday, August 17, or drop the keys in the key boxes. Remember that the Language Pledge is in effect until you depart. Please be particularly security conscious during the closing days of your session and remember to take all your belongings with you. The Language Schools are not responsible for forwarding articles left on campus. Here is a checklist of things to do before you leave campus:

- Return your key to Public Safety at the close of the session to ensure proper credit. If your key is not returned within three days of the term ending, a fine of $100 will be charged to your personal account.
- Pay any traffic or parking fines, library charges, or other debts. Transcripts may be withheld until all obligations to the College have been paid.
- Return library books and other items borrowed from the School or from other areas of the College.
- Clean and sweep your room. Residents who do not leave their room in a neat condition will be charged a $200 fine plus labor.

Dormitories close at 12:00 PM on Saturday, August 17. Students may not remain in the dormitory after that time. If you must, for a compelling reason, remain on campus an extra day (i.e., through Saturday night) you must first obtain permission from the Director or Associate Director of your School, and you must pay a guest fee of $100.00. Under no circumstances may a student remain on campus after noon on Sunday, August 18, 2013.
Summer School portrait.
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Mission Statements

At Middlebury College we challenge students to participate fully in a vibrant and diverse academic community. The College's Vermont location offers an inspirational setting for learning and reflection, reinforcing our commitment to integrating environmental stewardship into both our curriculum and our practices on campus. Yet the College also reaches far beyond the Green Mountains, offering a rich array of undergraduate and graduate programs that connect our community to other places, countries, and cultures. We strive to engage students' capacity for rigorous analysis and independent thought within a wide range of disciplines and endeavors, and to cultivate the intellectual, creative, physical, ethical, and social qualities essential for leadership in a rapidly changing global community. Through the pursuit of knowledge unconstrained by national or disciplinary boundaries, students who come to Middlebury learn to engage the world.

Language Schools Mission Statement
In a global society, the summer residential programs provided by the Middlebury Language Schools are an important part of the nation's strategic language reserve. We educate undergraduate and graduate students from many disciplines and institutions all over the United States (and the world) who seek to improve their world languages and intercultural skills. We provide these students with consistent and dependable access to languages in an interactive, intensive-immersion environment. We also serve government employees and individuals from professional backgrounds. The Language Schools integrate excellent and innovative instruction in language with a curriculum that incorporates linguistics, literature, culture, and area studies, offering students opportunities to use the target language with native and near-native language professionals and with each other. The curriculum is supported by an extensive cocurricular program designed to reinforce classroom learning through a task-based approach. We are dedicated to the premise that without real competency in language there can be no true cultural understanding, and, that to be truly effective, language speaking must provide meaningful access to other cultures.

Monterey Institute of International Studies Mission Statement
The Monterey Institute of International Studies, a graduate school of Middlebury College, provides international professional education in areas of critical importance to a rapidly changing global community, including international policy and management, translation and interpretation, language teaching, sustainable development, and non-proliferation. We prepare students from all over the world to make a meaningful impact in their chosen fields through degree programs characterized by immersive and collaborative learning, and opportunities to acquire and apply practical professional skills. Our students are emerging leaders capable of bridging cultural, organizational, and language divides to produce sustainable, equitable solutions to a variety of global challenges.
Middlebury

MIDDLEBURY COLLEGE LANGUAGE SCHOOLS

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Middlebury, Vermont 05753

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languages@middlebury.edu
http://www.middlebury.edu/ls/

Administrative Information:
Language Schools Administration offices are normally open from 8:30 AM to 12:00 noon and 1:00 PM to 5:00 PM, Monday through Friday.

All numbers are area code 802 (except Middlebury at Mills College):

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