

# **MiddCORE Summer Immersion Program Handbook**

*Middlebury College's Leadership and Innovation Program  
at the Middlebury Institute of International Studies at Monterey  
and Asilomar Conference Grounds*

## **Summer 2018**

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# MiddCORE Summer Program Handbook

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and Asilomar Conference Grounds*

## Welcome to MiddCORE

You are about to embark on an incredible journey of personal discovery. MiddCORE is more than a course—it is a transformative experience. Be prepared to work hard, take risks, learn a lot, and meet fascinating people in the process.

## Interacting with Mentors

One of the real values of the MiddCORE experience is developing relationships with our visiting mentors. You are encouraged to meet with them over breakfast, lunch, and dinner. Take advantage of these unique opportunities to engage with CEOs, CFOs, social entrepreneurs, negotiators, venture capitalists, innovators, leadership coaches, and other professionals.

## Purpose and Scope of this Handbook and Middlebury College Policies

This handbook was created to prepare students for the MiddCORE Summer Immersion Program, and to provide answers to many commonly asked questions. **Please read it thoroughly** and follow all instructions.

All MiddCORE Summer Immersion Program students, faculty and staff are subject to the policies set forth in this handbook as well as the [Middlebury-wide policies](#) in the general [Middlebury Handbook](#). MiddCORE faculty and staff are also subject to the [Faculty Handbook](#) and [Employee Handbook](#) policies applicable to their specific employment category.

Certain Middlebury Institute of International Studies at Monterey policies also apply to MiddCORE Summer Program students, faculty and staff such as the [General Conduct Policy](#) (students), No Violence Policy (see [Policy and Standards Manual](#), p. 41), the conduct standards set forth in the Institute's [Alcohol and Other Drugs Policy](#), the Institute's [Campus Use Policies and Information](#).

Please also familiarize yourself with the contents of the [2017 Middlebury Institute of International Studies at Monterey Safety and Security Handbook](#) and the [2017 Middlebury College Annual Security and Fire Safety Report](#). Emergency Assistance Information and Emergency Response Guidelines on the Middlebury Institute campus are published on the Campus Security Office [website](#).

The MiddCORE staff always welcome students' e-mails, phone calls, and inquiries, and we hope that students will continue to seek guidance and support as they prepare for their MiddCORE experience. We are also available to talk to students' parents, family, and friends to answer any MiddCORE-related questions.

Printed copies of these policies and all applicable Middlebury policies are available upon request at several Middlebury offices, including the [MiddCORE Faculty Director](#), [MiddCORE Marketing Director](#), [Title IX Coordinator](#), [Judicial Affairs Officers](#), [Human Relations Officers](#), and [Human Resources](#). Reasonable accommodations are available for persons with disabilities who need assistance in reviewing the policies and/or filing or pursuing a complaint under applicable Middlebury policies, upon request.

These policies and other Middlebury policies may be amended from time to time and therefore students, faculty and staff should review the most current online version for any updates. Any amendments as published on this website shall supersede wholly and prior versions of these policy(ies).

Middlebury aims to present an accurate overview of the programs, facilities, and fees of the MiddCORE Immersion Program in this publication; however, Middlebury reserves the right to alter any aspect of the program, facilities, or fees described in this publication without notice or obligation.

We strongly recommend that parents or guardians become familiar with the contents of this handbook. We hope this information is helpful and we wish students, faculty and staff a productive and enjoyable summer session.

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# Important Statements and Policies

## **Nondiscrimination Statement and Compliance Officer/Title IX Coordinator**

Middlebury College (“Middlebury”) complies with all applicable state and federal laws 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 [Compliance Officer/Title IX Coordinator](#) and/or the on-site administrative representative for the particular program at issue.

Middlebury designates the Compliance Officer/Title IX Coordinator to coordinate its 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. Middlebury’s Title IX Coordinator 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. 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 policies (see policy information below).

Discrimination complaints are processed in accordance with the procedures set forth in Middlebury’s [Anti-Harassment/Discrimination Policy](#). Complaints about sexual misconduct, domestic and dating violence and misconduct, stalking and related retaliation are handled in accordance with Middlebury’s [Policy Against Sexual Misconduct, Domestic Violence and Dating Violence and Misconduct, and Stalking](#).

The full text of Middlebury’s [Nondiscrimination Statement](#) is available at <http://www.middlebury.edu/about/handbook/policies-for-all/genl-principles/non-discrimination-statement>. Printed copies are available upon request by emailing [middcore@middlebury.edu](mailto:middcore@middlebury.edu).

## **Student Accessibility Services, Americans with Disabilities Act (ADA), and Section 504 Coordinator**

Middlebury complies with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), as amended, and applicable state laws, which prohibit discrimination against qualified individuals with disabilities, on the basis of disability. Middlebury designates the [Compliance Officer/Title IX Coordinator](#) 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 ADA Coordinator or the Title IX Coordinator/Compliance Officer.

Middlebury is committed to making reasonable accommodations for qualified students, faculty and employees with disabilities as required by applicable laws. We would like to take this opportunity to

welcome all students to the Middlebury MiddCORE community and ask that students inform us of any disabilities for which they seek accommodation.

The process and services ordinarily available at MiddCORE are described in more detail in Middlebury's [ADA Policy](#), which is available from the Student Accessibility Services Office in a variety of accessible formats or on the web at <http://www.middlebury.edu/about/handbook/policies-for-all/non-discrim-policies/ada-policy>. To initiate the accommodation process, a student must file the [Accommodation & Assistance Request Form for Summer Programs](#) that is supplied to each student upon acceptance. Submit the form along with required documentation directly to [Student Accessibility Services](#) online or at the address found on the front of the form. Students may reach us with questions or concerns at (802) 443-5936 (voice), (802) 443-7437 (TTY), or via fax at (802) 443-2440.

The information that students provide 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 students. Please note that students with mobility impairments may benefit from acquiring a personal mobility device, such as a motorized scooter, to assist with the navigation of the campus terrain. This type of personal equipment is the responsibility of the student. Similarly, Middlebury is not responsible for services of a personal nature. Students with needs in this area are encouraged to consider obtaining a personal assistant or personal care attendant if they are unable to function independently on campus.

Note: Students' request(s) for accommodation MUST be supported by current and adequate documentation as discussed on detail in the [ADA Policy](#).

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

### **Service and Assistance Animals Policy**

Middlebury has a policy that addresses Service Animals and Assistance Animals, as defined in the policy, while they are on campus. The full text of Middlebury's [Service and Assistance Animals Policy](#) is available at <http://www.middlebury.edu/about/handbook/policies-for-all/non-discrim-policies/svc-assist-animals>.

### **Threat Assessment and Response Policy**

Middlebury College is committed to maintaining a campus and workplace environment that is safe and secure for all students, staff, faculty, and visitors. As part of this commitment, Middlebury has established a Threat Assessment and Management Team ("TAM"), which is empowered to assess risk and, in cooperation with other College teams or offices as appropriate, formulate an appropriate response in situations where an individual's behavior and/or statements generate concern that they may present a threat to the health or safety of others. The TAM seeks to mitigate potential risks before they result in harm. For more information please see Middlebury's [Threat Assessment and Response Policy](#) at <http://www.middlebury.edu/about/handbook/policies-for-all/health-safety/tam-policy>.

## Important Numbers

### MiddCORE Program

Campus Security (MIIS Campus).....	831-647-4153
MiddCORE Director.....	
Human Relations Officer.....	802-443-3474
Human Relations Officer.....	802-443-3474
Title IX Coordinator.....	802-443-3289
Associate Dean for Judicial Affairs and Student Life.....	802-443-5385
Associate Dean for Judicial Affairs and Student Life.....	802-443-2024
ADA Coordinator).....	802-443-5936
International Student and Scholar Services.....	802.443.5858
Student Financial Services.....	802-443-5158

### Off Campus

<b>Emergency</b> (Police, Fire or Ambulance) .....	911
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*For the hearing impaired, dial 911 and press the space bar until someone answers for TDD/TTY calls.*

### Non-Emergency Situations

Monterey Police Department .....	831-646-3914
Pacific Grove Police Department.....	831-647-7900

### Hospital Emergency Rooms

Monterey Community Hospital .....	831-624-5311 or 1-888-45CHOMP
Salinas Valley Memorial Hospital .....	831-757-4333
Monterey Bay Urgent Care .....	831-372-2273

### Support and Resources

WellConnect Student Assistance Program .....	1-800-326-6142 (24-hour hotline)
Community Human Services Counseling and Recovery .....	831-658-3811
Alcoholics Anonymous.....	831-373-3713 (24-hour hotline)
Domestic Violence Crisis Line (YWCA).....	831-372-6300 or 831-757-1001
Domestic Violence Crisis Line (YWCA) (24 hour hotline).....	1-800-YWCA-151
Drug Abuse Hotline (Narcotics Anonymous) .....	1-800-711-6375 or 831-624-2055
Mental Health Crisis Line.....	831-625-4623
Monterey County Department of Social Services .....	831-899-8001(Monterey)
Monterey County Department of Social Services .....	831-755-4650 (Salinas)
Monterey County Behavioral Health.....	831-755-4510
Monterey County Health Department	
Monterey County Behavioral Health.....	1-800-234-5465
National Domestic Violence Hotline.....	1-800-799-SAFE
PacifiCare's 24-hour hotline Poison Control Center .....	1-800-222-1222 (24-hour hotline)
Rape Crisis Line.....	831-375-4357 (24-hour hotline)



Rape, Abuse, and Incest National Network.....1-800-656-HOPE  
 Suicide Prevention and Crisis Hotline ..... 831-649-8008 (24-hour hotline) or 1-877-663-5433  
 Child Abuse Reporting ..... 831-755-4661 (Monterey)  
 California Bar Association.....415-538-2000

## Preparing for MiddCORE

### Packing for Asilomar

Leave valuable items at home. While theft is uncommon, it can occur.

Students should arrange for packages to arrive after the start of the program. MiddCORE cannot accept packages before the session begins.

During the session, student mail may be addressed to:

Your Name c/o Middlebury College MiddCORE  
 Asilomar Conference Grounds  
 800 Asilomar Avenue  
 Pacific Grove, CA 93950

When planning what to pack, please consult this list of recommended items. Summer at Asilomar brings morning fog that encases the landscape, burning off to clear skies in the afternoons. Evenings are cooler, and sweatshirts or a lightweight top layer are recommended for outdoor activities as it can cool off quickly once the sun goes down.

If you have questions about what to bring, contact [middcoreadmissions@middlebury.edu](mailto:middcoreadmissions@middlebury.edu).

<b>Electronics</b> Cellphone and charger Laptop and charger Alarm clock Optional: Camera	<b>Guest Room</b> Personal toiletries, including prescription medicines Hangers Laundry bag and detergent
<b>Personal Items and Attire</b> One business-casual outfit (appropriate for presentations or special programs) Comfortable clothing that can be layered Warm clothes for evenings/early mornings Water bottle Active wear Walking/running shoes Beach towel and swimwear Health insurance card and photo I.D. Debit card or a small amount of cash for laundry and optional off-campus activities	<b>Outdoor Gear</b> Sunscreen Backpack Rain gear Flashlight Optional: Outdoor equipment (gear for climbing, hiking, biking, kayaking)

### Supplied Items (in Each Guest Room)

Rooms at Asilomar are double occupancy and include a twin bed, bed linens, one set of towels,

mattress pad, pillow, blanket, desk, desk chair, desk lamp with a bulb, and clothing storage space. Each room has a private bathroom and shower.

Please note that to preserve the retreat atmosphere at Asilomar, there are no telephones in the guest rooms. Cell phones work in the area.

### **Prohibited Items**

Asilomar Conference Grounds is a non-smoking facility. This includes all buildings, public rooms and restrooms.

Appliances with exposed heating elements (such as portable heaters, toasters, and hot plates), candles, incense, halogen lamps, air conditioners, firearms, and pets are prohibited and subject to confiscation.

Pets are not permitted in any building at Asilomar nor are they permitted to stay or sleep in any vehicle parked on the Asilomar Grounds. It is permissible to walk a pet through the Asilomar Grounds on a leash of not more than 6 feet, however, those are usually local residents and not Asilomar guests.

Service animals are working animals and not pets: they are permitted at Asilomar and the Monterey Institute. Service Animals must be recognizable as such by wearing an approved vest or harness at all times.

### **Health Services and Insurance**

#### **Pre-Arrival Information**

- Students should visit their primary care provider at home to update medications, care plans, etc. before coming to MiddCORE.
- Bring enough routine medications to campus to last for the entire stay.
- Health records/history may be required by local physicians.
- We will refer students to an area resource if they require the services of a physician or specialist, or if they have a medical emergency.
- To help us better care for students' acute health care needs, they may send documentation of chronic health concerns to [middcoreadmissions@middlebury.edu](mailto:middcoreadmissions@middlebury.edu).

#### **Health Insurance**

In order to be certain that students will be assisted in meeting the unexpected and sometimes heavy expense of an illness or accident, Middlebury College requires students to have personal health insurance. If students do not already have health insurance that will provide coverage during MiddCORE, they must obtain coverage prior to arrival. International students should confirm that their health insurance is valid in the U.S.

#### **Before arrival at MiddCORE, students must complete both of these REQUIRED ONLINE FORMS:**

- Online Participant Agreement and Medical History Form
- Middlebury College Online General Release and Indemnity Agreement Form

#### **Computing Information**

Free wireless Internet access is available in all Asilomar guest rooms, in the Business Center, and the Social Hall. Ask the Front Desk for username and password.

Free wireless Internet access is also available on the MIIS campus. Desktop computer workstations, printers, and scanners are available for use in the [MIIS William Tell Coleman Library](#).

### **Energy Conservation**

Middlebury College and Asilomar encourage everyone to conserve energy and water resources. Students should remember to turn off lights and appliances when they leave a room, and keep the use of appliances and water to a minimum. The use of personal air conditioning units is not permitted.

### **Recycling and Environment**

There are recycle bins all over Asilomar and the Monterey Institute, including in your guest room. Asilomar can recycle all plastics #'s 1-7 which means plastic shopping bags, plastic wrap, plastic bottles AND lids – pretty much anything that is plastic! Asilomar participates in a co-mingled recycling program which means that anything recyclable can go into a BLUE recycling container including paper, cardboard, glass, and aluminum.

We encourage everyone to have a reusable coffee mug or water bottle. All of Asilomar's public water fountains and faucets in the meeting rooms have water filters.

Asilomar has a composting program where all pre-consumer and post-consumer food waste is composted. You can participate by putting your food waste into the compost section of the 3-way container outside Phoebe's Café. This includes any to-go containers or service ware that you may end up using from Phoebe's Café and the dining hall.

Asilomar's 107 acres are dedicated to a natural ecological environment. Please walk on paved areas only. The dunes are a particularly fragile environment, and Asilomar requests that you use the boardwalk that leads you to a vista point and to the beach. Also, please be aware that Poison Oak is abundant on the Asilomar grounds.

## **Travel Information**

### **Providing Your Travel Itinerary before MiddCORE**

Students must provide a detailed travel itinerary to [middcoreadmissions@middlebury.edu](mailto:middcoreadmissions@middlebury.edu) well in advance of arrival, and no later than June 1, 2018.

Itineraries should include mode of travel, airline name, flight numbers, flight departure and arrival times, departure and arrival airports, and mode of transportation from the airport to/from Asilomar, as well as estimated arrival time.

Students who are driving to Asilomar should provide an estimated arrival time.

### **Arriving at Asilomar**

Students must arrive on campus by 9 p.m. on Saturday, June 30, 2018 and should plan to check out of the dorms by 10 a.m. on Saturday, July 28, 2018.

Check-in will be located in the Phoebe A. Hearst Social Hall across from the Front Desk. Upon check-

in, these services are provided:

- Key distribution
- Student Packet distribution
- Access Card information
- Vehicle registration (students will need their license plate number, license, and registration)  
\*In California, drivers are required to keep documentation of proof of automobile insurance in their cars at all times (usually a card provided by the student's insurer). In the event that students are stopped by law enforcement, they will be required to produce vehicle registration, proof of insurance, and a valid driver's license. Citations may be issued if a student is not able to produce these documents.

### **Early Morning or Late Evening Arrivals**

It is important that students plan to arrive on time and make travel arrangements accordingly. However, MiddCORE understands that students may experience unavoidable and/or significant delays. In this event, please email [middcoreadmissions@middlebury.edu](mailto:middcoreadmissions@middlebury.edu). If students need to arrive before June 30, 2018 or depart after July 28, they **MUST** make their own accommodation arrangements, at their own expense.

### **Keys**

Guest room keys are issued upon check in. Failure to return a key to at the end of the session will result in a charge for each lost key.

### **Lost Luggage**

Luggage lost during students' flights and delivered by the airline is stored at the Asilomar Front Desk.

### **Parking**

At Asilomar, please park in designated areas. Please be aware of one-way roads, the speed limit of 10 mph, and loading zones. Roads must be kept clear at all times for emergency and service vehicles. Violators are subject to citation under the California Vehicle Code and under California State Park Rules and Regulations. Asilomar requests that you strictly observe the 10-minute parking zone next to the Hearst Social Hall.

Students who choose to drive from Asilomar to the Monterey Institute must park at their own expense in the metered parking lot on Pierce Street. They will need to bring quarters for the parking meters. Parking on or near campus is not guaranteed.

Registered vehicle owners will be responsible for any fines incurred.

### **Airport Information**

Asilomar is accessible from area highways, as well as numerous airports. The [Monterey Peninsula Airport \(MRY\)](#) is just 8 miles from Asilomar, while Mineta San Jose International (SJC) is 80 miles to the North and San Francisco International Airport (SFO) is 110 miles to the North. The airports in San Jose and San Francisco are also served by the [Monterey Airbus](#), an airport shuttle service.

**Students are responsible for arranging their own transportation, at their own expense, from**

their arrival airport to Asilomar at the start of the program, and from Asilomar to their departure airport at the close of the program.

### **Airport Shuttle and Taxi Services**

Local taxi companies and Uber service the Monterey Peninsula Airport as does the Monterey-Salinas Transit bus system. Airport shuttle service to and from San Jose and San Francisco airports can be arranged in advance through Monterey Salinas Airbus by calling 831-373-7777 or visiting the Monterey Airbus website.

### **Public Transportation**

The Monterey-Salinas Transit bus system stops at the Monterey airport. The buses are clean and wheelchair accessible. The fare to Asilomar is \$1.75 one way, and the total trip is about 30 minutes. Take any number Monterey-bound bus. Ask for a transfer when you board. Transfers are free. Tell the driver to announce the Monterey Transit Center, which is where you will disembark and transfer to the #1 Asilomar bus. There is rarely more than a 5-minute wait at the transfer point. The #1 bus will let you off at the front gate to the Asilomar Conference Grounds. MST buses also have room for two bicycles per bus. For more information, visit the Monterey-Salinas Transit website.

### **Driving Directions**

#### **FROM SAN FRANCISCO / SAN JOSE**

Asilomar is approximately 120 miles south of downtown San Francisco (about 105 miles from San Francisco International Airport) and about 75 miles south of San Jose. Take 101 south to 156 West. Take 156 West to Highway 1 South, through Monterey to the Pebble Beach / Pacific Grove exit, turn right on Holman Highway / 68 West. Stay on Highway 68 West/Holman Highway for 3.5 miles until it becomes a city street called Forest Avenue. Continue on Forest Avenue for about 1 mile and make a left turn onto Sinex Avenue. In just under 1 mile, Sinex Avenue ends right at the front gates to Asilomar.

#### **FROM LOS ANGELES**

Asilomar is approximately 325 miles from downtown Los Angeles (about 310 miles from LAX). Take 101 North through Salinas to 156 West. Take 156 West to Highway 1 South, through Monterey to the Pebble Beach / Pacific Grove exit, and Highway 68 West. For about 3-1/2 miles you will then be on a portion of Highway 68 West that is also called the Holman Highway. Stay on Highway 68 West/Holman Highway until it becomes a city street called Forest Avenue. Continue on Forest Avenue for about 1 mile and make a left turn onto Sinex Avenue. In just under 1 mile, Sinex Avenue ends right at the front gates to Asilomar.

#### **FROM SALINAS**

Take Highway 68 West to Highway 1 South to Highway 68 West to Pacific Grove. Just past the Monterey Peninsula Airport, Highway 68 West overlaps Highway 1 for about 5 or 6 miles. Stay on Highway 68 West/Highway 1 and take the Pacific Grove exit. For about 3-1/2 miles you will then be on a portion of Highway 68 West that is also called the Holman Highway. Stay on Highway 68 West/Holman Highway until it becomes a city street called Forest Avenue. Continue on Forest Avenue for about 1 mile and make a left turn onto Sinex Avenue. In just under 1 mile, Sinex Avenue ends right at the front gates to Asilomar.

# **During MiddCORE**

## **Communication, Banking, and Other Services**

### **Asilomar Telephone Services**

House phones are located at each Asilomar building for in-house calls, and public telephones are located throughout the grounds and in the Phoebe A. Hearst Social Hall. Long distance calling requires a calling card, at the student's expense. There is no in-room telephone service.

In case of emergency, students may dial "0" from any house phone. This process ensures that Asilomar staff knows where the emergency is located and are then able to direct emergency vehicles to that location.

Front Desk	831-372-8016
Park Store	831-642-2906
FAX	831-372-7227
State Park Office	831-646-6440

### **Banking Services**

The following banks are within walking distance of the Middlebury Institute.

#### **Bank of America**

200 East Franklin Street, Monterey (831) 646-5711

601 Lighthouse Avenue, Pacific Grove (831) 655-4183

#### **First National Bank**

495 Washington Street, Monterey (831) 657-1145

JP Morgan Chase (formerly Washington Mutual)

291 Alvarado Street, Monterey (831) 373-8402

#### **Pacific Valley Bank**

498 Alvarado Street, Monterey (831) 645-6560

422 Main Street, Salinas (831) 771-4330

#### **Union Bank of California**

580 Lighthouse Avenue, Pacific Grove (831) 658-4680

1400 Munras Avenue, Monterey (831) 373-3755

#### **Wells Fargo Bank**

399 Alvarado Street, Monterey (831) 655-0280

815 Canyon Del Rey Boulevard, Del Rey Oaks (831) 394-4425

Use of an ATM may incur fees assessed by the ATM owner as well as the issuing cardholder's bank.

### **Business Services**

The Business Center is located next to the Asilomar Front Desk in the Hearst Social Hall and is open

from 6:30 am – 12 midnight daily.

Complimentary Wi-Fi service is offered in the Business Center and the Phoebe Hearst Social Hall, as well as all guest rooms.

Safe deposit boxes are available at the Front Desk.

### **Cellular Service**

Cell phone service is available on the Asilomar grounds and on the Monterey Institute campus. If a student does not have a U.S. cell phone, pre-paid cellular phones for use in California are available for purchase online and at local businesses, at the student's own expense.

### **Housekeeping and Laundry**

One-day **laundry service** is available (for a fee and at the student's own expense) if items are brought to the Asilomar Front Desk in the Hearst Social Hall by 8:30 am (Monday – Saturday).

Three (3) Ice machines are located on the Asilomar grounds (see Asilomar Grounds Map). Ice buckets are located in the guest rooms.

Call housekeeping extension 2276 for lost items. Articles left in rooms will be held for 90 days.

For lost keys or meal tickets, go to the Asilomar Front Desk for assistance.

Students may also choose to do laundry at their own expense at a nearby laundromat.

### **Sudz Cyber Laundry**

709 Lighthouse Ave.

Pacific Grove, CA

(831) 324-4920

### **Mail Service**

Students may post letters at their own expense at the Asilomar Front Desk in the Hearst Social Hall. All other mail and packages can be sent at students' own expense using the local Post Office during normal business hours.

**Outgoing mail** is picked up at 8:30 am (Monday – Saturday).

**Incoming mail** is held at the Front Desk for pickup. Please address student mail to:

Student Name c/o Middlebury College MiddCORE

Asilomar Conference Grounds

800 Asilomar Avenue

Pacific Grove, CA 93950

Asilomar cannot accept packages that arrive before the beginning of the MiddCORE session. Mail received after students have left Asilomar will not be forwarded.

## MiddCORE Schedule and Community Expectations

### Asilomar Residency Requirement

Classes are held Monday through Friday, but students should come prepared to work several hours at the end of each day, including weekends, and to interact with other students and mentors outside of class, as this is a vital part of the curriculum. All students are required to live at Asilomar for the duration of the program. If for any reason a student absolutely must be away from Asilomar overnight, they are required to get permission from the MiddCORE Director and to leave information so that the student may be contacted in case of an emergency. MiddCORE cannot provide housing for members of a student's family, nor may guests be housed in Asilomar guest rooms. Failure to comply with these rules may result in removal from MiddCORE without refund.

### Dining

Shirts and shoes are required in all dining areas. Smoking is not permitted.

Students with **special dietary needs** must indicate them on their rooming form and notify MiddCORE at [middcoreadmissions@middlebury.edu](mailto:middcoreadmissions@middlebury.edu). We will assist students with contacting appropriate staff to discuss accommodating these requests. If reasonable accommodations are needed under Middlebury's ADA Policy, students should submit the [Accommodation & Assistance Request Form for Summer Programs](#) that is supplied to each student upon acceptance (See Student Accessibility Services Section of this handbook, above.) If MiddCORE does not receive this information ahead of time, we cannot guarantee we will be able to meet your needs, though we will try our best to do so.

The **first meal** for students is dinner on the day of arrival, Saturday, June 30, 2018. If students arrive earlier in the day, they may purchase meals at Asilomar or a nearby restaurant at their own expense. The staff at the Asilomar front desk can provide suggestions.

**Breakfast, lunch, and dinner** are provided Sunday, July 1, 2018 through Friday, July 27, 2018 at Asilomar or on campus at the Middlebury Institute, depending upon the program schedule.

The **final meal** served to MiddCORE students will be breakfast on Saturday, July 28, 2018.

**Guests** may join the program for meals with the prior permission of the MiddCORE staff. Guests will be charged the regular public rate for meals, and must sign in on the MiddCORE dining list.

### Guest Room Conditions/Care of Asilomar Property

Occupants must maintain clean and sanitary conditions in **guest rooms**, and must clear common spaces after personal use. Damages to common areas or hallways may be billed to the residents of the entire MiddCORE community unless the individual(s) responsible can be identified. Charges are imposed for damage to rooms or furniture, for removal of furniture, and for rooms not left in neat condition at the end of the occupancy period.

Exchanging **furniture**, removing furnishings from a guest room, or moving lounge or other furniture into guest rooms is prohibited. If a student removes furniture from his/her room, or moves lounge furniture into his/her room, he/she will be charged the replacement cost of any missing item. Once a bill has been issued, the charges will not be removed, even if the missing item is subsequently returned to its proper place.



Students are responsible for keeping their rooms in order. The Asilomar **housekeeping and maintenance** staff cleans and maintains guest rooms and common areas.

Students should report all problems related to housekeeping and maintenance to the Asilomar front desk.

**Storing furniture or personal property** from guest rooms or lounges anywhere other than their designated place is prohibited. Leaving personal items in the hallways, lounge area, or common areas is prohibited. Bicycles may not be stored in rooms; they must be stored in provided bike racks. Motorcycles must be secured outside.

### **Nametags**

All members of the MiddCORE community will be issued nametags identifying them by first and last name, and their role in the program. Nametags must be worn at all times on the Asilomar grounds and on the Middlebury Institute campus.

### **Pets**

Pets are not allowed at Asilomar or in Middlebury Institute buildings.

Designated service or assistance animals and animals in service training may be brought to Asilomar or the Middlebury Institute campus, provided they are wearing an approved vest or harness that identifies them as such. Individuals are not allowed to tie up or leave service animals to roam. Service animals may not be left in parked vehicles. Owners must ensure appropriate cleanup after service animals. Violations will result in disciplinary actions against the owner and animal control will be contacted to secure the service animal. If a service animal causes property damage, that animal's owner will be responsible for paying for those damages.

### **Property Loss/Lost and Found**

Asilomar, the Monterey Institute, and MiddCORE are not responsible for loss or damage to a student's property. We do not provide personal property insurance; this is the responsibility of each student. Found items will be held at the Asilomar Front Desk until program end. Unclaimed items will be disposed of after 90 days.

### **Security and Access to Student Guest Rooms**

Guest rooms are secured with keys and may be accessed by Asilomar staff and members of the College community on official business. Students, faculty, and staff are issued keys to their rooms and should keep their doors and windows locked when going to sleep or when leaving the room.

### **Smoking Policy**

Asilomar Conference Grounds is a non-smoking facility. This includes all buildings, guest rooms, public rooms, and restrooms.

In order to promote a healthful environment, smoking is prohibited in all Middlebury Institute buildings. This includes porches, balconies, decks, or any part of the building structure. E-cigarette smoking is also prohibited in campus buildings. Failure to observe this policy will be treated as a fire safety violation and subject to MiddCORE program discipline and fines as appropriate.

### **Transportation to and from the Middlebury Institute**

All MiddCORE students will receive a 30-day Monterey-Salinas Public Transit pass, to be used for transportation to and from the Middlebury Institute campus during the session. Students who wish to use their pass to travel on the bus to other destinations during their free time may do so. A surcharge of between \$1 and \$9 per trip may apply. Surcharges are the students' own expense.

Students must carry their bus passes on their person at all times. Students who forget or lose their bus pass must replace it at their own expense.

## **Personal Safety and Emergencies**

Although Asilomar is a safe community, it is recommended that students follow these safety tips:

- If walking at night, do so in pairs and remain conscious of surroundings.
- Please report any suspicious persons/activities to any staff or faculty member.
- We recommend that students lock cars and rooms at all times, as Asilomar and MiddCORE cannot be held responsible for losses due to theft. We also recommend that students enter the front desk and local emergency phone numbers into their cell phones.
- In case of emergency at Asilomar, students may dial "0" from any house phone. This process ensures that Asilomar staff knows where the emergency is located and are then able to direct emergency vehicles to that location.
- In case of emergency at the Middlebury Institute, students should follow the instructions given here: <https://www.middlebury.edu/institute/offices-services/security>. If using a campus phone, students must dial 9-911 to reach police/file/ambulance.
- In case of emergency away from Asilomar or the Middlebury Institute, students should call 911.

### ***Reporting Procedures***

An emergency is any immediate threat to life and/or property that requires immediate response from police, fire, or emergency medical services. Examples include crimes in progress, fire, or a serious injury or illness. If you are not sure if an incident falls into an emergency classification, feel free to call Security at 831.647.4153.

When you need an immediate response at Asilomar or any of the Middlebury program locations in the United States, **dial 911**.

### **Reporting an Emergency**

1. Dial 911.
2. Stay on the line with the dispatcher.
3. Provide the address, the location, and a description of the emergency.
4. Provide the phone number at your location or the cell phone number.
5. Describe the incident thoroughly so the dispatcher can send you the appropriate resources.
6. If you accidentally misdial, do not hang up. Stay on the line and tell the dispatcher you misdialed.

Hanging up may cause emergency personnel to respond and investigate to ensure there is not an emergency.

### **Accurate and Prompt Reporting**

We encourage community members, students, faculty, staff, and guests to report all crimes and public safety–related incidents to the Security Department, MiddCORE program director or other on site official (e.g., residential life staff member, dean/judicial affairs officer) and local law enforcement accurately and in a timely manner. This should also be done when a victim elects to, or is unable to, make such a report. We also encourage all community members to report crimes to the police.

### **Middlebury Institute Campus, Monterey, California**

Emergencies: **911**

Ambulance, Police, or Fire Department: **911**

Monterey Police: **831-646-3830**

Security Department Business and Emergency Line: **831-647-4153**

For catastrophic emergencies, including medical, fire, smoke, crime, or the carbon monoxide alarm, first call 911 and then the Security Department.

Reports can also be made in person at the Security Department, 460 Pierce Street, Monterey, CA.

### **Anonymous Reporting**

Anonymous crime reports regarding the Middlebury Institute campus/MiddCORE program can be made to the Monterey Police Department at 831-646-3830. Voluntary, confidential reports of crime statistics may be made to the Security Department at 831-647-4153.

### **Campus Security Authority (CSA)**

#### **Middlebury Institute/MiddCORE Program, Monterey, California Campus**

A Campus Security Authority (CSA) is someone to whom you can report a crime and includes the following groups of individuals and organizations associated with an institution:

- A campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
- An individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including but not limited to student housing, student discipline, athletics, and campus judicial proceedings.

The following are Campus Security Authorities for the Middlebury Institute and the MiddCORE program: Security Department staff, the executive assistant to the vice president, the human resources manager, the dean of enrollment, career, and student services, the Title IX coordinator, the associate dean of

student services, MiddCORE program director, residential life staff, associate dean for judicial affairs and student life, human relations officer, Title IX Coordinator, and any faculty or staff who travel with students on programs to foreign or domestic locations.

### **Clery Act Crimes that Must be Reported by the CSA and Included in the Annual Security Report**

CSAs are responsible for reporting allegations of Clery Act crimes that are reported to them in their capacity as CSAs. CSAs are required to report such crimes to the Security Department Manager, the executive assistant to the vice president, the Title IX coordinator, or the Security Department so that the crime report can be included in annual crime statistics, and in order to make a timely warning determination. Crimes that fall within the scope of the Clery Act include the following:

- Murder and non-negligent manslaughter
- Manslaughter by negligence
- Sexual assault/sex offenses (rape, fondling, incest, and statutory rape)
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Liquor law violation
- Drug law violation
- Weapon law violation
- Hate crimes: any of the serious crimes above (except manslaughter by negligence) and larceny-theft, destruction/damage/vandalism of property, intimidation (threats of injury or violence), or simple assault, if there is evidence that the victim was intentionally selected because of the perpetrator's bias against the victim on the basis of race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, or disability
- Domestic violence
- Dating violence
- Stalking

Definitions of these crimes can be found in the [Handbook for Campus Safety and Security Reporting](https://www2.ed.gov/admins/lead/safety/handbook.pdf) (<https://www2.ed.gov/admins/lead/safety/handbook.pdf>) or in this Annual Security Report's crime statistics section.

CSAs should also report arrests and referrals for campus disciplinary action for liquor law violations, drug law violations, and weapons law violations (e.g., possession, carrying, etc.).

### **Fire Safety**

Students must comply with all regulations regarding fire safety and the use of fire equipment including evacuating a building, and tampering with smoke detectors, fire extinguishers, or any other safety or emergency equipment. Tampering with or disabling any part of the fire alarm system, including in-room smoke detectors, falsely discharging an extinguisher, registering a false alarm, or setting a fire are prohibited. Any of the above will result in a minimum \$250 fine (plus the cost of repair or replacement, as applicable) as well as disciplinary action up to and including immediate expulsion from the program without refund. The resident(s) responsible for violation of any of these regulations, including false

alarms—whether deliberate or accidental—will also be responsible for all associated charges as determined by the fire department. If a student accidentally sets a fire, it should be extinguished only if safe to do so; if not, the student should call 911 and report it to the MiddCORE Director or night security as soon as possible. The area Fire Department can also charge fees to a student who sets off a fire alarm(s).

Any problems with smoke detectors must be reported to the MiddCORE staff or Asilomar Front Desk staff immediately, as nonfunctioning detectors endanger the lives of all guests. If a signal alerts staff to a malfunctioning unit, rooms will be checked and action will be taken to repair the smoke detector.

Occupants must exit a building when a fire alarm sounds. Failure to do so is considered dangerous behavior and can result in disciplinary action as well as a \$250 fine.

Items in violation of fire safety guidelines will be confiscated. Fire Safety violations include: possession of candles, incense, halogen lamps, portable heaters, or Christmas tree lights (with the exception of “rope lights”), dangerous chemicals, or hazardous materials. Fire safety violations also include: smoking, blocking the means of egress, or hanging items on guest room walls or from the ceiling. Discovery of any of these violations will result in confiscation and disposal of the prohibited item, a minimum fine of \$100, and the possibility of additional disciplinary action.

Guest room entry and exit must be clear; propping of fire exit doors using these doors during restricted time is prohibited. Nothing may be hung from a sprinkler apparatus.

At Asilomar, nothing can be hung from the ceiling; furniture cannot block an exit; and decorations cannot be near an ignition source. Items, including stickers, cannot be attached to walls, doors, ceilings, appliances, windows, or furnishings of rooms or public areas. Students will be charged for damage and removal of stickers and decals.

Nothing can be posted in an exit route (hallways, stairways, etc.).

Fines and other charges resulting from violations of Asilomar fire safety regulations will be borne collectively by all MiddCORE students in attendance during the session if the responsible individual(s) cannot be identified.

### **Medical and Other Emergencies**

In situations perceived as serious medical emergencies, students should call 911 for police and paramedics and let them know that their location is Asilomar Conference Grounds, or go directly to the Hospital Emergency Room.

#### **Medical Emergencies in Monterey:**

Community Hospital  
23625 Holman Highway  
**(831) 624-5311 or (888) 45CHOMP**

#### **Medical Emergencies in Salinas:**

Salinas Valley Memorial Hospital  
450 East Romie Lane  
**(831) 757-4333**

### **After-Hours Medical Clinics**

Monterey Bay Urgent Care is open from 7:30 a.m. to 6:00 p.m. weekdays and 9:00 a.m. to 5:00 p.m. on weekends. No appointment is necessary.

### **Monterey Bay Urgent Care**

245 Washington Street (across from the Sports Center)

**(831) 372-2273**

Persons with possible neck or spine injuries should never be moved and an ambulance should be called.

Please do not go to the emergency room for routine medical care or minor injuries. In the U.S., insurance companies will only pay for emergency room service in the case of a real medical emergency (see below for After-Hours Medical Clinics).

We encourage students to report suspected crimes and emergencies as promptly and as accurately as possible. If students need to report a crime in progress or another emergency, they should dial 911 or 9-911 from a campus phone. Students should be prepared to let the dispatcher know their location and provide the dispatcher with their name, a description of the type of emergency, and the location of the emergency. Please dial 911 only in an emergency, defined as an immediate need for police, fire or medical response. State Police receive immediate information indicating the address where the call initiated.

If students mistakenly dial 911, they should not hang up, since all calls are captured by the 911 system. Students should stay on the line and talk to the 911 dispatcher before disconnecting. In the event of a hang-up, emergency service personnel will attempt to call back, or if there is no answer, they will send someone to the location a student called from.

### **Release from Hospital**

MiddCORE is not equipped to provide recuperative care after a student is released from the hospital. In these cases, students may be asked to make their own arrangements. In some cases, and with permission of the Director of MiddCORE, students will be permitted to attend classes or participate in co- curricular activities while being lodged off campus or while being cared for by a friend or relative.

### **Emergency Response Information on the Middlebury Institute of International Studies Campus**

#### [Campus Security Information](#)

Emergency Assistance

#### **Police/Fire/Ambulance**

Call 9-911 from campus phones; call 911 from off-campus phones/cell phones

#### **Campus Security**

Call 9-911 from campus phones; call 911 from off-campus phones.

#### [Emergency Response Guidelines](#)

## **Financial Information**

Students assume full responsibility for the payment of their bills by the due date. Bills are sent beginning in May and are due upon receipt. Without payment, students cannot attend MiddCORE.

### **Fees and Payments**

If the student fails to pay tuition before arrival to the program, they are given three days before they are expelled. Students will be delayed at check in if an account has not been paid in full. If students have any questions regarding bill payment, they may call Middlebury College Student Financial Services at (802) 443-5158.

Late acceptances: if students were accepted between the last application deadline and the start of MiddCORE, payment in full is due by return mail upon receipt of the bill.

### **Financial Aid**

Middlebury students on financial aid will be eligible for financial aid for the MiddCORE summer program as funds permit. Students from other institutions are encouraged to inquire about aid opportunities with the aid office at their home institutions. In addition, MiddCORE awards a limited number of scholarships to outstanding students with demonstrated financial need.

International students should be aware that the portion of grant aid they receive that is applicable to room and board costs may be taxable according to IRS tax code.

### **Refunds after Withdrawal**

In order to withdraw from MiddCORE, a student must complete and sign an official withdrawal form, available by request from [middcoreadmissions@middlebury.edu](mailto:middcoreadmissions@middlebury.edu). Upon arriving at MiddCORE, students who complete arrival procedures (i.e., check in with Sierra Nevada College, or who are in receipt of a room key), but who then decide to leave before the end of the fifth day of classes for any reason will, in addition to forfeiting the \$400 non-refundable deposit, be assessed a withdrawal fee of \$2,000. This withdrawal fee is assessed because a place had been reserved for the student.

There are no refunds if a student withdraws after the end of the fifth day of classes. A student who must withdraw after the fifth day of classes for a documented health or family emergency should contact the Director of MiddCORE to discuss the possibility of a partial refund. If a partial refund is granted, financial aid will be pro-rated based on the amount of time the student was enrolled, according to both Middlebury and federal formulas. Any refund granted is remitted to the person who paid the charges.

If a refund represents, in whole or in part, the proceeds of a student loan, remittance is made by the College first to the lender or holder of the loan. Students are given written notice of such disbursements made on their behalf.

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

## **International Student Information**

International Student and Scholar Services (ISSS) offers visa-related services and provides advice and support to Middlebury College's international student, faculty, and staff population.

International students (i.e., non-U.S. citizens/lawful permanent residents) participating in MiddCORE must have a nonimmigrant U.S. visa status that allows them to pursue full-time study during the

MiddCORE program dates. Tourist status (i.e. B-1/B-2/Visa Waiver Program-ESTA) does not allow enrollment in a full-time course load such as MiddCORE. If students are in the U.S. attending another U.S. college or university with a visa status that allows them to study full time, please contact International Student & Scholar Services (ISSS) with current visa documentation (a scanned copy of visa, passport ID pages, I-94 card, and I-20, DS2019 or other document used to obtain visa status). ISSS will review the documents to confirm a student's eligibility to attend MiddCORE with his/her current visa status. Please email ISSS at [iss@middlebury.edu](mailto:iss@middlebury.edu) with the necessary information, and respond to ISSS requests in a timely way. Students may also visit <http://www.middlebury.edu/international/iss> for more information.

### **Tax Information for International Students**

All students who are not U.S. citizens or U.S. lawful permanent residents (i.e., green card holders) will receive an emailed request for information from Middlebury's Tax Office before the program begins. Students must submit the requested information in a timely manner. Please note that students may have a tax obligation on scholarship or financial aid amounts that exceed tuition. If so, students will be obligated to pay the tax liability that will appear on the Middlebury bill.

### **Foreign Nationals**

A foreign national's tax status is determined based on visa history and passport information provided prior to arriving at MiddCORE.

**Resident aliens:** For tax purposes, resident aliens are treated like U.S. citizens.

**Non-resident aliens:** Funds received from the College for financial aid to cover room and board and other non-tuition expenses are reported by Middlebury College on IRS Form 1042-S, Foreign Person's

**U.S. Source Income Subject to Withholding:** These funds are taxable at 14% or 30% unless treaty benefits apply. Taxes are posted to the students account and are due to the College by the program start date. The tax withholding is also reported on Form 1042-S, which is mailed the following February. More information about which countries have tax treaties and answers to similar questions is available at <http://www.middlebury.edu/offices/business/tax>.

## **Tax Information**

### **U.S. Citizens and Green Card Holders**

Most funds received from the College for financial aid to cover tuition, living and school expenses are reportable by Middlebury College on IRS Form 1098-T, Tuition Statement. Funds received from outside sources and most funds received from departments within the College but outside the Financial Aid Office for travel, stipends, internships, fellowships, grants or awards are reportable on that form as well. Form 1098-T is mailed each January for the previous calendar year. The form shows tuition billed (Box 2) and all aid received (Box 5). Financial aid that is greater than tuition or not applied to tuition like monies received for travel is considered taxable income and must be reported as such on the student's or their parent's tax return.

For more information on which payments are taxable see [http://www.middlebury.edu/offices/business/tax/taxability/payment\\_students](http://www.middlebury.edu/offices/business/tax/taxability/payment_students).



For information on tax credits available for education expenses see the IRS's Publication 970 at <http://www.irs.gov/pub/irs-pdf/p970.pdf> .

### **Social Security Number/Taxpayer Identification Number**

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

## **Academic Matters**

### **Attendance**

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

### **Student Records**

In accordance with FERPA (Family Educational Rights and Privacy Act of 1974), students or former students of Middlebury College have the right to inspect all educational records placed in their files after January 1975 if they have not waived their right to access these files. For additional information please contact the Registrar's Office or visit the Middlebury College Web site:

[http://www.middlebury.edu/about/handbook/academics/student\\_records\\_FERPA](http://www.middlebury.edu/about/handbook/academics/student_records_FERPA).

### **Grading & Accessing Final Grades**

The following grades are used: Pass, Fail

To access final grades please refer to the Middlebury College Registrar's Office website:

<http://www.middlebury.edu/offices/academic/records/bannerweb/grades>

### **Evaluation**

Students will be asked to complete forms evaluating their experience with MiddCORE. We appreciate students' cooperation in completing these forms, as they help us to assess and revise our program in order to ensure the highest-quality experience.

### **Survey Policy**

All surveys or questionnaires, of any kind, involving faculty, students, or staff, will have to be registered in advance with the Director of MiddCORE. Each proposed survey needs to state in clear and unequivocal terms that participation by faculty or students is entirely voluntary and in no way related to course requirements.

### **Credits and Course Load**

All credit awarded by MiddCORE is defined in terms of units. One unit equals three semester hours of credit. Students enrolled in MiddCORE will receive one Middlebury credit unit. For transfer purposes, the student's home institution determines how many credits are granted for a summer's work. Students should consult their home campus advisors.

### **Accreditation**

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

## Conduct and Other Policies

### Introductory Matters

In addition to the policies set forth below, all MiddCORE all MiddCore students are subject to the MiddCore policies set forth below as well as the policies set forth in the [Middlebury Handbook](#), including the [Middlebury-wide policies](#).

These policies may be amended from time to time and therefore students, faculty and staff should review the most current online version for any updates. Any amendments as published on this website shall supersede wholly any prior versions of the policy(ies). Middlebury endeavors to present an accurate overview of the programs, facilities, and fees of the Language Schools in this handbook. However, Middlebury reserves the right to alter any program, facilities, or fees, described below or in other publications without notice or obligation.

The purpose of Middlebury's policies and the disciplinary system in Middlebury's academic community is to protect the well-being of the community and to advance our shared educational mission by establishing a range of appropriate behavior. Middlebury is a community of learners and as such recognizes and affirms that free intellectual inquiry, debate, and constructive dialogue are vital to Middlebury's academic mission and must be protected even when the views expressed are unpopular or controversial. Middlebury's Student Life policies are meant neither to proscribe nor to inhibit discussions, in or out of the classroom, of complex, controversial, or sensitive matters, including sex, sexual orientation, gender identity or expression, race, color, ethnicity, religion, marital status, place of birth, ancestry, national origin, age, or disability, when in the judgment of a reasonable person they arise appropriately and are conducted with respect for the dignity of others. Middlebury also recognizes that verbal conduct can be used specifically to intimidate or coerce and to inhibit genuine discourse, free inquiry, and learning. Such abuses, including but not limited to conduct that violates Middlebury's [General Conduct Standards](#) policies, [Middlebury-wide policies](#), and the [Anti-Harassment/Discrimination policy](#), are unacceptable.

A balance of individual and community health and growth guides Middlebury's approach to the policies that support its educational mission. Generally, the student conduct policies are set forth in writing in order to give students general notice of expected conduct and sanctions for prohibited conduct. The Handbook policies are intended to be read broadly and are not designed to define misconduct in exhaustive terms. The program director, deans, administrators and other appropriate adjudication officials consider the totality of a student's history, the impact on community, and the specific circumstances of the event when determining appropriate responses to policy violations. Consistent with the cultivation of an awareness of responsibility and accountability as a member of a larger community, students found in violation of Middlebury policies and/or participating in prohibited acts will

be held responsible, subject to discipline, and/or charged for costs associated with their behavior, as described further below and in the Middlebury Handbook.

## **Community Standards**

The ability of Middlebury to achieve its purposes depends on members of the campus community upholding our commonly accepted standards of conduct, which enable the highest quality of teaching and learning. Broadly, these are referred to as our Community Standards. Middlebury seeks to prepare students to be active citizens and leaders who will address the world's most pressing problems. This mission is advanced through students' experiences with successes and challenges, and is reflected in the following Community Standards:

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

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

## **Scope of Oversight**

Students will be held accountable for policy violations that take place between their arrival for the MiddCORE program and the completion of the program. Such conduct that takes place at or near Middlebury/MiddCORE premises or property; occurs at or in connection with a MiddCORE-related event or program; or occurs off-site but may represent a threat to the safety of the Middlebury community or its members, the pursuit of its objectives, and/or the educational environment of others, may be subject to the disciplinary process outlined below (see "Disciplinary Action").

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

Middlebury retains sole discretion to determine whether to initiate an investigation and adjudication under this policy regardless of the outcome of any disciplinary proceeding conducted by a non-Middlebury institution or program and/or the outcome of any law enforcement investigation or court

proceeding.

### **Pending Discipline**

A student respondent will not be deemed to have officially completed the MiddCORE program while a disciplinary matter is pending; the student's completion/grades will be held in abeyance until the matter is resolved. If a respondent withdraws with a disciplinary matter, sanction, or appeal pending, the withdrawal will be considered a resignation from Middlebury, and the student will have given up the opportunity to return to any Middlebury program. The student's official status at Middlebury will reflect the point in the process at which they withdrew, and the nature of the finding and sanction, as appropriate. Examples include but are not limited to "Withdrawal with a Disciplinary Matter Pending," "Withdrawal with a Disciplinary Sanction Pending," and "Withdrawal with a Disciplinary Appeal Pending."

In extraordinary circumstances, the appropriate supervisory authority (e.g., MiddCORE director, judicial affairs officer, dean or designee) may, after appropriate consultation, a review of the case, and consideration of Middlebury's best interests, grant permission for a respondent to withdraw from Middlebury when a disciplinary matter is pending. If the student is readmitted to Middlebury, the disciplinary matter must be resolved either before the student's return, or immediately upon the student's return (as determined by Middlebury). See [Student Status](#) for more information. Middlebury may also notify all institutions or programs in which the student is (or will be) enrolled of any pending or unresolved disciplinary matter pertaining to that student.

### **Emergency Removals Policy**

In addition to fostering the growth of its individual students, Middlebury recognizes its obligation to protect the safety of the Middlebury community as a whole and to take appropriate action when that safety is jeopardized. To that end, Middlebury reserves the right, notwithstanding and apart from the procedures described under Disciplinary Action below and other applicable policies, on an emergency basis, to ban from campus, suspend, expel, or require to withdraw any individual whose presence at Middlebury is determined by the appropriate Middlebury authorities (vice president, program director, judicial affairs officer, dean, etc.) to pose a danger to the Middlebury community or its members, or to be unduly disruptive of Middlebury's academic or other programs and/or residential life, or who appears to be unwilling or incapable of effectively and/or safely participating in Middlebury's academic or other programs and/or residential life.

1. In such cases, actions taken will be subject to review, typically within one week, by the appropriate Middlebury authority.
2. In cases of emergency removal (other than expulsion) of a student, the conditions and procedures for return will be determined and communicated in writing to the student at the time of the student's departure or shortly thereafter. For more information, see the applicable [student status policy](#).
3. Faculty and administrative officials should ensure that positional authority is not used to inhibit the intellectual and personal growth of students.

## Prohibited Conduct

Violation of the following policies may result in discipline up to and including expulsion from the MiddCORE program:

- [Middlebury Handbook](#) (including [Middlebury-wide policies](#))
- [General Conduct Standards](#)
- [Middlebury Institute's General Conduct Policy](#)
- [Policy Against Sexual Misconduct, Domestic and Dating Violence and Misconduct, and Stalking](#)
- [Anti-Harassment/Discrimination Policy](#)
- [Middlebury's Alcohol and Other Drugs Policy](#) (see also "Alcohol and Other Drugs" below)
- [Middlebury Institute's Alcohol and Other Drugs Policy](#)
- [Middlebury's Policy Against Hazing](#)
- [Minors on Campus Policy](#)
- [Demonstrations and Protests Policy](#)
- [Middlebury's Weapons Policy](#)
- [Middlebury Institute's Campus Use Policies and Information](#)
- [Middlebury Institute's No Violence Policy](#)
- Asilomar's Fire Safety and Other Policies
- [Academic Policies](#)

## Disciplinary Action

This section describes the disciplinary process that is normally followed when a MiddCORE student allegedly engages in conduct that violates a Middlebury policy or policies. Where other Middlebury policies specify separate processes, those processes will apply (e.g. the [Anti-Harassment/Discrimination Policy](#) or the [Policy Against Sexual Misconduct, Domestic and Dating Violence and Misconduct, and Stalking](#)). Moreover, where applicable law where the program takes place mandates different procedures or policies, those procedures or policies will apply.

Since Middlebury lacks full judicial authority, such as the power to subpoena or place witnesses under oath, a student's rights cannot be coextensive with or identical to the rights afforded someone accused in a civil or criminal legal proceeding. However, the procedures outlined below and in the [Policy Against Sexual Misconduct, Domestic Violence, Dating Violence and Stalking, Anti-Harassment/Discrimination Policy](#) and [Hazing Policy](#) are designed to provide fundamental fairness and to protect students from arbitrary or capricious disciplinary action. All judicial affairs officers, human relations officers, deans, directors, and other Middlebury disciplinary authorities shall conduct their proceedings in the spirit of these principles. If exceptional circumstances dictate variation from these procedures, the variation will

not invalidate a decision unless it prevented fundamental fairness.

Students found to have violated Middlebury policy may be subject to the full range of disciplinary actions, as applicable, up to and including expulsion from the MiddCORE program or other Middlebury program.

Alleged policy violations should be reported to the Director of MiddCORE. The Director of MiddCORE, or her designee (e.g., Commons Residence Director or Judicial Affairs Officer), as appropriate to the circumstances, (hereinafter referred to as “the official”) are ordinarily responsible for disciplinary action.

Except in cases of emergency removal as described above (or where Middlebury’s policies contain separate processes as described above), the following disciplinary process will apply. In the event that a complaint or report of an alleged policy violation is made against a MiddCORE student, the accused student will be given notice of the alleged violation and an opportunity to respond to the allegations prior to any determination or disciplinary action. The notice may be given orally or in writing. The "opportunity to respond" means that the student will be given an opportunity to meet and/or communicate with the official.

The official will then make a determination, based on a preponderance of the evidence, as to whether the student violated the policy at issue. Formal rules of evidence do not apply in Middlebury conduct proceedings. If a student is found responsible for a policy violation, the official shall determine what disciplinary or other action should be taken, if any. If the official determines that the circumstances do not warrant immediate expulsion from the program, the official may take other action, including the issuance of warnings, reprimands, probationary status, official College discipline, or suspension from the program. The official may also assign non-disciplinary action as appropriate, including the issuance of No Contact Orders, room changes, class changes, or other actions as needed. Disciplinary action may be accompanied by notification to the student's undergraduate or graduate institution (or any other program in which the student is involved) and to the parents of dependent students. For more information, see “Scope of Oversight” above.

The student may appeal the official’s decision to the Vice President for Academic Affairs and Dean of Faculty (or designee) (VPAA/DOF) within three (3) business days of issuance of the official’s decision. Appeals may be granted on the basis of one or more of the following grounds:

- Discovery of significant new factual material not available to the official that could have affected the original result; however, prior omission of factual information that the student knew or should reasonably have known about is not a ground for an appeal;
- Procedural error where the error prevented fundamental fairness;
- Extreme mitigating circumstances.

The student must submit evidence and/or arguments they believe support any of the three grounds for appeal listed above, and their explanation of the evidence or arguments. The VPAA/DOF may deny the appeal, or if one or more of the appeal grounds have been met, may:

- return the case to the official for reconsideration; or
- appoint an alternate disciplinary authority, as appropriate, to review the case.

Absent extenuating circumstances, the VPAA/DOF will notify the student of the appeal decision within five business days of the appeal receipt deadline. This deadline may be extended if warranted by the circumstances, in which case the student will be notified at the time the extension is determined.

The decision made by the VPAA/DOF to grant or deny the appeal is final. Should an appeal be granted, the subsequent determination and/or sanction is/are final.

## **Withdrawals and Readmission**

### **Voluntary Withdraw**

Students withdrawing prior to the start of the program must submit a withdrawal form to the MiddCORE director. A student who withdraws after the start of the program must write a letter to the MiddCORE director citing the reasons for the withdrawal, as well as submitting a withdrawal form. Forms are available from the MiddCORE director. Students who withdraw from the program before the end of the on-site registration period are subject to the conditions of the Refund Policy. There will be no refund for students who withdraw after the on-site registration period, as per the Refund Policy (see Refunds after Withdrawal, above). Students who withdraw are subject to the readmission requirements below.

### **Mandatory Withdraw**

i. Middlebury College provides a range of support services to address the medical needs of students, including mental health needs, within the context of the campus community. On occasion, students may experience health needs requiring a level of care that exceeds what the College can appropriately provide. In such circumstances, students may withdraw from the MiddCORE program (see “Voluntary Withdraw,” above). In situations where a student is unable or unwilling to carry out substantial self-care obligations, where their behavior is unduly disruptive to the community, where current medical knowledge and/or the best available objective evidence indicates that a student poses a significant risk to the health or safety of others, or where a student poses an actual risk to their own safety not based on mere speculation, stereotypes, or generalizations about individuals with disabilities, and the student does not want to withdraw voluntarily, the Vice President of Student Affairs has the authority to withdraw the student.

ii. Before placing any student on a mandatory withdraw, Middlebury will do an individualized assessment to determine if there are reasonable accommodations that would permit the student to continue to participate in the campus community without withdrawing from the program. A medical evaluation by a competent specialist may be required. To enable careful, individualized consideration, the student may need to sign a release authorizing disclosure of relevant information by and between treatment providers working with the student and the appropriate Middlebury official(s).

iii. The student will be notified of the withdrawal decision in writing. Student(s) will be given notice and an opportunity to speak with the program director or other appropriate designated Middlebury official prior to or within five business days following the start of the mandatory withdrawal. The decision may be appealed, following the procedures set forth in Section iv., below.

iv. An appeal of a mandatory withdrawal decision may be made in writing (including email) to the vice president for Academic Affairs / dean of the faculty (VPAA/DOF) or designee within five business days of receipt of the decision. The appeal must state the grounds for the appeal and include any supporting evidence. The VPAA/DOF will ordinarily notify the student of the appeal decision within ten business days of receipt of the appeal.

v. Students withdrawn under this section may also be subject to the normal disciplinary processes if their conduct has violated any Middlebury policy. If disciplinary action is appropriate, the matter must be resolved either before or immediately upon the student's return.

### **Readmission**

i. Students who are withdrawn from the MiddCORE program are eligible for readmission to MiddCORE or the Middlebury undergraduate program (as applicable to current Middlebury undergraduate students) for a three-year period. Students seeking readmission to any other Middlebury program should consult with that program's director, dean or other responsible Middlebury official regarding the eligibility period.

ii. Many students who withdraw will have no requirements attached to their readmission. In some cases, a dean, program director, the VPSA or other appropriate Middlebury official or designee may impose specific requirements for readmission to MiddCORE, the Middlebury undergraduate program, or any other Middlebury program if the circumstances of the student's departure warrant it. The goal of such conditions is to prepare the student for a successful return to Middlebury; for example, a student may be asked to complete pre-approved coursework at another institution in order to demonstrate readiness to return to rigorous academic work or to provide clinical information to staff of the Parton Center for Health & Wellness to facilitate a successful return. For example, student may need to complete the Medical Return Form and respond to any follow-up requests for information from Parton staff. If the withdrawal is health-related, any conditions or requirements for reinstatement will be based on an individualized assessment of each student including consideration of current medical knowledge and/or the best available objective evidence. Careful consideration will be given to the opinions and recommendations of the student's treating physician or mental health professional, if available.

iii. As appropriate to the individual circumstances of a student's departure, a dean, program director, VPSA or other Middlebury official or appropriate designee may also require that the student provide information to their Commons Dean, program director, or other appropriate Middlebury official when they seek readmission. Typically, this includes a letter about the student's understanding of the problem that led to the withdrawal, evidence of the student's work to resolve the issue and/or progress made in managing the issue and other information that may assist Middlebury in evaluating whether the student can safely and effectively participate in the residential academic programs of MiddCORE, the undergraduate college or any other Middlebury program, as applicable.

iv. Students eligible for readmission can expect to receive instructions for completing applicable readmission forms from their Commons dean, program director or other appropriate program official. They must confirm their plan to return with their Commons dean, program director or appropriate program official by the deadlines set by the official. Please note that the deadline for spring semester in



the undergraduate college is November 1 (see also [Student Status](#) policy). Students who fail to confirm their plans to return by these deadlines will be placed on a waiting list for readmission. Normally, readmission to the undergraduate college is for fall or spring semester only. Students will be readmitted for winter term or summer study only with special permission from the Vice President for Student Affairs.

A student (graduate or undergraduate) who wishes to reapply to MiddCORE after having withdrawn or been asked to withdraw for medical or psychological reasons should contact [middcoreadmissions@middlebury.edu](mailto:middcoreadmissions@middlebury.edu) to learn more about this process, which is handled on a case-by-case basis.

v. Students on probation for disciplinary or academic reasons will resume their probationary status upon their return for the duration of the assigned probationary period.

vi. In the rare circumstance that a student's request for readmission is denied on grounds of health or safety, the decision may be appealed in writing to the Vice President for Student Affairs, or as appropriate, to the VPAA/Dean of the Faculty.

## Leaving Asilomar

The last day of the 2018 summer session is Saturday, July 28, 2018.

All students must check out of Asilomar by 10:00 a.m. on this date. Students may remain on campus after this time only if they are waiting for shuttle transportation to the airport.

Students should be particularly security-conscious during the closing days of the session and remember to take all of their belongings with them. Middlebury and Asilomar are not responsible for forwarding articles left after the program.

### Before Leaving

- Return key or keycard as instructed at the close of the session to ensure proper credit. If the key is not returned within 3 days of the session ending, a fine will be charged to students' personal accounts.
- Pay any traffic or parking fines, library charges, or other debts. Transcripts may be withheld until all obligations to the College have been paid.
- Return library books and other items borrowed from the Middlebury Institute or other area resources.
- Clean the guest room. Students who do not leave their room in a neat condition will be charged a \$200 fine plus labor.