

Registration

You will be registered in the required courses for your academic program by the Office of the Registrar. Your courses will be available for viewing on BannerWeb on or before the first day of class.

Course Load

Students are expected to maintain a full course load of 3 units of credit per semester while enrolled during the academic year. Only in rare instances will permission to carry less than a full course load be granted by the director. All students must pay the full tuition even if they are carrying less than the full load of courses.

Add/Drop Procedures

Courses may only be dropped with the approval of the director. Courses dropped before the add/drop deadline do not appear on your transcript. Non-attendance does not constitute an automatic withdrawal from a course. Courses dropped after the add/drop deadline will be recorded as WD.

For courses registered through the Middlebury Institute of International Studies at Monterey, no record is kept of a course(s) that is dropped by 4 P.M. on the 20th business day of the regular academic term. No course(s) may be dropped after the 20th business day of a regular term (10th day of half-semester courses and degree program courses in the summer session), except when illness or other emergency requires a leave of absence or withdrawal from the Institute. Withdrawing from a course after the published deadline requires a petition for waiver of academic regulations. If granted, a "W" grade, that does not affect the GPA, will be recorded and tuition will remain due and payable.

Withdrawals

In order to withdraw from the School of Korean, a student must send an email announcing their plan to withdraw to the School of Korean assistant director and director. Students who withdraw after the add/drop deadline will have courses recorded on the transcript as WD with no credit.

Re-enrollment for students who voluntarily withdraw during a fall or spring semester is at the discretion of the director.

Master of Arts Degree Candidacy

The Master of Arts degree in Arabic, Chinese, French, German, Teaching Hebrew as a Second Language, Italian, Japanese, Korean, Russian, or Spanish requires twelve units in the areas of language, literature, and civilization. Receipt of the Bachelor of Arts degree or the equivalent from a regionally accredited institution is a prerequisite for admission to the Master of Arts program. Students are notified by letter of their formal acceptance into the Master of Arts program after successfully completing three graduate-level courses during their first summer of study on the Middlebury campus. If a student earns a grade lower than B- in any course during the summer of candidacy, the student will be notified in writing that admission to the Master of Arts degree program has been denied. Students who are denied admission to the Master of Arts degree program may submit a letter requesting reconsideration of candidacy if special circumstances exist that contributed to the negative outcome of the summer of candidacy. Written requests will be reviewed by the director whose decision, in consultation with faculty and the vice president's office (if necessary), is final. Any student who is granted permission for readmission to the summer of candidacy must successfully complete all courses required for the degree.

Once accepted as a candidate for the Master of Arts degree, students may then complete the Master of Arts degree at a Middlebury School Abroad or by attending subsequent summer sessions in Vermont. Students in the Arabic or Chinese Master of Arts program may complete the program in four summers on the Vermont campus or one summer and one academic year at the Middlebury Institute for International Studies at Monterey (MIIS) followed by a final summer on the Vermont campus. Students in the accelerated Teaching Hebrew as a Second Language program may complete up to six units of hybrid courses that include required virtual and in-person class meetings. Students in the Japanese or Korean Master of Arts program may complete six units of online, asynchronous courses during the academic year followed by a second summer session in Vermont.

A highly-qualified undergraduate student may accumulate, before receipt of the Bachelor of Arts degree or equivalent, a maximum of three graduate units at the Language Schools to be applied toward the Middlebury Master of Arts degree. Such units will not count toward both degrees.

Master of Arts degree students who are assigned a grade of “F” will be dismissed from the program. All other failing grades represent unsatisfactory progress and may jeopardize a student’s eligibility for federal loans, and may be grounds for dismissal from the program. Transfer courses may not be used to make up failures (see Transfer Credits). All failed courses must be made up at a summer session in Vermont.

Credits

All credit awarded by the Language Schools is defined in terms of units. One unit equals three semester hours of credit. Students in the accelerated Korean MA program enroll in three units of credit during the summer of candidacy at the Vermont campus. Following successful completion of the summer of candidacy, students in the accelerated degree program then register for the equivalent of 3 units of credit in each of the first fall and spring semesters, followed by three units at the School of Korean summer session (twelve units total).

All students must pay the full tuition even if they are carrying less than the full load of courses. Payment in full is due upon receipt of the bill.

A degree must be earned within a ten-year period. All units of credit expire after ten years, whether earned at Middlebury College or transferred from another institution. The validity of a degree, which certifies a level of achievement, does not expire.

Independent Study Courses

Students may not earn academic credit for independent study courses conducted outside of the summer term (with the exception of courses taught at one of the Middlebury C.V Starr Schools Abroad).

Transfer Credits

After formal admission to the program, candidates for the MA and DML degrees may request permission from the Assistant Director of their School to transfer from another institution a maximum of the equivalent of one full-time summer of study at Middlebury (three units). Final approval will come from the Office of the Registrar. To be considered for transfer, courses must be valued at the equivalent of one unit of Middlebury credit (three semester hours, four and a half quarter

hours, or six ECTS units). For courses taken at institutions on the quarter system, as well as institutions whose courses do not carry credit equaling three semester hours, the Middlebury College Language Schools grant (a) one unit of credit for two quarter courses or (b) two units of credit for three quarter courses. Please submit in writing which option you intend to follow.

Only courses taken after successful completion of the initial summer and formal admission to degree candidacy can be transferred. Courses taken at other institutions before the first summer of study may not be transferred toward a Middlebury degree, and transferred courses may not be used towards any other degree. Written approval of a course's transferability must be obtained from Middlebury before registering for the course. Courses that have not been pre-approved will be considered for transfer only in those instances in which a student can demonstrate that pre-approval was not possible (for example, due to a last minute cancellation of a pre-approved course). Middlebury courses transferred from one degree program are not eligible for another Middlebury degree.

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

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

Auditing

Auditors are normally not allowed in the Korean MA degree program.

Language Pledge

The Language Pledge® is an integral component of all study at the Middlebury Language Schools. To take full advantage of the Language Schools program, students are expected to maintain the spirit of the Middlebury Language Pledge to speak only the language they are studying as often as possible. No English will be used in communications with students, instructors, or the director.

Grades

The following grades are used: A, A-, B+, B, B-, C+, C, C-, D, F. No grade below a B- may be applied to a Middlebury Master of Arts degree, nor below B+ to the Doctor of Modern Languages degree. An A+ grade is available only at the graduate level and represents exceptional level of achievement. Late submission of course work may have a negative impact on your grade as determined by the course instructor. Master of Arts degree students who are assigned a grade of "F" will be dismissed from the program. Doctor of Modern Languages students who are assigned a grade of "B" or lower will be dismissed from the program.

Courses dropped after the end of the add/drop deadlines are recorded on the transcript with a grade of WD. Pass/Fail grades and notations of "no credit" or "auditor" are not available.

A change in grade for courses at the Middlebury Institute of International Studies at Monterey: A change of grade may be requested only when a calculation, clerical, administrative, or recording error is discovered in the original assignment of a course grade or when a decision is made by a faculty member to change the grade as a result of the disputed academic evaluation procedure. Grade changes necessitated by a calculation, clerical, administrative, or recording error must be reported within a period of six months from the time the grade is awarded. No grade may be changed as the result of a re-evaluation of a student's work or the submission of supplemental work following the close of a semester or marking period. Requests for grade changes for School of Korean courses follow the standard change of grade policy as described in the [Grades and Transcripts](#) section of the Language Schools handbook.

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

Incompletes

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

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

For courses with the Middlebury Institute of International Studies at Monterey, a grade of incomplete (I) may be assigned by the instructor when a student has done acceptable work in the majority of course requirements or assignments, but cannot complete all course work for reasons of illness, emergency, or legitimate extenuating circumstances. The deadline for completion should be as early as possible and may under no circumstances exceed one calendar year. An “I” that is not changed by procedure becomes a permanent grade on the student’s transcript. In this case, the “I” is not used to calculate the Grade Point Average.

Grade Reports

Final grades will be available online (BannerWeb). Students will be notified via email when final grades are available. Grades are never released over the phone.

Transcripts

Students have two options when requesting an official transcript: [online](#) or by mail. Transcripts ordered online can be delivered hard-copy by mail or electronically by secure email. If you choose to have your transcript delivered electronically, be sure that the recipient will accept a transcript delivered this way. A fee of \$8 is charged for each transcript ordered online.

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

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

Special Policies

Student conduct policies are published in the [Language Schools handbook](#). Policies specific to the Institute are published in the Institute of International Studies [handbook](#).