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2014 Bread Loaf School of English Student Handbook

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Student Handbook

PROGRAM CONTACTS

Bread Loaf Administration
Emily C. Bartels, Director, Bread Loaf School of English
  • emily_bartels@breadnet.middlebury.edu
Tyler Curtain, Associate Director, Bread Loaf School of English
  • tyler_curtain@breadnet.middlebury.edu
Dixie Goswami, Director, Bread Loaf Teacher Network; Coordinator, Writing Curriculum
  • dixie_goswami@breadnet.middlebury.edu

Main Office Staff
Dianne Baroz, OX Campus Coordinator
  • Dianne_baroz@breadnet.middlebury.edu
  • 802.443.5277
Karen Browne, Assistant to the Director; NM Campus Coordinator
  • karen_browne@breadnet.middlebury.edu
  • 802.443.5418
Elaine Lathrop, Office Manager, VT Campus Coordinator
  • elaine_lathrop@breadnet.middlebury.edu
  • 802.443.5360
Melissa Nicklaw, Administrative Associate
  • melissa_nicklaw@breadnet.middlebury.edu
  • 802.443.5187
Dana Olsen, Director of Admissions; Budget and Communications Manager
  • dana_olsen@breadnet.middlebury.edu
  • 802.443.5049

Technology Support Staff
Sheldon Sax, Director of Technology
  • shel_sax@breadnet.middlebury.edu
Caroline Eisner, Director of BreadNet
  • caroline_eisner@breadnet.middlebury.edu

Mailing Address: Bread Loaf School of English
                Middlebury College
                Middlebury VT 05753

Other Contact Information: E-mail: blse@breadnet.middlebury.edu
                           Telephone: 802.443.5418
                           Fax: 802.443.2060

Website: http://www.middlebury.edu/blse
GENERAL INFORMATION

The Purpose of this Handbook
This handbook has been compiled in an effort to prepare students for graduate studies at the Bread Loaf School of English. Students reading these materials carefully will find the answers to many commonly asked and basic questions. Campus Information pages, which will be posted on the Bread Loaf website in May, will provide supplementary details, specific to each campus’s operations for the upcoming summer. The Bread Loaf staff is always available address any additional questions.

Middlebury College (“Middlebury”) endeavors to present an accurate overview of the programs and facilities of the Bread Loaf School of English in this publication. However, Middlebury reserves the right to alter any policy, program, facility, or fee, described in this publication without notice or obligation. Updates to this handbook that may become necessary during the
course of the year are made on the web. Please consult the Web version of the handbook for the most up-to-date information.

**All Bread Loaf School of English students are also subject to the Middlebury College Handbook.**

**Mission Statement.** The Bread Loaf School of English is a summer residential graduate program of Middlebury College, providing education in British, American, and world literature and the allied fields of pedagogy, literacy, creative writing, and theater arts to a population comprised primarily of K-12 English and language arts teachers. The program offers Master of Arts and Master of Letters degrees in English as well as opportunities for continuing education and sustained, technology-rich professional development. BLSE draws its faculty from leading institutions in the U.S. and U.K. and maintains three campuses, two domestic, one in England, with a curriculum tailored to each site. The School aims to create a diverse and dynamic learning community that fosters innovative, culturally responsive thinking, teaching, and professional development both during the summer and throughout the year.

**Nondiscrimination Statement/Title IX Coordinator.** Middlebury complies with all 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 also complies with all other anti-discrimination protections that might be provided by particular states in which it operates educational programs; questions about the scope of any such protections should be addressed to the Bread Loaf director, Emily Bartels, or Middlebury's dean of the College.

The dean of the College coordinates Middlebury’s efforts to comply with any and all federal and state laws that prohibit discrimination on the basis of one or more of the characteristics listed above. The dean of the College is also Middlebury’s Title IX coordinator and is responsible for coordinating Middlebury’s 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-Harassment/Discrimination policy (http://www.middlebury.edu/about/handbook/misc/antiharassment).

The full text of Middlebury’s Nondiscrimination Statement is available online (http://www.middlebury.edu/about/handbook/general/nondiscrimination). Printed copies are available from the Bread Loaf director, the Office of the Vice President for Language Schools, Schools Abroad, and Graduate programs, or the Human Relations Officer. Discrimination complaints should be directed to the Human Relations Officer (see Middlebury College Resources & Policy Information below) or the Bread Loaf director.
Because of varying circumstances and legal requirements, such provisions may not apply to programs offered by the College outside the United States. This is consistent with the College’s intent to comply with the requirements of applicable law. Individuals with questions about the policies governing such programs should direct inquiries to the Bread Loaf director, Emily Bartels.

**Student Accessibility Services and the Americans with Disabilities Act (ADA).**

Middlebury complies with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, 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. 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 Middlebury’s [ADA Policy](http://www.middlebury.edu/studentlife/doc/ada/policy), which is available from Student Accessibility Services in a variety of accessible formats or online at [http://www.middlebury.edu/studentlife/doc/ada/policy](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. The form should be submitted along with required documentation directly to the [Student Accessibility Services](#) online or at the address found on the front of the form by [May 1, 2014](#). (If accommodations are not requested on time, it may be impossible for Middlebury to provide them in the earlier portions of the summer program.)

The request for accommodation must be supported by current and adequate documentation. Middlebury’s documentation requirements are discussed in more detail in the [ADA Policy](http://www.middlebury.edu/studentlife/doc/ada/policy). 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 the 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 for a student seeking accommodation for a specific learning disability, there are additional documentation requirements described in the ADA Policy. Middlebury is not responsible for services of a personal nature. Students are encouraged to consider obtaining a personal assistant or personal care attendant if they are unable to function independently on campus.

The information that a student provides regarding any special needs will be shared only with those individuals involved in the coordination and facilitation of services and accommodations.
required to make our programs accessible to him or her.

Only the ADA Committee and/or Student Accessibility Services are authorized to determine the eligibility of all students who request accommodations for their disabilities. The process and services ordinarily available to BLSE students are described in more detail in Middlebury’s ADA Policy.

Questions regarding disabilities and requests for accommodations will be handled promptly. Please see the contact information below.

**ADA policy**:  
http://www.middlebury.edu/student_life/doc/ada/policy  
(*available in other accessible formats at Student Accessibility Services)

**Student Accessibility Services:**  
Jodi Litchfield, ADA Coordinator  
802.443.5936 (phone) 802.443.7437 (TTY)  
litchfie@middlebury.edu

For a Special Needs Identification Form:  
www.middlebury.edu/studentlife/doc/ada/snifs

**Middlebury ID.** To access Bread Loaf and Middlebury’s online and technology resources (including library resources, grades and transcripts, financial aid and billing information, course registration, re-enrollment, and BannerWeb), students will three different kinds of identification, defined below:

**Middlebury ID + PIN**
- All Bread Loaf students will receive an 8-digit Middlebury ID number with their enrollment letter (also available from campus coordinators). This will remain their Middlebury ID for all future official interactions with Middlebury and Bread Loaf. They will also receive a permanent ID card when they arrive on campus. **Students should keep their ID card for use in subsequent summers.** A lost ID card can be replaced, for a fee, at: www.middlebury.edu/offices/health/publicsafety/forms/ID_Photos/breadloaf_cards.
- The ID is used with a PIN number for access to BannerWeb, Middlebury's online interface. Students will use BannerWeb to register for courses and view their grades and transcripts.
- To activate these credentials, new students must go to: http://go.middlebury.edu/activate, and enter the 8-digit Middlebury ID and PIN. The initial PIN number is the student’s birth date in the format MMDDYY, but students will need to change the PIN upon entering BannerWeb for the first time.
- Anyone having trouble activating an account should contact the Middlebury Help Desk (helpdesk@middlebury.edu; or 802.443.2200).
Middlebury username + password
- To find the username and set a password, students should go to https://bat.middlebury.edu/activate/, and enter the Middlebury ID number and new PIN. The screen will give their username (most often it is the first letter of the first name and the first seven letters of the last name) and instructions for creating a password to use with it.
- Students need a username and password to access the Course Hub and some protected library services.
- Students need the username and password to access their Middlebury College e-mail account, set up automatically for all Bread Loaf students. Bread Loaf does not currently use the Middlebury e-mail addresses, but there might be instances in which Middlebury will send important information (e.g., campus-wide emergency notifications) to that address. We advise students to forward Middlebury e-mail to the address they most frequently use: go to: https://mail.middlebury.edu/forward/

BreadNet username + password
- BreadNet is Bread Loaf's communications network, providing course management tools and e-mail service. All students automatically receive accounts at the start of their initial summer session; those who wish to have a new account created before this time should contact their campus coordinator.
- To create a BreadNet password, log on with the username (usually the last name followed by the first initial) and the generic password "bread," and pull down the menu under "Collaborate" and select "Change Password."
- BreadNet addresses will follow the form: firstname_lastname@breadnet.middlebury.edu

ACADEMICS

Learning Goals. We aim to prepare all students to engage in complex thought through the interpretation of literary and critical texts and to write persuasive and original essays. In addition, we expect all MA. students to acquire broad familiarity with the fields of British, American, and world literature; and MLitt students to design and master a specialization with the fields of literature, pedagogy, or creative arts. We prepare students in the Bread Loaf Teacher Network to use new technologies to understand and develop effective teaching and learning practices.

Curriculum. The Bread Loaf curriculum is divided into six groups:

- Group 1: Writing, Pedagogy, and Literacy
- Group 2: British Literature through the Seventeenth Century
- Group 3: British Literature since the Seventeenth Century
- Group 4: American Literature
- Group 5: World Literature
- Group 6: Theater Arts
Courses & Credits. Courses at Bread Loaf are valued in terms of units: one unit is the equivalent of 3 semester hours or 4.5 quarter hours of graduate credit—the equivalent of 30 hours of class time.

- **U.S. campuses.** Classes at our U.S. campuses are valued at one unit each and run Monday through Thursday for a total of 30 contact hours.
  - At the Vermont campus, classes are scheduled in two blocks: morning classes run for one hour and 15 minutes four days per week; afternoon classes run for two hours and 45 minutes (including a 15-minute break) twice a week (Monday/Wednesday or Tuesday/Thursday).
  - In New Mexico, classes run for two hours and 45 minutes (including a 15-minute break) twice a week (Monday/Wednesday or Tuesday/Thursday).

- **Oxford.** Classes are valued at two units each, one of which is constituted by independent study. Tutors arrange their own schedules: ordinarily, there are two group seminar meetings per week, supplemented by individual tutorials throughout the term.

Degree candidates must complete all work within 10 years. Courses taken more than 10 years ago will remain on the transcript, but cannot be used for a Bread Loaf degree. Credits transferred from another institution must also be less than ten years old by the time a student graduates. In exceptional circumstances, and with permission of the director, credits earned towards a Bread Loaf degree can be used past the 10th year if the student returns to Bread Loaf by the 10th summer and then attends Bread Loaf every summer thereafter until completion of the degree.

Course Load. The normal course load for all students at all campuses is two units (the equivalent of 60 hours of class time): two courses at the U.S. campuses, and one course at Oxford.

- At the U.S. campuses, students who live off campus may opt to take only one course, for half the tuition; ordinarily, students who live on campus and take only one unit will be charged full tuition. There is no one-unit option at Oxford.
- Returning students with an exceptional academic record (A/A+s) may take an additional one unit of credit (a course, an Independent Reading Project, an Independent Summer Project in Theater Arts, or an Oxford Independent Tutorial) with permission of the director or associate director. The extra unit will incur an additional cost of one-half the regular tuition.
- Students may not take more than three units in a given summer.

Course Catalog. The Bread Loaf catalog is published, posted on the Bread Loaf website, and mailed to enrolled students in January. It includes course descriptions and text lists (with readings listed in the order that they will appear on the syllabus), dates and fees, and a general description of the Bread Loaf program. For reference, recent course catalogs are available at: www.middlebury.edu/blse/academics/catalogs.

Program Options. Students may attend Bread Loaf for one or more summers of continuing graduate education, or, depending on their eligibility, they may earn an MA or MLitt degree over four to five summers. All applicants are held to the same admission standards, and all students must fulfill the same expectations in the classroom.
**MA Program.** The MA program aims to give students a broad familiarity with the fields of British, American, and world literature. To be eligible for admission, MA applicants must already hold a BA (in any discipline). The requirements are as follows:

- Students must complete ten units within a 10-year period (though, under exceptional circumstances, may apply for an extension of that time (see Credits), receiving a B- or better in each; no thesis is required for the degree.
- Each candidate must complete the following distributional requirements (five total):
  - one unit from Group 2
  - one unit from Group 3
  - one unit from Group 4
  - one unit from Group 5
  - one additional unit from any of these groups.
  The remaining five units required for the degree are electives and may come from any of the six groups.
- MA candidates admitted before 2013 have the option, instead, of taking the following distributional requirements (six total):
  - two units from Group 2
  - two units from Group 3
  - one unit from Group 4
  - one unit from Group 5
  The remaining four units required for the degree are electives and may come from any of the six groups. Students selecting this option may request permission from the director to replace any one of the courses in the required groups with an elective.
- All MA candidates must attend the Vermont campus for at least one summer. Students may petition the director for a waiver of the residency requirement, but such waivers are rare. We encourage students to attend as many campuses as possible, to take full advantage of the diversity of the campus and curricular offerings.

**MLitt Program.** The MLitt program enables students to achieve mastery in a field of specialization within the fields of literature, pedagogy, creative writing, or theater arts. To be eligible for admission, MLitt applicants must hold a BA in any discipline and an MA in English.

We have roughly 25 students in the MLitt program in any given year. While the coherence of an MLitt program depends on the connections that the degree candidate makes among his or her classes, within a class MLitt students are like any other students: that is, they must fulfill the specific requirements demanded by the course. Where possible and appropriate, they may ask to pursue work that brings other parts of their program to bear on class assignments, but faculty will decide if such work suits the goals of the course.

The requirements are as follows:

- To earn an MLitt degree, students must complete 10 units within a 10-year period (though, under exceptional circumstances, may apply for an extension of that time (see Credits), receiving a B- or better in each
- During the first summer, MLitt candidates will design a specialized program of study in the field of literature, pedagogy, creative writing, theater arts, or some combination of
two, in consultation with Bread Loaf’s associate director. Seven of the required 10 units must be in that field.

- Candidates must submit a proposal for the program of study by November 15 after the first summer; all proposals must be approved by the associate director. Only students in good standing with an approved program of study will be eligible for re-enrollment in the MLitt program for the second summer (see Re-enrollment). Any significant changes to the focus or curriculum of the approved MLitt program of study must be approved by the associate director; revised proposals should be submitted to Karen Browne in advance of any change.

- In the final summer, degree candidates must either take a comprehensive examination or produce a final project to qualify for the degree. The associate director will consult with each candidate to determine which option is most suitable. In both cases, two Bread Loaf faculty, appointed by the associate director, will serve as the examining committee.

- All MLitt students must attend the Vermont campus for at least one summer. Students may petition the director for a waiver of the residency requirement, but such waivers are rare. We encourage students to attend as many campuses as possible, to take full advantage of the diversity of the campus and curricular offerings.

**MLitt examination.** The MLitt examination is appropriate for students pursuing a literary/critical concentration.

- The MLitt examination consists of two parts: a written component (which the examinee has 24 hours to complete) and a one-hour oral follow-up.
- The terms of the examination will be set by an examining committee (appointed by the associate director) of two faculty members. The written examination usually consists of 3-5 essay questions; it may be open or closed book. The oral examination may probe questions already covered on the written part, or it may introduce new questions.
- In consultation with the committee, students will schedule both parts of the exam, all of which needs to be completed by the fifth week of the session.
- In preparation for the examination, candidates will submit to the associate director a list of all field courses, as well as a list of 5–6 key questions defining the program of study, and a bibliography of primary and secondary texts that have been central to the program of study. Examiners will use these as a guide to the student’s focus.
- After the oral component is complete, the committee will determine the grade for the whole using a Pass/Fail designation.
- A student who fails the MLitt exam may retake the exam one time in a subsequent summer.

**MLitt project.** The MLitt project is appropriate for students pursuing a concentration in creative writing, theater arts, or pedagogy.

- The MLitt project should approximate a master's thesis in scope and depth, consisting of roughly 35 pages (depending on the nature of the project).
- The project will be reviewed by an examining committee (appointed by the associate director) of two faculty members, who will evaluate the project and conduct a one-hour oral examination of the candidate, addressing the relation between the project and the candidate’s program of study. In consultation with the committee, the
candidate will schedule dates for the submission of the project and for the oral follow-up, all of which needs to be completed by the fifth week of the session.

- In preparation for the project review, the candidate will submit to the associate director a list of field courses taken, a list of 5–6 key questions and a bibliography of texts that have been central to the program of study, and a concise (1–2 page) description of the project and its relation to the program of study.
- To receive course credit for the MLitt project, candidates may complete the project in the final year as an Independent Reading Project or Independent Summer Project in Theater Arts (see IRP and ISP).
- The project and oral examination will be graded pass/fail; if the candidate is submitting the project as an IRP or ISP, the faculty supervisor will submit a letter grade and a narrative evaluation to the Bread Loaf office.
- A student who receives a failing grade for the MLitt project may not redo it, but withdrawal before submission is an option.

**Continuing Education.** Students may enroll for continuing graduate education on a summer-by-summer basis and will receive a Certificate in Continuing Graduate Education indicating the number of semester-hour credits they have completed successfully. Continuing education students are subject to the same conditions and policies as students in the degree programs, and they may take advantage of all that Bread Loaf offers, including membership in the Bread Loaf Teacher Network. Students in good standing may elect to continue for the degree.

**Advanced Undergraduate Education.** Undergraduates with outstanding academic records and who have completed the equivalent of three undergraduate years are eligible for admission to Bread Loaf in the summer between their junior and senior year. Candidates may apply the credits to the bachelor’s degree (as the degree granting institution permits); or, once they have earned a BA, students may apply the Bread Loaf credits to a Bread Loaf MA. A course that has been applied to an undergraduate degree cannot be used for graduate credit in the future.

**Princeton Bread Loaf Fellows.** Bread Loaf maintains a partnership with Princeton University, which sends up to five of its top English majors to the Oxford campus each summer. Our shared goal is to provide these rising seniors culturally-linked experience in advanced research which prepares them for thesis writing in their upcoming senior year. The Fellows will take a normal course load and will be evaluated in the same way as all other Bread Loaf students; they will also participate in a pro-seminar, run by an on-site mentor from the Princeton faculty and focused on their particular thesis work.

**Independent Reading Projects.** The Independent Reading Project (IRP) allows students a unique opportunity to pursue sustained research and writing independently across the academic year and, under faculty supervision, the following summer.

- The topic is proposed by the student and must be extension and intensification of work in a field the student has studied and, shown good understanding of, in a Bread Loaf course; the student must have earned an A- or higher in that course.
- The reading and research must approximate what is ordinarily in a Bread Loaf course, in scope and nature, and may include or cross any of the disciplines—literature, pedagogy,
creative writing—that the Bread Loaf curriculum covers. Pedagogical projects may draw on BLTN or other classroom initiatives as the subject of the IRP and may include lesson plans in an appendix to the final project, but the centerpiece of the IRP must be pedagogical or curricular research, presented in an analytic essay. (For theater arts projects, see Independent Summer Projects in Theater Arts.)

- The IRP will culminate in a critical essay or creative portfolio of roughly 35 pages.
- The IRP carries the same credit and costs the same as a one-unit Bread Loaf course (one half the tuition fee). Students may count the IRP as one of their two courses in the summer they bring the project to completion, or, if their academic record is strong (all grades B+ or higher), they may apply, through the associate director, to take the IRP as a third course (an overload).
- For MA students, the IRP can fulfill any of the distributional group requirements; MLitt students may use the IRP as the culminating project for their degree (Degree Programs: MLitt project).
- Students will register for the IRP when they register for the next summer's courses.

The process for pursuing an IRP is as follows:

- **Summer 1.** Students will construct a proposal for the IRP, in consultation with a faculty member in the field ordinarily but not necessarily the professor in the course on which the IRP builds.
  - The proposal (1–2 pages) should consist of a description of the topic, key questions, and approach to be pursued; explanation of how the project builds on Bread Loaf course work; and a full bibliography of primary and secondary texts to be explored. **Students proposing an IRP in creative writing must include with their proposal a 10–15 page creative writing sample in the relevant genre(s).**
  - A faculty member must approve the final version of proposal: students should give faculty 5–7 days to vet the proposal (and, where applicable, the creative writing sample).
  - A hard copy of the proposal, with the faculty member’s signature, must be submitted to the Bread Loaf campus office on or before the final day of classes. An electronic copy should also be sent to Karen Browne in the main office. (Creative writing samples should be submitted with the proposal.)
  - After the session ends, the associate director will review the proposal, and the student’s grades and evaluations, and contact the student in early fall, approving or rejecting the proposal or requesting revisions.

- **Academic year:** Once the project has been approved by the associate director, the student will pursue the reading, research, and writing independently throughout the academic year.
  - Though there is no faculty advising during the research year, the associate director is always on call to answer questions.
  - A first polished (not rough) draft of the written project must be submitted to the Bread Loaf office on March 15; electronic copy is preferred.
  - The associate director will send the written project to a faculty IRP advisor, ordinarily someone teaching at the campus the student is planning to attend. In choosing a campus, when possible students should select a site where there is at least one faculty member in the field. The IRP advisor might or might not be the same as the faculty member who originally approved the proposal.
• The IRP advisor will review the project; his/her comments will be sent to the student within a month; the student will then revise the draft and have a second version ready by the first class day of the summer session she/he next attends.

• Summer 2:
  o The student will submit a second draft of the project to the IRP advisor, with an electronic copy sent to Karen Browne by the first day of classes.
  o The student and the IRP advisor will meet in the first week of the session to create an agenda for the completion of the work, setting a schedule for meetings and due dates of subsequent drafts. IRPs must be completed by the last day of classes, but are usually finished sooner.
  o Once the written project is completed, the IRP advisor will assign the project a letter grade and submit a narrative evaluation of the project to the Bread Loaf office.

Independent Summer Projects in Theater Arts. Students who would like to pursue independent study in the field of theater arts and whose projects require completion on site (for demonstration of directing, acting, or such) may propose an Independent Summer Project (ISP).

• As with the IRP, the topic of the ISP will be designed and proposed by the student, and must be grounded on a course (ordinarily in theater arts) in which the student has earned an A- or higher; it should carry the weight, in research and execution, of a regular Bread Loaf course.
• The ISP carries the same credit equivalent as a one-unit Bread Loaf course and also costs the same (one half the tuition fee).
• The ISP must be undertaken at a Bread Loaf campus (usually Vermont) where courses in theater arts are being offered.

The process for pursuing an ISP is as follows:

• Students must submit a 1–2-page proposal to the Bread Loaf office (the coordinator of the campus they are planning to attend) by February 15 prior to the summer in which the project will be undertaken.
  o The proposal should consist of a detailed description of the theater project, its goals and methods, along with a bibliography of primary and secondary texts that will ground the study.
  o Students should consult with appropriate faculty in advance (the summer prior), since Bread Loaf faculty are not available during the academic year. In most cases, that faculty member will serve as the project advisor.
• The Bread Loaf director or associate director will review and approve or reject the proposal by March 1, in consultation with the director of the Bread Loaf program in theater and/or appropriate faculty who will serve as the ISP advisor. Once the proposal has been approved, the student should register for the ISP.
• Although the culmination of the project will take place in the summer, the student should undertake as much of the research on the project as possible in advance.
• During the summer session, the advisor will consult with the student on the project, and the student will present the work before the final class day. The ISP advisor will assign the project a letter grade and submit a narrative evaluation of the project to the Bread Loaf office.
Oxford Independent Tutorials. Students with an exceptional academic record may elect to pursue an Oxford Independent Tutorial (OIT) in addition to the normal course load (one two-unit course) at the Oxford campus. The OIT is a one-unit course of independent study, designed and undertaken by a student at the Oxford campus, under the supervision of a faculty member there.

- The reading, writing, and research of the OIT should approximate in nature and scope a one-unit Bread Loaf course; the OIT will receive the credit equivalent of and will cost the same as a one-unit course. The topic must be in a field covered by the Bread Loaf Oxford curriculum and faculty; the OIT can fulfill distributional group requirements for the MA degree or a field requirement for the MLitt.
- To apply for the OIT, students must submit a 1–2-page prospectus to Dana Olsen by February 15. The prospectus should include a brief description of the topic, goals, and questions of the study, and an extensive bibliography of primary and, as possible, secondary materials.
- The Bread Loaf director will review and approve or reject the proposal by March 1. Once the proposal has been approved, an appropriate faculty member at Bread Loaf Oxford will be asked to serve as advisor, and the student should register for the OIT.
- When the Oxford session begins, the student should meet with the advisor to set up a schedule of meetings and requirements, to extend across the full session. Ordinarily the OIT culminates in a 20–25 page critical essay.
- Once the project is completed, the advisor will assign the work a letter grade and submit a narrative evaluation of the student’s performance to the Bread Loaf office.

Course Transfers. Students may transfer up to two units of graduate credit (3 semester hours or 4.5 quarter hours each) from other institutions to Bread Loaf, to count towards the degree. The following requirements apply:

- The course must be taken at an accredited institution. Online or correspondence courses are not acceptable for transfer to Bread Loaf.
- Each course must be a graduate level offering (often a 500 or 600 course number). For any course that is marked as both an advanced undergraduate and graduate course (often a 400/500 course number), the syllabus or the professor, in a letter or e-mail, must specify what work is required of graduate students to supplement the undergraduate requirements.
- Each course must be worth 3 semester hours or 4.5 quarter hours. (Please note that some "quarter courses" may have lower credit values and are not acceptable for transfer.)
- The course content must be comparable in subject matter, scope, and requirements to courses in the Bread Loaf curriculum. Transfer courses may fulfill any of the MA distributional requirements or MLitt field requirements for the degree.
- Students must earn a letter grade of B or higher in a course, if that course is to be considered for transfer to Bread Loaf.
- Bread Loaf courses are usually transferable to other institutions. However, courses can count for one degree only: courses applied to degree credit elsewhere cannot be transferred to Bread Loaf; similarly, courses applied to a Bread Loaf degree cannot be transferred for credit to another degree program.
- Transferred course credits expire in 10 years.
Requests for course transfers should be addressed to the associate director, through Melissa Nicklaw in the Bread Loaf office. The process is as follows:

- Students should request preapproval when possible, by submitting official catalog copy of the course description, including the catalog’s explanation of credit hours and course level.
- To request approval, students must submit a course transfer form, syllabus from the course taken, course schedule, and, if not already submitted, a copy of the official catalog description detailing the course credit hours and course level (no links, please). Descriptions and explanations must be for the course that was actually taken, not for a version of that course offered in another term. Students must also make arrangements for an official transcript to be sent directly from the institution to the Bread Loaf office.
- Please allow two weeks for the processing of preapproval and transfer requests. All transcripts for transfer courses must be submitted to the Bread Loaf office no later than June 10 of the senior summer.

ADMISSION & RE-ENROLLMENT

Eligibility for Admission. Applicants may apply either as Continuing Education students or as candidates for an MA or an MLitt degree. To be eligible for admission, all candidates must hold a bachelor’s degree (in any discipline) from a regionally accredited college or university. Additionally, MLitt candidates must hold an MA in English.

Exceptional undergraduates may also apply for admission after completing the equivalent of three years towards the BA.

New Student Admissions. Applications for admission for all new candidates may be submitted from July 15 to May 21, using the form available at www.middlebury.edu/blse/admissions/apply. Admissions decisions are made starting the second week of January.

In addition to the online form, an application to Bread Loaf must include:

- official transcripts for undergraduate and (if applicable) graduate work;
- two letters of reference;
- a statement of purpose;
- a writing sample (7–10 pages for continuing education and MA candidates; 12–15 pages for MLitt candidates);
- a $65 application fee (this fee is waived for Middlebury undergraduates and alumni, and for anyone who has paid a Middlebury or Bread Loaf application fee in the past).

Campus Choice. New and returning candidates must select a single campus upon applying or re-enrolling. Campuses do fill, and students may not get their first choice; in that case, the Bread Loaf office will contact the applicant, who may opt to select another campus or remain on a wait list. All degree candidates must attend the Vermont campus once. Students may ask that this requirement be waived, but waivers are approved rarely, and only in cases when attendance in Vermont is impossible. In addition, we encourage all students to attend as many of our campuses
as possible in order to take advantage of the range of educational and cultural opportunities that Bread Loaf provides. Because the two-unit courses at the Oxford campus include a unit of independent research (see Credits), students whose records suggest that they are not yet prepared for that challenge might not be admitted to the Oxford campus; in those cases, they will be contacted by the director and asked to select another campus.

**Deferral of Admission.** Applicants who are accepted but are unable to attend Bread Loaf in the summer for which they applied may defer admission for up to 2 years. To activate a deferred admission, applicants should resubmit the online application form; they need not resubmit supporting materials or pay another application fee. These applications should be submitted during the regular admissions season (July 15 to May 21) for the summer which the applicant plans to attend. Enrollment in any given year will depend on the availability of space in the program that year (not the year of the initial application).

**Re-enrollment for Returning Students.** Returning students may re-enroll beginning July 15 of the application year by submitting the form available at [http://www.middlebury.edu/blse/admissions/reenroll](http://www.middlebury.edu/blse/admissions/reenroll). No other application materials are required, except in the cases of students who have not attended Bread Loaf for 10 years; in those cases, candidates must apply as new students.

To be eligible to re-enroll:

- Students must be in good academic standing, with all grades being B or higher.
- Students who have earned one B- in a Bread Loaf course may re-enroll but will be placed on academic probation until their record improves. In order to continue in the program, students on probation must earn grades of B or better in all courses (see Academic Probation). Students who have earned more than one B- or have earned a failing grade (C+ or lower) may be denied re-enrollment.
- Students with outstanding bills due to Middlebury College will not be able to re-enroll until the bills are paid.

Re-enrollment decisions are made starting in December. Students who have submitted re-enrollment applications but are not eligible to re-enroll will receive notice from the director.

**Campus Choice.** New and returning candidates must select a single campus upon applying or re-enrolling. Campuses do fill, and students may not get their first choice; in that case, the Bread Loaf office will contact the applicant, who may opt to select another campus or remain on a wait list.

All degree candidates must attend the Vermont campus once. Students may ask that this requirement be waived, but waivers are approved rarely, and only in cases when attendance in Vermont is impossible. In addition, we encourage all students to attend as many of our campuses as possible in order to take advantage of the range of educational and cultural opportunities that Bread Loaf provides.
Because the two-unit courses at the Oxford campus include a unit of independent research (*see Credits*), students whose records suggest that they are not yet prepared for that challenge might not be admitted to the Oxford campus; in those cases, they will be contacted by the director and asked to select another campus.

**ACADEMIC POLICIES & RESOURCES**

**Academic Advising.** The Bread Loaf director and associate director are available year-round to advise students about their status in the program and their course and campus choices. During the summer, Bread Loaf faculty are also available to assist on any academic matters.

**Course Registration.** Course registration begins the second week of February and continues on a rolling basis until the beginning of the summer session. Students will receive detailed registration information before the registration season begins. MA candidates will also receive a Group Unit Requirement form that outlines their progress toward the degree, listing the group and unit requirements they have so far fulfilled. MLitt students will receive an MLitt Concentration Requirements form that outlines their progress in fulfilling their concentration and unit requirements.

- Students register online for courses using BannerWeb for the first two weeks of the registration period, in an order based primarily on seniority (years in the program). When a course is full, students will be added to a waitlist and, if the course reopens, offered a spot in the order in which they were added to the wait list; they will then have three days to accept the slot before it is offered to the next student in line.
- Once online registration closes, students must e-mail registration requests to the coordinator of the campus they will be attending. They will be registered for courses on a first-come, first-served basis.

The following registration policies apply to all enrolled students:

- A student may take only one course by a given professor in a single summer.
- MA students may take only one creative writing course (including those that are cross-listed) in a single summer.
- Courses are identified by a four-digit course number. Students may only repeat a course of a given number with prior permission of the director. Students may, however, take a creative writing course twice, as long as the instructor is different each time; no preapproval needed.
- Students requesting to take three courses (including the completion of an IRP as a third course) need to obtain approval from the associate director (via their campus coordinator) *prior* to course registration.

**Course Reading and Texts.** Because the Bread Loaf session packs 12–14 weeks of graduate training into six weeks, it is essential that students do most of the course reading before they arrive. On the Vermont campus *only*, course texts can be ordered online through the Middlebury College bookstore ([www.middlebury.edu/blse/students/bookorders](http://www.middlebury.edu/blse/students/bookorders)) before the session, or purchased at the campus bookstore (which also carries office and personal supplies). Students attending other campuses should buy their texts in advance of the session and bring them.
**Drop/Add Period.** Because of the compact nature of the term, we discourage “shopping” for courses. Students may, however, drop or add courses by 5 p.m. through the third class day of the summer session at each campus. At the Vermont campus, students should come to the Bread Loaf office in person to request a change; students at the satellite campuses must contact the campus coordinator in the Bread Loaf main office—not the on-site staff assistants or directors—by e-mail. Drop/add deadlines, which are listed in the summer schedules for each campus, are absolute.

**Class Attendance.** Class attendance is mandatory. Students who anticipate arriving late or departing early must get prior permission from the director (contact the campus coordinator to make the request). Ordinarily, permission is given only in the case of unavoidable job commitments that cannot be avoided. During the summer session, the director or on-site director may give a student permission to miss a class because of a family or medical emergency. In all cases, students must make arrangements with their professors to make up the missed work, in advance if possible. In some cases, students may wish to pursue an incomplete (see Incompletes).

**Grades and Grade Reports.** Bread Loaf uses a letter grade system—from A to F:

- A/A+ distinguished
- A- to B+ very strong
- B satisfactory
- B- passing but problematic
- C+ or below failing work.
- F incomplete performance.

The following policies apply:

- Students will not receive credit for courses in which they have earned a C+ or lower.
- Students who have earned one B- in a Bread Loaf course will be placed on academic probation until their record improves. During that time, their course and campus choices will need to be preapproved by the director.
- Students who have earned more than one B- or who have earned a grade of C+ or lower may be denied readmission to the program.

The Middlebury registrar’s office will notify students as soon as their grades are posted.

**Student Evaluations.** In addition to assigning grades, Bread Loaf faculty write detailed narrative appraisals of each student’s course work. In particular, evaluations will address each student’s achievements on each of the major assignments as well as progress across the course, assessing in some detail the student’s abilities as a writer, reader, discussant, and, where applicable, teacher and performer.

These evaluations are turned in to the Bread Loaf office at the end of the summer session and become part of all students’ permanent records. They are written under the condition of confidentiality when students have waived their rights to see them (see Student Records and Confidentiality below.) The Bread Loaf director and associate director use these evaluations in advising students and monitoring their progress, preparing letters of recommendation, making scholarship award determinations, and carrying out other kinds of academic assessments.
Student Records and Confidentiality. In accordance with the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), students and former students of Middlebury College have the right to inspect all educational records placed in their files after January 1975. Information on this policy is available at: www.middlebury.edu/about/handbook/academics/student_records_FERPA

All first-year students are asked to sign a Confidentiality Agreement form when they register at the beginning of their first Bread Loaf session. The form gives students the option of waiving or not waiving their rights to review materials placed in their Bread Loaf files, including student evaluations written by Bread Loaf faculty and letters of recommendation written by Bread Loaf administrators.

The form is placed in each student’s file, and the option chosen will remain in effect until the student notifies the director in writing that he or she wants to change it. If a student has waived his or her rights and then rescinds the waiver, any letters or evaluations written while the waiver was in effect will not be available for inspection or review by the student.

Students should note that evaluations and letters of recommendation will carry more credence when they are written under terms of confidentiality.

Incompletes. Students are expected to complete all required course work by the last day of class (or, in the case of students who have received permission to leave early, before they leave campus for the summer). Students who have not turned in all required work by that deadline must request approval for an Incomplete or will receive an F in the course.

Students may request approval for an incomplete in cases when a family, medical, or personal emergency prohibits the completion of the course work. In order to be approved for an incomplete, before leaving campus they must:

- receive preliminary approval from the Bread Loaf director or associate director;
- consult with their professors to determine what, and by what date (usually within 30 days of the end of the session), work needs to be completed;
- submit a Request for Incomplete Grade form to the Bread Loaf office for final approval by the director; the form details what work needs to be done, and both the student and the faculty member must sign this form.

Students will submit finished course work to the main Bread Loaf office, and the office will forward the work to the faculty for evaluation. In cases where the work is not submitted by the established deadline, the INC will be changed to an F.

Course Withdrawals. Students may request to withdraw from a course for academic, medical, emergency, or other reasons, at any point. Dropping and adding a course during the drop/add period does not constitute “withdrawal”: withdrawal applies only when students are withdrawing from a course without taking another in its place.

- To withdraw from a course, students must notify the Bread Loaf director or on-site director (in person if possible).
• If the student withdraws from a course by the end of the drop/add period (see Drop/Add), no courses or grades will appear on the student’s transcript.
• If the student withdraws from a course after the drop/add period, courses will be listed on the transcript and assigned a grade of either WD pass or WD fail, depending on the status of his or her work at the time of the withdrawal.
• If a student withdraws from a course for medical reasons or family emergencies, the Bread Loaf director will determine whether courses or WD grades will be listed on the transcript.

Students who withdraw from a course will forfeit their enrollment deposits, but may, with the approval of the director, receive refunds for any additional amounts paid, as follows:
  o 60% tuition for that course if the withdrawal happens during the first week of classes;
  o 20% tuition for that course if the withdrawal happens during the second week of classes;
  o no refunds after the second week of classes (see Refunds).

Middlebury reserves the right to require a student to withdraw from the program (see Emergency Withdrawal, Suspension, or Dismissal).

Academic Probation. Students who have earned one B- or lower in a Bread Loaf course will automatically be placed on academic probation.

• At the end of the summer session, students will be notified in writing of their probationary status.
• During the probationary period, all course and campus choices will need to be preapproved by the director: students should e-mail their course and campus preferences to the director (via Elaine Lathrop) before registering.
• Ordinarily, students on probation will not be enrolled at the Oxford campus and will not be eligible to pursue an IRP or take a course overload.
• The director will review the student’s progress at the end of the probationary summer and determine whether the student’s work has improved sufficiently to warrant ending the probationary period. Students will be notified in writing of the determination.
• Students found to have plagiarized will be placed on permanent probation (see Plagiarism below).

Academic Honesty. Bread Loaf follows the Middlebury College policy on academic honesty. As an academic community devoted to the life of the mind, Middlebury College requires of every student complete intellectual honesty in the preparation of all assigned academic work.

• Plagiarism. 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.
Graded assignments should be the work of the individual student, unless otherwise directed by the instructor.

The individual student is responsible for ensuring that his or her work does not involve plagiarism. Ignorance of the nature of plagiarism or of College rules may not be offered as a mitigating circumstance. Students with uncertainties and questions on matters relating to footnoting, citation of sources, paraphrasing lecture notes, and proper recognition of collaborative work on homework assignments and laboratory reports should consult with the course instructor for whom they are preparing work.

- **Cheating.** Cheating is defined as giving or attempting to give or receive during an examination any aid unauthorized by the instructor.

- **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. Violations of this policy will be handled in the same way as other policy violations.

In cases where violations of either policy is suspected:

- Faculty will report the violation, with supporting evidence to the director or, if she or he is not available, designee (associate director, on-site director), detailing the correlation between the student’s work and all unacknowledged sources.
- The director or designee will review the pertinent information and, when appropriate, notify the student of the allegations and give him or her an opportunity to respond to them.
- The director or designee will make a determination based on the preponderance of the evidence standard as to whether the student has violated policy. During this process, the rules of evidence applicable to civil or criminal cases do not apply.
- In cases where plagiarism is judged to be present, the student will receive an F on the work involved and will be put on permanent academic probation; he or she may also be dismissed from the program. These actions will be accompanied by notification of any other institution in which the student is enrolled.
- The student may appeal the decision to the vice president for the Middlebury Language Schools, Schools Abroad, and Graduate Programs within three business days of the determination. The appeal must be based on one or more of the following grounds, and not simply on disagreement with the decision:
  - new information not previously available (deliberate omission by the student of information will not support an appeal);
  - violation of stated procedures when the violation prevented fundamental fairness. A determination that a material procedural error has occurred may result in a rehearing of the case using correct procedures, but a procedural error is not a factor in reducing a sanction when the appeal upholds a finding of guilt. Immaterial procedural errors will not be grounds for a rehearing;
  - significant mitigating circumstances.
The appeal must be in writing (e-mail or hard copy), and must state the grounds for the appeal as well as an outline of supporting evidence. The student will be notified of the appeal decision within five business days of the receipt of the appeal, unless there are extenuating circumstances. The vice president’s decision shall be final.

**Auditing.** Auditing is available *only* to members of the Bread Loaf community. Enrolled Bread Loaf students and their partners may audit courses at any of Bread Loaf’s U.S. campuses with permission of the faculty; staff may audit with permission of the faculty and the Bread Loaf director. Bread Loaf alumni/ae may audit courses at a cost (per course) of one half the tuition charged per course. Audited courses are not recorded on a Middlebury transcript. In all cases, faculty will set the expectations of auditors. Auditing is not permitted at the Oxford campus or in creative writing and theater arts courses.

**Transcripts.** Students may access their unofficial Bread Loaf transcript via the Student Records and Registration link in BannerWeb ([www.go.middlebury.edu/bw](http://www.go.middlebury.edu/bw)).

Official transcripts for the Bread Loaf program are issued by Middlebury College, at a charge of $5 per copy. Transcripts cannot be faxed; they will be sent within one to three business days. Middlebury is not obligated to furnish a transcript to any student whose financial obligations to the College have not been satisfied.

Transcripts may be ordered online, through the mail, or in person:

- Online requests can be placed at go.middlebury.edu/transcripts. Students have the option of hardcopy delivery or secured electronic delivery. There is an additional processing fee of $3 per address. UPS Overnight Delivery or UPS International Express delivery is available upon request for those using the online ordering system only; there is a $15 charge for expedited delivery in the U.S., and a $30 charge for expedited international delivery. Payment can be made by credit card only.
- For mailed or in-person requests, students must complete the Transcript Request Form, which can be downloaded from go.middlebury.edu/transcripts. The form can be submitted by mail or in person to:

  Registrar's Office  
  Forest Hall  
  5142 Middlebury College  
  Middlebury, VT 05753  
  Attention: Transcript Request

**Letters of Recommendation.** Requests for letters of recommendation should be made to the associate director, through Melissa Nicklaw. The letters will incorporate comments made by faculty on student evaluations and will be governed by confidentiality policies (see [Student Records and Confidentiality](#)). If the recommendation is needed for applications to other graduate programs, students and alumni are advised to request letters directly from faculty. Letter requests must include:
• Name and address of each person to whom the letter(s) should be sent (on a stamped and addressed envelope, if the letter is to go by mail). Bread Loaf will submit letters of recommendation online to credentials services (such as Interfolio) or other sites that can guarantee confidentiality. For reasons of confidentiality, letters will not be sent in any form directly to students.
• Purpose of the letter (teaching job, fellowship, e.g.).
• Due date. Letter requests must be received by the Bread Loaf office at least one month before the due date if deadlines are to be met.
• Required forms, as applicable.

**Course Evaluations.** For the collective benefit of the program, students will be asked to provide, anonymously, an evaluation of each of their Bread Loaf courses at the end of the summer session. Faculty allot 15 minutes of one class in the final week for this assessment, choosing one student to distribute and collect the forms at the end of one class session, and leaving the room while students complete the evaluation. The supervising student will then return the forms to the campus office immediately after class. Faculty will receive copies of the evaluations after the session ends.

The forms will ask students to respond to the following questions:
• How effective was the overall design of course (topic, syllabus, reading load, assignments)?
• What was the overall quality of instruction?
• What was your prior preparation or level of achievement in the subject matter?
• Which, if any, of your skills (interpretation, writing, performing, speaking) have improved as a result of the course, and in what ways?
• (How) has the course added to your professional development?
• How might the course be improved?

**Program Evaluations.** Students will be asked to evaluate the Bread Loaf program and submit the evaluations digitally to the campus coordinator. This feedback about our orientation program, facilities, library and digital resources, curriculum and co-curricular activities, office support, and other areas will help us in our self-assessment.

**CO-CURRICULAR SUPPORT**

**Ken Macrorie Writing Centers.** Each of Bread Loaf’s campuses is home to a writing center, established in honor of writing specialist and former Bread Loaf faculty member Ken Macrorie. Staffed by peer readers and supervised by a faculty coordinator, the centers offer students support throughout the session on critical essays as well as on creative or new media projects. Students interested in serving as peer readers are required to complete training, offered at each of the U.S. campuses, in writing center pedagogy and practice.

**Bread Loaf Teacher Network.** The Bread Loaf Teacher Network (BLTN) is one of the finest professional development networks in the country. Grounded on digital exchanges between students and teachers from different geographic and cultural locations, its goal is to create year-round collaborations that are built on Bread Loaf course work, that engage students and teachers in culturally responsive and transformative literacy, and that have the collective power to change
educational thinking and practice within and between classrooms, schools, and states. BLTN meetings occur weekly at each of the Bread Loaf campuses, and all Bread Loaf students are invited to join (just attend a meeting). Information on the network, along with copies of the *Bread Loaf Teacher Network Journal* are available at [http://www.middlebury.edu/blse/bltn](http://www.middlebury.edu/blse/bltn).

**Career Services.** Each summer, representatives from the educational recruitment firm Carney, Sandoe & Associates are available at the Vermont campus to interview Bread Loaf students. All Bread Loaf students have access to the Middlebury College Center for Careers and Internships ([cci@middlebury.edu](mailto:cci@middlebury.edu); 802.443.5100) in Adirondack house on the main Middlebury campus.

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**TECHNOLOGY AND RESEARCH RESOURCES**

<table>
<thead>
<tr>
<th>Middlebury Help Desk</th>
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<tbody>
<tr>
<td><a href="http://www.middlebury.edu/offices/technology/help/technology">www.middlebury.edu/offices/technology/help/technology</a></td>
</tr>
<tr>
<td>802.443.2200 between 8:30 a.m. and 5:00 p.m. (EST)</td>
</tr>
</tbody>
</table>

  **Bread Loaf Director of Technology**
  Shel Sax: [shel_sax@breadnet.middlebury.edu](mailto:shel_sax@breadnet.middlebury.edu)

  **Director of BreadNet**
  Caroline Eisner: [caroline_eisner@breadnet.middlebury.edu](mailto:caroline_eisner@breadnet.middlebury.edu)

**Course Hub**
[http://courses.middlebury.edu/](http://courses.middlebury.edu/)
[http://mediawiki.middlebury.edu/wiki/LIS/CourseHub](http://mediawiki.middlebury.edu/wiki/LIS/CourseHub)

**Information Security**
[http://www.middlebury.edu/offices/technology/infosec](http://www.middlebury.edu/offices/technology/infosec)
Computer and Technology Support. Bread Loaf offers a number of electronic resources as well as computer labs and computer support staff at every campus.

**BreadNet.** Bread Loaf has its own communications network, BreadNet, which is a course management tool, and also functions as an e-mail server, an electronic bulletin board, a site for class folders and conferences, and a communications site for the Bread Loaf community throughout the year.

- BreadNet is the primary means of communication at Bread Loaf, especially among the Bread Loaf office, administration, and students; we urge all students to use BreadNet during the summer.
- All Bread Loaf students are provided with a BreadNet account (free of charge); our technology staff will help students install and learn the system. At registration, all enrolled students receive a current BreadNet Account Information sheet that outlines the basics of setting up an account and using BreadNet.
- Students will have a BreadNet username and password (which are different from their Middlebury ID and PIN (see [Middlebury ID](#)).
- Students wishing to have outside e-mail forwarded to their BreadNet account must make arrangements through their own e-mail provider.
- The Director of BreadNet, Caroline Eisner, is available (usually at a moment’s notice) to give online support to BreadNet users year-round.

The Course Hub. The Course Hub (integrated with the course management system Moodle) is an online site where information on Bread Loaf courses is posted.

- To log into the Course Hub, students should go to [http://courses.middlebury.edu](http://courses.middlebury.edu) and enter their Middlebury username and password.
- When students log into the Course Hub, they will see the courses for which they are registered, with links to the course page for each course.
- Syllabi for each course will be available on the course pages by the beginning of the summer session. Faculty may also choose to post electronic reserves or other course materials on the site.

Library Services. During the summer session Bread Loaf students at all campuses have access not only to their campus libraries but also to the full resources and services of the [Middlebury College Library](#), with over one million holdings, in print, online, and recorded form. These resources include:

- Middlebury's online catalog ([MIDCAT](#))
- Electronic delivery of articles in Middlebury's collection and beyond using Interlibrary Loan ([ILLiad](#))
- BLSE Library Research Guide, compiled specifically for Bread Loaf students, with links to a full range of online references and databases available to Bread Loaf students (JSTOR, Project MUSE, Early English Books Online), bibliographies, dictionaries (OED), citation
and style guides, newspapers, and other resources particularly useful for research in the humanities.

These resources are available through the Middlebury Library webpages; in some cases users will need to log on, and they will be prompted to enter their Middlebury username and password.

Currently enrolled students will also have access to the online services throughout the year. (For the purpose of library access, a currently enrolled student is one who attended Bread Loaf the previous summer and is enrolled for the coming summer. Students who re-enroll after January or who did not attend Bread Loaf the previous summer will not have access to these library services until the start of the summer session for which they are enrolled.)

**LIBRARY CONTACTS**

Kellam Ayres, BLSE Liaison & Reserves Coordinator
802.443.5065, kayres@middlebury.edu

Reference Desk
802.443.5496, refdesk@middlebury.edu

Circulation Desk
802.443.5494, library_circulation@middlebury.edu

Technology Help Desk
802.443.2200, helpdesk@middlebury.edu

**USEFUL LINKS**

Library Quick Search
(MIDCAT, Middlebury's online catalog)
http://www.middlebury.edu/academics/lib

BLSE "Library & Technology" Webpage
http://www.middlebury.edu/blse/students/library

BLSE Library Research Guide
(Descriptions of and links to bibliographies, catalogs, journals, etc.)
**Financial Aid Packages.** New and returning students may apply for Middlebury College financial aid. All aid is need based and consists of grants and/or loans.

- A grant is direct assistance, which does not need to be repaid. Once the grant assistance has been accepted, the grant amount will be applied to the student bill.
- Stafford loans, which do need to be repaid, are available to degree students only.
  - The loans will be used to cover all outstanding charges on the student’s bill. Any additional funds provided by the loans will be refunded to the student after the start of classes. Because disbursement might be delayed, students should not count on having loan funds available at the start of classes.
  - Students are not required to accept the loans offered.

**Student Financial Services**

sfs@middlebury.edu

802/.443.5158

For financial aid information and applications:

http://www.middlebury.edu/offices/support/sfs/aid_apply/blse
To apply for financial aid packages, students must file a Bread Loaf Financial Aid Form with Middlebury’s Office of Student Financial Services at [http://www.middlebury.edu/offices/support/sfs/aid_apply/blse](http://www.middlebury.edu/offices/support/sfs/aid_apply/blse)

- Forms are available, starting October 1 for the application year.
- Students requesting loans will need to submit Stafford Loan Request Form and a current FAFSA (available January 1).

Financial aid packages are determined and distributed by Middlebury College: **all inquiries about financial aid should be directed to the Middlebury Office of Student Financial Services (not to the Bread Loaf office).**

**Billing.** Middlebury College's Office of Student Financial Services (SFS) handles all billing matters. They will send billing information in April. Students may access their billing record on BannerWeb. Bills are due upon receipt (no later than June 1). Late fees will be assessed.

**Refunds.** Students who withdraw voluntarily from the program will forfeit their enrollment deposits, but may, with the approval of the director, receive refunds for any additional amounts paid, as follows:

- 60% tuition / 60% board if the withdrawal happens during the first week of classes;
- 20% tuition / 20% board if the withdrawal happens during the second week of classes;
- no refunds after the second week of classes.

Any refund granted is remitted to the person who paid the charges. If a refund represents, in whole or part, the proceeds of a student loan, remittance is made first to the lender or holder of the loan.

Students should check with the Office of Student Financial Services regarding the financial consequences of withdrawing from the program or a course. **Financial aid awards will be adjusted to reflect any changes in the student’s course load or status;** students who withdraw from a course or the program may end up owing the College money.

**Visa Information**

**U.S. Campuses.** Students who are not U.S. citizens or legal permanent residents of the U.S. must have legal nonimmigrant status, which allows them to take courses full-time. Students should check with the International Student and Scholar Services (ISSS) at Middlebury [College; isss@middlebury.edu; 802.443.5858](mailto:isss@middlebury.edu) to confirm their status. **Please note:** Tourist status does not allow full-time study; students with a tourist visa (B-1 or B-2) or a visa waiver will not be eligible to attend Bread Loaf.

Most international students attending Bread Loaf do so on an F-1 visa. To apply for an F-1 visa, students must obtain an I-20 Certificate of Eligibility, which they will then submit with the visa application at a U.S. Embassy or consulate abroad.

- I-20 application forms and instructions are available at: [http://go.middlebury.edu/isss](http://go.middlebury.edu/isss).
Before the I-20 can be processed, students must be enrolled in the Bread Loaf program for the summer in which the I-20 status is sought, and must have completed all financial aid forms as applicable.

I-20 applications take time to process; students should apply early. Applications received after May 1 may not be processed in time for students to receive an F-1 visa before the summer session.

Students who are currently in, though not citizens or legal permanent residents of, the U.S. should contact ISSS to determine whether they will need an I-20.

**Oxford campus.** U.S. citizens will not need a visa to attend the Oxford program if staying in the U.K. for less than six months; they will, however, need a passport valid for at least six months beyond the date of the return trip.

**Tax Liability**

**U.S. Citizens and Permanent Residents** (Green Card holders). Most financial aid funds received from the College and from outside sources will be reported to the IRS (Form 1098-T: Tuition Statement). Students will receive Form 1098-T from the College in January; the form will show tuition billed (Box 2) and aid received (Box 5). Financial aid that exceeds tuition or that covers related costs (travel) must be reported as taxable income on the student’s tax return.

- For information on what is/is not taxable, see [http://www.middlebury.edu/offices/business/tax/taxability/payment_students](http://www.middlebury.edu/offices/business/tax/taxability/payment_students).
- For information on tax credits on educational expenses, see the IRS publication 970.

**International Students.** All international students attending Bread Loaf will be asked to submit visa history and passport information on a secure Middlebury website in May. The information is used only to determine the student’s tax status (non-resident alien or resident alien), not for immigration purposes. In addition, international students must submit tax forms for the Middlebury Tax Office when they register in the summer. For tax purposes:

- Resident aliens are taxed in the same way as U.S. citizens.
- In the case of non-resident aliens, financial aid received from the College to cover room, board, and other school-related expenses will be reported by Middlebury on IRS Form 1042-S (Foreign Person’s U.S. Source Income Subject to Withholding), which will be mailed to students in February following the summer term. These funds are taxed at a rate of 17.78% or 38.1% (these percentages include Vermont state taxes) unless treaty benefits apply.

**Campus Jobs.** There are a number of work-study positions available at the Bread Loaf campuses (see the Campus Information pages). Salary (for most jobs $12 / hour for no more than 20 hours / week) will not affect financial aid awards.

All students workers are required to complete and submit a W-4 and I-9 at registration at their campus. For the I-9, students will need to provide proof of identity and of citizenship or appropriate visa status (see Visa Information) and legal authorization to work in the U.S., using original documents.
**Medical and Insurance Information.** Campus Information pages detail medical services available at each campus. We encourage students to let the campus coordinator know if there is medical information that might assist us in an emergency.

- **Health Insurance.** All students are expected to be covered by their own health insurance plans during the period that they are on site at Bread Loaf.

- **Accident Insurance.** Middlebury provides accident—but not full medical—insurance for U.S. citizens during the period that they are enrolled in a Bread Loaf summer session. Covered treatments include x-rays, laboratory tests, surgery, physician’s visits, nursing care, hospital care and treatment, and prescription drugs.

Underwritten by Aetna Student Health Insurance, the policy will pay 100% of the Reasonable and Customary Charges for eligible medical expenses up to a total of $2,000 for any one accident and for eligible dental treatment of injuries to sound natural teeth up to a total of $1,000 for any one year. Claims will be paid only to the extent that they are not paid by other policies covering the student. Insurance for the 2014 summer term will be effective from 6/1/2014 to 9/1/2014.

Claims should be reported within 30 days of the accident to

Aetna Student Health Insurance  
PO Box 981106  
El Paso, TX  79998  
866.746.6586

Medical bills must be submitted within 90 days from the date of treatment. For questions about coverage or the claims process, the Plan Administrator at Gallagher Koster Agency (800.430.0687), or MiddleburyStudent@gallagherkoster.com.

**STUDENT CONDUCT & POLICIES**

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**All students are responsible for knowing and understanding all of Middlebury and Bread Loaf policies, as articulated in this and in the Middlebury College Handbook ([www.middlebury.edu/about/handbook](http://www.middlebury.edu/about/handbook)).**

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**Community Standards.** Bread Loaf shares the commitment of the larger Middlebury College community to the following goals:

- 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, collaboration, and cooperation.
Emergency Withdrawal, Suspension or Dismissal. 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 Bread Loaf School of English campuses is determined by the appropriate authority (e.g., the Bread Loaf director or designee or the vice president for Language Schools, Schools Abroad, and Graduate Programs) to pose a danger to the Middlebury and/or Bread Loaf community or its members or to be unduly disruptive of the living, working, and/or learning environment of others, or who appears to be unwilling or incapable of effectively and/or safely participating in Bread Loaf’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 (see Pending Discipline and Withdrawals).

Scope of Oversight. Students will be held accountable for policy violations that take place between the first and last day of each Bread Loaf session or Middlebury’s confirmation of their resignation or expulsion. Conduct that takes place on or near Middlebury premises or property or in connection with a Bread Loaf-related event, or occurs off-site but violates the law or may represent a threat to the safety of the Middlebury or Bread Loaf community or its members, the pursuit of the program’s objectives, or the educational environment of others, may be subject to the disciplinary process outlined below (see Disciplinary Action) --LINK--.

In cases where a student is found responsible for a policy violation while participating in any Bread Loaf program, the finding of responsibility may also be referred to the appropriate authority overseeing any additional Middlebury or non-Middlebury program in which the student is or will be enrolled. 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 program.

Pending Discipline. A student will not be permitted to graduate while a disciplinary matter is pending; the student’s graduation will be held in abeyance until the matter is resolved. Nor will a student ordinarily be permitted to withdraw from a Bread Loaf program with a disciplinary matter pending. If a student withdraws nonetheless, with the matter pending, the withdrawal will be considered a resignation from Middlebury, and the student will not be allowed to return to any Middlebury program. Notation thereof will be made in the student's file. Middlebury may also notify all institutions or programs in which the student is (or will be) enrolled of any pending or unresolved disciplinary matters pertaining to that student.

In extraordinary circumstances, however, the Bread Loaf director 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 the Bread Loaf 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.

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

- violation of state or federal law;
- violation of any policy in the Middlebury Handbook, including but not limited to Middlebury’s policy on:
  - Academic Honesty
  - Anti-Stalking ([www.middlebury.edu/about/handbook/misc/anti-stalking](http://www.middlebury.edu/about/handbook/misc/anti-stalking))
  - Smoking
  - Firearms/Fireworks/Knives/Stun Guns
    - Hazing (see [http://www.middlebury.edu/about/handbook/student_policies/hazing](http://www.middlebury.edu/about/handbook/student_policies/hazing))
  - Alcohol and other drugs ([www.middlebury.edu/about/handbook/student_policies/alcohol_drugs_policy](http://www.middlebury.edu/about/handbook/student_policies/alcohol_drugs_policy) and [www.middlebury.edu/about/handbook/misc/drug_and_alcohol](http://www.middlebury.edu/about/handbook/misc/drug_and_alcohol))
- conduct that poses a danger to the Bread Loaf or Middlebury College community or its members or is unduly disruptive of the living or learning environment of others (“unduly disruptive” behavior 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 or their academic, extracurricular, or social activities);
- conduct that demonstrates an inability or unwillingness to participate safely or effectively in Bread Loaf’s academic or residential programs;
- disrespect for persons, flouting of common standards of decency, behavior unbecoming of a Bread Loaf student, or continued behavior that demonstrates contempt for the generally accepted values of the intellectual community;
- disrespect for the dignity, freedom, and rights of others;
- 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;
- disrespect for the authority of Middlebury or Bread Loaf officials or law enforcement personnel, including all employees, students, and outside service providers with authority to effect the purposes of the institution; these include but are not limited to faculty, staff, directors, Public Safety officers, and other individuals such as police and ambulance forces, vendors, and security staff. Students are expected to identify themselves by showing their Middlebury identification card upon request of any Middlebury officials.
- providing information to any Bread Loaf or Middlebury official (including faculty and staff) that an individual knows or reasonably should know is false, inaccurate, or misleading;
- disruption of the educational function of the Bread Loaf program or conduct that is otherwise detrimental to the program’s operation;
• theft of, vandalism, or other damage to the property of any Bread Loaf site or that of others;
  unauthorized access or entry to the property of any Bread Loaf site or that of others;
  undermining authorized access to any Bread Loaf site (includes unauthorized use of services
  and disposition of any Bread Loaf property to another under the pretense of ownership);
• direct or indirect retaliation 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
  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.);
• violation of the smoking policy at any Bread Loaf campus (see the relevant Campus
  Information Pages).

Anti-Harassment, Discrimination, Sexual Misconduct, Domestic Violence, Dating Violence,
Stalking and Related Retaliation. Middlebury strictly prohibits conduct that constitutes
unlawful discrimination, harassment, sexual misconduct, domestic violence, dating violence,
stalking and related retaliation. All students, as well as faculty, staff, and others who participate
in Bread Loaf programs and activities are subject to Middlebury’s Anti-
Harassment/Discrimination Policy and Middlebury’s Policy Against Sexual Misconduct,
Domestic Violence, Dating Violence and Stalking.

Complaints of discrimination, harassment, sexual misconduct (including sexual assault and
inappropriate sexual conduct), domestic violence, dating violence, stalking and related retaliation
should be made to the Human Relations Officer, the Bread Loaf director or designee, or the vice
president for Middlebury’s Language Schools, Schools Abroad, and Graduate Programs.

Employees with supervisory responsibility are expected to report any complaints or suspected
acts of harassment, discrimination, sexual misconduct, domestic violence, dating violence,
stalking or related retaliation involving employees (even if they do not involve direct reports) to
the Human Relations Officer, Human Resources, the Bread Loaf director or designee, or the vice
president for Language Schools, Schools Abroad, and Graduate programs.

Please note: Any faculty or staff member who learns of an incident of discrimination,
harassment, sexual misconduct, domestic violence, dating violence, stalking or related retaliation
involving a student must report this information to Middlebury’s Human Relations Officer,
unless their status as a confidential resource precludes this disclosure. Confidential resources
include the staff of the Parton Center for Health and Wellness, the staff of the Chaplain’s Office,
or other medical, counseling, support, or religious personnel and volunteers who are required by
law to maintain confidentiality.

Ordinarily, allegations will be addressed in accordance with the procedures outlined in
Middlebury’s Anti-Harassment/Discrimination Policy or Middlebury’s Policy Against Sexual
Misconduct, Domestic Violence, Dating Violence and Stalking, as applicable; however, where
applicable law in the locale where the program takes place mandates different procedures or
policies, those procedures and policies will apply.
Reasonable accommodations will be provided, upon request, for persons with disabilities who need assistance in reviewing the policies or in filing or pursuing a complaint of discrimination, harassment, sexual misconduct, domestic violence, dating violence or related retaliation.

Please consult the appendices to the policies for resources and contact information.

**Sexual Relationships between Faculty and Students**

The integrity and trust of faculty-student relationships are central to Middlebury’s mission. All Bread Loaf students should be aware that:

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 note 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. Please see the full text of the “Policy on Sexual Relationships Between Faculty and Students” at: www.middlebury.edu/about/handbook/misc/antiharassment#other

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**MIDDLEBURY COLLEGE RESOURCES AND POLICY INFORMATION**

**Nondiscrimination Statement:**
http://www.middlebury.edu/about/handbook/general/nondiscrimination

**Anti-Harassment/Discrimination Policy:**
http://www.middlebury.edu/about/handbook/misc/antiharassment

**Sexual Misconduct, Domestic Violence, Dating Violence and Stalking**
http://www.middlebury.edu/about/handbook/misc/sexual_misconduct_dv_stalking

**Sexual Assault Resources and Information**
http://www.middlebury.edu/offices/health/saoc

**Human Relations Officers:**
Susan Parsons Ritter (all Middlebury programs)
Human Relations Officer and Title IX Designee
Middlebury College, DKE 101
Middlebury, VT 05753
802.443.3289  sritter@middlebury.edu
Alcohol and Other Drugs Policies. Links to the full text of Middlebury’s Alcohol and Other Drugs policies are available below (printed copies are available from the BLSE director):

- **Alcohol and Other Drugs:**
  
  [http://www.middlebury.edu/about/handbook/student_policies/alcohol_drugs_policy](http://www.middlebury.edu/about/handbook/student_policies/alcohol_drugs_policy)

- **Middlebury College Handbook “9.3 Discharge”** ("Use or possession of, or being under the influence of illegal substances or alcohol while at work"):  
  
  [http://www.middlebury.edu/about/handbook/employee/leaving_midd/discharge](http://www.middlebury.edu/about/handbook/employee/leaving_midd/discharge)

Middlebury is committed to promoting individual and community health, safety, and responsibility. We expect all students, faculty, staff, and visitors 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 BLSE 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.

In order to preserve the safety of our residents, the State of Vermont and Middlebury College both adhere to policies that limit disciplinary consequences when appropriate care is sought for individuals in drug- or alcohol-related distress. Please see Good Samaritan Policy for more information.

Prohibited Actions:

- **Alcohol:**
  - 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.
  - Purchasing, serving, or furnishing alcohol for or to a minor.
  - Selling, manufacturing, or distributing alcohol illegally.
  - Possessing, producing, or providing false identification.
  - 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 the court disposition. In those incidents where the DUI involves an accident with injuries to others, or other exceptional factors, immediate disciplinary action may take place.
  - **Bringing alcohol to a Bread Loaf or Middlebury event, or taking alcohol served at that event from the authorized area.** Only alcohol served at Bread Loaf sponsored events is permitted at those events.
  - Possessing alcohol in unauthorized spaces. Open containers of alcohol are prohibited in public spaces, or outside on the campus grounds, unless the area has been designated for a registered or catered event. Students of legal age may transport open alcohol containers for personal use within residence halls, but the use of hallways for parties is prohibited.
  - Bringing kegs or common containers (e.g., punch bowls containing alcohol) onto campus.
  - Engaging in drinking games or other activities designed for the purpose of becoming intoxicated.

- **Drugs:**
  - Using or possessing illegal drugs.
  - Using, possessing, selling, distributing, or manufacturing prescription medication
without a properly issued prescription.
- Distributing, selling, or possessing with the intent to distribute illegal drugs or controlled substances.
- Growing and/or manufacturing any illegal substance.
- Possession of drug paraphernalia that has been used.

**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 on campus who is abusing alcohol or in possession of or using illegal drugs is urged to encourage the individual to seek counseling and/or medical assistance. All members of the community are also expected to help protect the community health by informing the Bread Loaf directors or staff members of instances of drug distribution and/or sales.

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 Bread Loaf 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.

**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](http://www.middlebury.edu/about/handbook/misc/drug_and_alcohol).

**Threat Assessment and Response.** Middlebury is committed to maintaining an environment that is safe for all students, staff, faculty, and visitors. To that end, Middlebury has established a Threat Assessment and Management (TAM) team, which is empowered to assess risk and, in cooperation with other appropriate Middlebury authorities, formulate an appropriate response in situations where an individual’s statements or behavior generate concern that he or she may present a threat to the health or safety of self or 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 threaten the health or safety of any member of the Middlebury community should call the appropriate campus office of public safety (listed on the Campus Information Pages). In cases of emergency, students should call 911 in the U.S. or the Porter’s office at the Oxford campus (dial 79800 from a Lincoln College phone; see [Oxford Campus Information Page](http://www.middlebury.edu/about/handbook/campus_information)). Individuals may also make a report to the TAM team, which will handle the matter in accordance with Middlebury’s [Threat Assessment and Response Policy](http://www.middlebury.edu/about/handbook/misc/threat_assessment_and_response).
Disciplinary Action. Except in cases of emergency withdrawal, suspension or dismissal (see above), this section describes the disciplinary process that is normally followed when a Bread Loaf student allegedly commits a policy violation. Where other Middlebury policies specify separate processes, those processes will apply (see, e.g., the Anti-Harassment/Discrimination Policy). Moreover, where applicable law where the program takes place mandates different procedures or policies, those procedures or policies will apply.

- Alleged policy violations should be reported to the Bread Loaf director or, if she or he is not available, designee (associate director, on-site director). The Bread Loaf director or designee will review pertinent information.
- In the event that a complaint or report of a policy violation is made against a Bread Loaf student, the accused student will be given oral or written notice of the allegations as well an opportunity to respond to those allegations prior to any determination or disciplinary action. The “opportunity to respond” means that the student will be given an opportunity to meet/communicate with the Bread Loaf director or designee.
- The Bread Loaf director or designee will make a determination based on the preponderance of the evidence as to whether the student has violated policy. During this process, the rules of evidence applicable to civil or criminal cases do not apply.
- The Bread Loaf director may take a number of actions, including (but not limited to) issuing an oral or written warning, or authorizing suspension or expulsion. These actions will be accompanied by notification of any other institution in which the student is enrolled.
- In the event that the student is suspended or expelled, the student may appeal the decision to the vice president for the Middlebury Language Schools, Schools Abroad, and Graduate Programs within three business days of the determination.

The appeal must be in writing (e-mail or hard copy), and must state the grounds for the appeal as well as an outline of supporting evidence.
- The student will be notified of the appeal decision within five business days of the receipt of the appeal, unless there are extenuating circumstances.
- The vice president’s decision shall be final.

(Note: separate procedures exist for alleged violations of Middlebury’s Anti-Harassment/Discrimination policy). [LINK]

Withdrawals.

I. Non-Medical Withdrawal
Students who withdraw from the Bread Loaf program before the end of the drop/add period because of non-medical emergencies will not have any courses or grades appear on their
transcripts. Students who withdraw after the drop/add period will receive grades of "WD" (pass or fail) on their transcripts.

II. Medical Withdrawal Requested by Student
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 Bread Loaf’s academic and/or residential life programs. Students who wish to withdraw from the Bread Loaf program for medical reasons must notify the Bread Loaf director. The Bread Loaf director shall determine their status at the point of withdrawal.

III. Medical Withdrawal Initiated by Middlebury
Middlebury may require withdrawal of a student for medical reasons when:

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

- 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 Bread Loaf or Middlebury 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 a designated staff member at the Parton Center for Health and Wellness, the Bread Loaf director or designee (hereinafter referred to as the “Bread Loaf director”) 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 Bread Loaf director prior to or within five business days of the withdrawal. The Bread Loaf director may also consult with others as appropriate (e.g., medical professionals, members of Middlebury’s Threat Assessment and Management Team, law enforcement, and/or the student’s family members).

The Bread Loaf director 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 Bread Loaf’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 1, below.

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

1. **Appeals**
   An appeal under Section III 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 five business days of receipt of the appeal.

2. **Request for Readmission to Bread Loaf**
   **Medical Withdrawal**
   Students who are withdrawn from the Bread Loaf School of English for medical reasons and who wish to be readmitted in a subsequent session must submit a written request for readmission to the Bread Loaf director or the vice president for Language Schools, Schools Abroad, and Graduate programs, and provide the following:
   - A Medical Readmission Form to the Parton Center for Health and Wellness, which usually must contain:
     1. 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 Bread Loaf’s intensive program of study (including but not limited to the academic and residential life of the BLSE 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 Bread Loaf director or 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.
In addition to the information required above, students who are withdrawn for the reasons set forth in Section III above usually must submit to the Bread Loaf director or the 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 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 Bread Loaf director or 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 Bread Loaf director and 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 BLSE 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 BLSE or Middlebury community.

IV. 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 the BLSE.

Public Health Emergencies. In the unlikely event that a pandemic disease (such avian or swine flu) shows signs of affecting the Bread Loaf community, the School may need to shut down. Middlebury advises that all students, faculty, and staff have contingency plans for evacuating to an alternative destination (home, a friend’s house, e.g.) should conditions warrant.

ALUMNI RESOURCES
Middlebury College. As alumni of both Bread Loaf and Middlebury, Bread Loaf graduates have access to a number of Middlebury resources. Alumni may:

- apply for a permanent Middlebury Alumni Identification Card (at a cost of $5 per card) through the Middlebury Office of Public Safety (this must be done in person at 125 S. Main St., Middlebury). The card entitles the alumnus/a to use the Middlebury Fitness Center and Natatorium with one guest, borrow books from the Davis Family Library, and get discounts at the Middlebury Snow Bowl and Golf course;
- access JSTOR, a digital archive of over 1,000 academic journals and one million primary sources in the arts, sciences, and social sciences;
- access the MiddNet Career Center (www.middleburyonline.com), a searchable database of more than 7,400 Middlebury alumni and parents who offer career advice, as well as of job postings. In addition, the Center for Careers and Internships has many resources to help alumni with their job searches (http://www.middlebury.edu/studentlife/cci/alumni).

Keeping in Touch. We encourage alumni to keep in touch with the Bread Loaf community. To that end, we maintain an active Facebook page for both Bread Loaf (https://www.facebook.com/BreadLoafSchoolofEnglish) and the Bread Loaf Teacher Network (https://www.facebook.com/BreadLoafTeacherNetwork?ref=br_tf), where visitors can find updates on the program and connect with fellow alumni and students. The Bread Loaf School of English Newsletter, produced in the fall and spring, is sent to all alumni and posted on the Bread Loaf website at http://www.middlebury.edu/blse/news/Newsletters. The Middlebury Alumni Office sends e-mails announcements of regional and city alumni gatherings. Alumni are always welcome to share recent publications, conferences, awards, and other noteworthy news to be included in the newsletter and online; please contact Dana Olsen at dolsen@middlebury.edu with your accomplishments.

The Bread Loaf School of English, a graduate program of Middlebury College, is accredited by the New England Association of Schools and Colleges.

Middlebury College complies with applicable provisions of state and federal law that prohibit discrimination in employment or in admission or access to its educational or extracurricular programs, activities, facilities, on the basis of race, color, ethnicity, national origin, religion, sex, sexual orientation, age, marital status, place of birth, Vietnam veteran status, or against qualified individuals with disabilities on the basis of disability. Because of varying circumstances and legal requirements, such provisions may not apply to programs offered by the College outside the United States. This is consistent with the College’s intent to comply with the requirements of application law. Individuals with questions about the policies governing such programs should direct inquiries to the Bread Loaf director, Emily Bartels.