



**Monterey Institute
of International Studies**
A Graduate School of Middlebury College

**Academic Catalog
2011 – 2013**

**Monterey Institute of International
Studies**

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Monterey, CA 93940

831-647-4123

www.miis.edu

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PROFILE

HISTORY

The Monterey Institute began as the dream of a Frenchman who came to Monterey, California to teach French and German at the Army Language School (now the Defense Language Institute). Gaspard Etienne Weiss, with the backing and support of Remsen Bird, retired president of Occidental College, established an institute based on the then-revolutionary concept that a "living language should be taught as such: French in French, German in German, etc." In 1955, the Monterey Institute of Foreign Studies offered summer language and culture classes; year-round degree programs began in 1961 and the Institute was renamed the Monterey Institute of International Studies in 1979.

TWO INTER-RELATED GRADUATE SCHOOLS

The Institute's Graduate School of International Policy and Management and the Graduate School of Translation, Interpretation, and Language Education offer degrees in international policy studies, translation and interpretation, language education, and international business that have propelled our alumni into international careers that address the critical challenges of this century.

FACILITIES

The campus is located in the heart of historic Old Monterey and includes lecture halls, high-tech classrooms, seminar rooms, research centers, and labs wired for the latest technology. Wireless access is available throughout the campus. The main auditorium is electronically equipped to handle simultaneous interpretation in four languages. The Institute's library has nearly 100,000 volumes, periodicals in more than 30 languages, and access to global language, policy, and business resources through extensive computer databases and interlibrary loan agreements. For more information and a campus map, please visit:
<http://www.miis.edu/admissions/visit/campusmap>

FACULTY

Full-time faculty total 70, about half from outside the U.S.; all have had professional experience abroad. For additional information regarding our faculty and their qualifications, please visit:
<http://www.miis.edu/academics/faculty>

ENROLLMENT

Approximately 860 graduate students; 1% are advanced undergraduate students. Average age is 27.

INTERNATIONAL CHARACTERISTICS

Approximately 33% of the students represent more than 60 countries outside the U.S. Over 90% of the American students have lived, worked or studied abroad. More than 50 languages are spoken by students on campus. Language instruction is offered in Arabic, Chinese (Mandarin), English, French, German, Japanese, Russian and Spanish. Korean translation and interpretation is also offered and individualized instruction is available in numerous other languages by special arrangement.

ALUMNI

Over 10,000 living in more than 120 countries.

ACCREDITATION

The Monterey Institute of International Studies, under the umbrella of Middlebury College, is fully accredited by the Accrediting Commission for Senior Colleges and Universities of the New England Association of Schools and Colleges (NEASC), a higher education accrediting body recognized by the U.S. Department of Education.

New England Association of Schools and College (NEASC)
201 Burlington Road, Suite 201
Bedford, MA 01730-1433
U.S.A.
781-271-0022
www.neasc.org

In addition, the MBA in International Management program is fully accredited by the Association to Advance Collegiate Schools of Business (AACSB).

AACSB
777 South Harbour Island Boulevard, Suite 750
Tampa, FL 33602
U.S.A.
Telephone: 813-769-6500
www.aacsb.edu

The Monterey Institute is a private institution that is approved to operate by the California Bureau of Private Postsecondary Education.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818
Phone: (916) 431-6959
Toll Free: (888) 370-7589
Main Fax: (916) 263-1897
Web site: www.bppe.ca.gov
E-mail: bppe@dca.ca.gov

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1-888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web Site: www.bppe.ca.gov

Admission and Registration

ADMISSION PROCEDURES & APPLICATION PROCESS

Our admissions process involves a comprehensive evaluation of the application materials, including transcripts, recommendations, statements of purpose, and language proficiency assessments. Please review our admission requirements before applying, particularly the foreign language proficiency requirements. We consider all materials on an individual basis in the admissions process.

We will not process any application until all materials have been received. You will receive an admissions decision within three to five weeks after your complete application is received. Admitted students should then send a non-refundable tuition deposit of US \$500 to secure their enrollment.

THE APPLICATION PROCESS

We encourage you to apply online at <https://www.applyweb.com/apply/miis/> for the following: Master's degree programs, Bachelor's degree in International Studies, and foreign language or certificate programs. Our online application allows you to complete your application anytime, pay the application fee, and receive immediate notification of its submission. Your statement of purpose and resume may also be submitted online. Academic transcripts and recommendations should be sent directly to Admissions.

Several of our language and non-degree programs have customized applications forms. Please consult specific programs for more details.

Application Fee

You can pay this fee with a credit or debit card, check from a U.S. bank, International Postal Order in U.S. dollars, or wire transfer. You can use credit or debit card to pay the application fee online.

Please send checks and postal orders with hard copy applications. To pay with Visa, Mastercard, or American Express over the phone, please contact the Cashier's Office at (831) 647-6434. The Cashier also provides instructions for wire transfers.

Please make all checks payable to:
Monterey Institute of International Studies
Attn: Admissions Office
460 Pierce Street
Monterey, CA 93940 USA

Fed ID: #94-1425570

CA ID: #216-09672

Statement of Purpose and Resume

Your statement of purpose should explain who you are, including your motivations for pursuing graduate studies and future academic or career objectives. Your resume should highlight your educational background and professional experience.

Undergraduate Transcripts

Official transcripts should be sent in a sealed envelopes from all academic institutions attended. If your school does not provide original transcripts, we will accept certified copies. Please provide certified English translations for non-English language transcripts.

For those currently attending degree programs, we will grant admission conditional upon satisfactory degree completion and final transcript results.

Letters of Recommendation

Two letters of recommendation should be written by individuals qualified to evaluate your educational background and professional experiences. Appropriate individuals include university professors, employers, supervisors, or commanding officers. They should send the letters directly to Admissions at enroll@miis.edu.

No forms are provided. Please clearly identify the applicant's full name in the letter. All letters must be written or translated to English.

Standardized Test Scores

Graduate Management Admission Test (GMAT) scores are required for the Fisher International MBA program. Official Graduate Record Examination (GRE) scores are recommended - not required - for all other graduate programs only if they will enhance your application. We consider strong scores in scholarship decisions. Please use our four-digit institution code [4507] to send us the scores.

INTERNATIONAL STUDENT INFORMATION

Non-native English speakers must provide evidence of English proficiency from either the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) examinations. Applicants who were educated in the U.S. or the United Kingdom may be exempt from the TOEFL or IELTS requirement. Please contact Admissions to waive this requirement.

International students are not U.S. citizens or permanent residents, and they enter the U.S. on an F-1 or J-1 non-immigrant visa for the purpose of higher education. U.S. federal regulations require international students to demonstrate sufficient financial resources for their first academic year. Admitted students must submit a Certificate of Financial Responsibility to obtain their F-1 or J-1 status. It is not necessary to submit the Certificate with the application. The Office of International Services can provide more information about visa applications.

Visa Information for International Students

International applicants should apply at least 5 months prior to the proposed enrollment due to the extra time required for correspondence and consulate processing times for visa applications. When sending your documents, we suggest you use airmail to prevent time delays.

Once you have been admitted to the Monterey Institute and your finances have been secured for your first year of study, we will send you a SEVIS I-20 form to apply for an F-1 Student Visa, or DS-2019 form to apply for a J-1 Exchange Visitor Visa. If you are already in the United States on a different type of visa, you may be required to apply for a change of status.

If you are currently attending another university in the United States and wish to transfer to the Monterey Institute, we will need you to complete a certification of student status form | Acrobat PDF (*or* certification of student status form | Excel) before we can transfer your SEVIS record to the Monterey Institute. You should consult with the international student advisor at your school regarding the transfer procedures.

Orientation for International Students

In addition to the orientation required for all new students prior to the first semester of enrollment, international students are required to attend a mandatory orientation. This provides practical information on immigration requirements, U.S. academic policies, and general adjustment to life in the United States. There are also cross-cultural, optional practical training and curricular practical training workshops for international students during the academic year.

Employment for international Students

International Students on nonimmigrant visas are prohibited by U.S. regulations from working off campus during the first academic year of study in the United States. Approval for off campus employment must be obtained in advance. Work opportunities may also be available on campus for international students. International students who enroll at the Institute are provided with information about working off campus during designated time periods following the first year of study and also after graduation.

PROGRAM-SPECIFIC REQUIREMENTS

Translation and Interpretation Programs: Early Diagnostic Tests

This two hour, take-home test includes both written and oral exercises designed to assess your language proficiency level. Please Admissions to request the test. The Early Diagnostic Test should be submitted to edt@go.miis.edu before May 1st to prevent delays in the admissions process.

The Teaching Foreign Language Program: Language Interview and Writing Sample

This writing sample should be a two to three page document on any topic in your language of instruction. Language faculty will contact applicants by phone or email to arrange the interview.

APPLICATION CHECKLIST

Graduate Programs

- Application form and \$50 Application Fee
- Statement of Purpose (500 to 600 Words)
- Resume or Curriculum Vitae
- Official Transcripts
- Two Letters of Recommendation
- Select Programs may require standardized test scores

Program Specific Requirements

Fisher International MBA Program - The Graduate Management Admission Test (GMAT)

Translation & Interpretation (T&I) Program - Early Diagnostic Test (EDT)

Teaching Foreign Language (TFL) Program - A 2-3 page writing sample and a phone interview in the teaching language

International Policy Studies (IPS) - The Graduate Record Exam (GRE) is not required. However, the GRE is strongly urged for applicants who have below a 3.0 cumulative GPA.

Non-native English Speakers

- Official Test Scores from the Test of English as a Foreign Language (TOEFL) or International English Language Testing Systems (IELTS)
- Certificate of Financial Responsibility

CHECKING YOUR ADMISSION STATUS

You are responsible for making sure that all support documents needed to complete your application have been received by the Admissions Office. You will be notified if there are items missing from your application file. Admitted students will be required to send a non-refundable tuition deposit of US \$500 to confirm their enrollment plans. If you are offered admission and decline, your application will be canceled. Support documents will be kept on file for two years should you wish to reapply within that time.

All documents contained in your application file belong to the Monterey Institute and cannot be returned. The status of your file and the information it contains are confidential. Information will be revealed, at our discretion, only to you or to individuals whose names you have provided to us in writing.

ADMISSION REQUIREMENTS

Academic Experience

Applicants to our graduate programs must have a Bachelor's degree or the equivalent from an accredited college or university and a minimum Grade Point Average (GPA) of 3.0 on a 4.0 scale. If you have a GPA lower than 3.0 and significant professional experience, please contact our Enrollment Managers in the Recruiting Office during the application process.

Professional Experience

The Admissions Committee prefers that applicants have professional experience prior to enrolling. Most of our students have lived or worked in international contexts. The Admissions Committee considers a broad range of professional experiences including internships, volunteer work, military service, Peace Corps service, full-time employment and more.

Language Proficiency & Program-Specific Requirements

All students must demonstrate foreign language proficiency for successful admission. Whether you're a native or non-native English speaker, you'll find our language requirements organized by program. Please review the language proficiency requirements for your program(s) of interest on the following pages of this catalog:

- International Policy Studies – page 8
- Fisher International MBA Degrees – page 9
- Translation & Interpretation Degrees – page 10
- Language Teaching Degrees – page 11

There may be other requirements specific to your program, so please review the individual program requirements carefully before submitting your application.

General language information is provided below. Specific admission requirements and minimum language and test score requirements are listed by program.

Language

Advanced language skills in a second language are required for most graduate programs. Applicants are required to demonstrate that they meet the minimum language requirements in one of our core languages or in an approved non-core language. Proficiency may be documented, for all languages except English, with official transcripts or explained in the Application for Admission. Required skills include reading, writing, speaking and listening. Core languages: Arabic, Chinese (Mandarin), English, French, Japanese, Korean (Translation and Interpretation only), Russian, and Spanish.

Non-core languages may be studied if permission is granted by the Graduate School of Translation, Interpretation, and Language Education (email languages@miis.edu or call 831-647-4185). An additional fee will be charged each semester of study for a non-core language. **(Non-core languages cannot be approved for Translation and Interpretation programs.)**

Non-native Speakers of English must submit an official TOEFL or IELTS score report. Applicants who are not certain whether they are required to submit a TOEFL or IELTS score report should contact the Admissions Office to discuss their language background.

Graduate School of International Policy and Management (GSIPM)

International Policy Degrees:

MA International Policy Studies
MA International Environmental Policy
MPA International Management
MA Nonproliferation and Terrorism Studies
BA International Studies
Certificate Programs

Professional Experience

We recommend that applicants to the International Policy Studies program have some professional experience, but we consider all materials in evaluating your application.

Language Proficiency

Native English speakers must complete **two years** of undergraduate level foreign language courses or be able to demonstrate an equivalent proficiency level. Arabic is not offered at many undergraduate institutions, so we require students who plan to pursue Arabic at MIIS to have **one year** of language coursework for fall entry and **one and a half** for spring entry.

Before your first semester begins, you must pass a placement test for 300 level (or above) language courses. Arabic language students must pass a placement test for at least 200 level courses. Some applicants may be conditionally admitted and will be required to satisfactorily complete an intensive language program in order to meet the prerequisite language requirement of the our degree programs.

There are many opportunities to enhance your language skills before and during your degree program. Many students attend our intensive language programs:

Language Requirements for Non-native English Speakers

We recognize that many of our international students come to the Monterey Institute with sophisticated language backgrounds. Terms like "native-speaker", "fluent" or "bilingual" often do not accurately reflect their rich backgrounds of our students.

In order to maintain the quality and integrity of the Monterey Institute experience, candidates will be asked to demonstrate English proficiency as part of the admission process.

All non-native English speaking candidates **must** provide evidence of English proficiency from either the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) examinations. Students who have completed all four years of their undergraduate degree at a U.S. University, may be eligible for a TOEFL or IELTS waiver.

Minimum TOEFL Scores:

Paper-based test: 550

Computer-based test: 213

Internet-based test: 79, Writing sub-score: 23 (No sub-scores below 19)

Minimum IELTS Scores:

6.5 Overall

No Sub-score below 6.0

If you feel that you are eligible for an exemption to the TOEFL or IELTS waiver, please contact Admissions for an application to waive this requirement.

If you still have questions about language requirements, do not hesitate to contact our enrollment managers.

Economics Prerequisite

Our students must complete introductory coursework in micro and macro economics to enroll in the required international economics course. However, this prerequisite isn't an admissions requirement.

BA International Studies

This is an honors program that requires two years of prior study at an accredited college/university. Applicants should contact the Admissions Office by email at admit@miis.edu or call 831-647-4123 to make an appointment to discuss their academic background prior to submitting an application.

Certificate Programs

Applicants must meet most of the requirements for the degree programs; however, there is no language requirement for native speakers of English. Students must have a US master's degree or the equivalent from an accredited college/university or must have equivalent professional experience. Visit the GSIPM website for a current listing of certificate programs (<http://www.miis.edu/academics/programs/mba/school>).

Non-degree Program

Students who do not plan to study for a degree must meet the same requirements as those studying for a degree. Some exceptions may be made on a case-by-case basis.

Fisher International MBA Programs:

Two-Year MBA

Advanced Entry MBA

MBA Plus Programs

Peace Corps Master's International MBA

Professional Experience

The Admissions Committee for the Fisher International MBA program prefers that applicants have professional experience prior to enrolling. Most of our students have lived or worked in international contexts. The Admissions Committee considers a broad range of professional experiences including internships, volunteer work, military service, Peace Corps service, full-time positions, and more.

Standardized Test Scores

All applicants must submit Graduate Management Admission Test (GMAT) scores. We recommend that applicants score in the 500s or higher for consideration. We receive average GMAT scores which range from the upper 500s to low 600s.

Language Proficiency

Native English speakers must complete two years of undergraduate level foreign language courses or the equivalent. The Arabic language, however, requires one year of language coursework for fall entry and one and a half for spring entry.

Before your first semester begins, you must pass a placement test for 300 level (or above) language courses. Arabic language students must pass a placement test for at least 200 level courses. Please make use of the following resources to assess your proficiency level:

Language Requirements for Non-native Speakers

We honor the diversity of world Englishes and recognize that many of our international students come to the Monterey Institute with sophisticated language backgrounds. Terms like "native-speaker", "fluent" or "bilingual" often do not accurately reflect the rich backgrounds of our students.

In order to maintain the quality and integrity of the Monterey Institute experience, candidates will be asked to demonstrate English proficiency as part of the admission process.

All non-native English speaking candidates **must** provide evidence of English proficiency from either the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) examinations. Students who have completed all four years of their undergraduate degree at a U.S. University, may be eligible for a TOEFL or IELTS waiver.

Minimum TOEFL Scores:

Paper-based test: 550

Computer-based test: 213

Internet-based test: 79, Writing sub-score: 23 (No sub-scores below 19)

Minimum IELTS Scores:

6.5 Overall

No Sub-score below 6.0

If you feel that you are eligible for an exemption to the TOEFL or IELTS waiver, please contact Admissions for an application to waive this requirement.

If you still have questions about language requirements, do not hesitate to contact our enrollment managers.

Graduate School of Translation, Interpretation, and Language Education (GSTILE)

Translation and Interpretation Degrees:

MA Translation

MA Translation / Localization Management

MA Translation & Interpretation

MA Conference Interpretation

Professional Experience

We recommend that you have a minimum of six months of in-country experience using your second or third language. Most candidates come to the Monterey Institute with at least two years of in-country experience.

Language Proficiency

We recognize that all of our students have developed sophisticated language skills. Terms like "native-speaker", "fluent" or "bilingual" often do not accurately reflect their rich linguistic backgrounds. Applicants must have native or near-native proficiency in English and at least one of these languages: Chinese, French, German, Japanese, Korean, Russian, and Spanish.

During the admissions process, you must demonstrate your language proficiency with our Early Diagnostic Test, which will be emailed to you by our Admissions Office.

Non-native English speakers must provide evidence of English proficiency from either the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) examinations.

The TOEFL or IELTS examinations can be waived under certain circumstances. If a candidate has completed all four years of high school and their undergraduate degree in the United States, they may be eligible for a waiver. Candidates will be asked to provide transcripts from those institutions. Please contact Admissions to waive this requirement.

Minimum TOEFL Scores:

Paper-based test: 600

Computer-based test: 260
Internet-based test: 100, Test of Written English: 23 (No sub-score below 19)

Minimum IELTS Scores:
7.0 Overall
7.0 Listening and Reading
No Sub-score below 6.5

Language Categories

This program classifies languages according to the International Association of Conference Interpreters guidelines. Your first language [A language] and second language [B language] are active languages. Translators work into their A and B languages, and interpreters work into these languages in both simultaneous and consecutive modes of interpretation. **Our students must have English as an A or B language.**

You may also study an optional third language [C language]. The C language is a passive language from which the translator or interpreter will work into the A language. We recommend that students pursue A/B/C combinations for translation, translation/localization management, or conference interpretation degrees. Combining three languages for the translation and interpretation degree often requires more than two years of instruction.

Alternative Language Combinations

If you're interested in a language combination that does not have English as an A or B language, please contact us. These language combinations are not regularly offered, but could be pursued through a directed study.

Additional Preparation

Not all students accepted into this program have sufficient proficiency in their B or C languages. In such circumstances, the Admissions committee may suggest supplemental coursework prior to joining the Translation and Interpretation program as a prerequisite to enrollment. In certain cases, students may also require a third year of instruction to pass our comprehensive professional examinations.

If you still have questions about language requirements, don't hesitate to contact our Enrollment Managers.

Language Teaching Degrees

- MA Teaching English to Speakers of Other Languages
- MA Teaching a Foreign Language
- Peace Corps Master's International TESOL
- Certificate Programs

Professional Experience

We recommend that our applicants have language teaching experience, but we consider all materials in evaluating your application.

Language Proficiency

There is no language requirement for applicants of the Teaching English to Students of Other Languages (TESOL) program.

Applicants of the Teaching a Foreign Language program must demonstrate high proficiency in their language of instruction. A 2-3 page writing sample and comprehensive telephone interview will help us assess your proficiency level.

Non-native English speakers must provide evidence of English proficiency from either the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) examinations. Please contact Admissions to waive this requirement.

Minimum TOEFL Scores:
Paper-based test: 600
Computer-based test: 260
Internet-based test: 100, Test of Written English: 23 (No sub-scores below 19)

Minimum IELTS Scores:
7.0 Overall
7.0 Listening and Reading
No Sub-score below 6.5

If you still have questions about language requirements, don't hesitate to contact Carol Johnson, Enrollment Manager.

ADVANCED ENTRY

Transfer Credits

Students from all programs in the Graduate School of International Policy and Management may transfer 25% of their total degree credits from past graduate level coursework. These transfers must be approved by the Dean or Program Chair. These credits must also not count toward earning any past degree. Students may transfer no more than four credits of advanced language courses (300 level or above) from an accredited college or university. However, no more than four advanced language credits may be transferred from Middlebury's Summer Language Schools or Middlebury Centers Abroad.

The Monterey Institute Financial Aid Office monitors all transferred units for VA students to evaluate previous education and training and will clearly mark if/when credit is granted and reports all such information directly to the VA.

Translation and Interpretation Degrees

Applicants must meet these requirements for admission to nine-month translation and interpretation programs:

- Fulfill general admissions requirements, including excellent performance on the Early Diagnostic Test
- Demonstrate preparedness by passing second-year entrance exams in their course of study
- Hold a Master's degree from a recognized translation and interpretation program and/or have significant professional experience.

Please demonstrate your qualifications with a portfolio, including a complete list of employers and professional references. Once admitted, advanced-entry students must complete 30 semester credits at the Monterey Institute.

International Policy Degrees

Applicants may qualify for advanced entry if they meet one or more of the following requirements: they have an advanced degree, significant coursework in international policy, and significant professional experience. We grant advanced entry students up to 24 academic credits based upon their qualifications.

Additionally, our students may qualify for accelerated entry if they have past graduate coursework in related fields. You may transfer up to 12 credits from an accredited college or university and, therefore, complete the degree in three semesters. We also have accelerated entry agreements with several schools, such as the University of Pacific, Franklin College, and Lake Forest College.

Fisher International MBA Degrees

Applicants who have significant professional experience and previous business administration coursework may qualify for our advanced entry program. You must have completed the following prerequisites: Accounting (6 Credits), Economics (6), Finance (3), Marketing (3), Operations Management (3), Organizational Theory (3), and Quantitative Methods (6).

Applicants should also enter this program with three years of foreign language coursework completed. The Arabic language requires two years for fall semester entry and two and a half for spring semester entry. Before the first semester begins, you must pass a placement test for 400 level (or above) language courses. Arabic language students must pass a placement test for at least 300 level courses.

Non-native English speakers must provide evidence of English proficiency from either the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) examinations. Applicants whose past work and education experiences demonstrate their English language proficiency are exempt from the TOEFL or IELTS requirement. Please contact Admissions to waive this requirement.

Minimum TOEFL Scores:

Paper-based test: 600

Computer-based test: 250

Internet-based test: 100, Test of Written English: 23 (No sub-scores below 19)

Minimum IELTS Scores:

7.0 Overall Score

7.0 on Listening and Reading Sub-Scores

No sub-score below 6.5

If you have questions about advanced entry requirements, please contact our Enrollment Managers.

Certificate Programs

Language Program Administration

Computer-Assisted Language Learning

Teaching English to Speakers of Other Languages

Teaching a Foreign Language

Admission requirements for the certificate programs are the same as those for the MA programs. For additional information about the certificate programs email gstile@miis.edu or call 831-647-4174.

Non-degree Program

Students who do not plan to study for a degree must meet the same requirements as those studying for a degree. Some exceptions may be made on a case-by-case basis.

LANGUAGE REQUIREMENTS OVERVIEW FOR DEGREE PROGRAMS

NATIVE SPEAKERS OF ENGLISH

Native speakers of English in the MBA, MAIPS, MATP, MAIEP, have a 12 unit language requirement at the 300 level (beyond two years of college study) or above.

Exceptions:

- Advanced entry MBA or IPS eight units of Language at 400 level
- MATFL: 12 Units at 400 level (or less for native speakers of the target language)
- MATESOL: No Language requirement

There are classes offered in the GSTILE at 300 and 400 levels in Chinese, French, German, Japanese, Russian, and Spanish (Classes at 200-400 level are available in Arabic)

Special Languages: If you have 300 level proficiency in a language not normally taught at MIIS (such as Indonesian, Korean, Farsi etc.) we may be able to arrange special study for you to fulfill the language requirement in your second language. To enroll in such a language, you must declare the language as your language of study at the time of application and:

- Contact GSTILE (angela.quesenberry@miis.edu) to determine if your language can be taught.
- Pay an additional \$1500 per semester for the three semesters of your required courses.

NON-NATIVE SPEAKERS OF ENGLISH

Non-native speakers of English (defined as anyone who has not attended both high school and college in the United States) must take a placement test upon arrival **and** complete up to 12 units of English for Academic and Professional Purposes (may be less depending on the results of the EAPP placement exam).

Exceptions:

- Those who have a TOEFL score of 620 or more are waived from the EAPP placement exam and EAPP requirement.
- TESOL/ TFL students
- Translation/Interpretation students

Please note: All students with TOEFL waivers must take the EAPP placement exam and may have an English requirement

INTENSIVE AND CUSTOM LANGUAGE PROGRAMS – OVERVIEW

Language plays a very important role at the Monterey Institute and, aside from language study in our graduate degree program; we are also proudly offering intensive summer and winter language programs as well as custom language training programs open to anyone interested in language study and development of cross-cultural understanding.

Summer Intensive Language Program (SILP)

- 5 different language offerings
- Elementary, intermediate, some advanced levels
- 8 week intensive/summer
- 12 units of academic credit

Customized Language Training (CLS)

- Programs available in most languages for all levels of ability
- Can be arranged for any length of time (minimum 60 hours)
- Can start any time of year
- Academic credit may be arranged at elementary and intermediate levels
- Corporate, government, tourist clientele

Special Programs

The Monterey Institute has been designing, setting up, and running special intensive English language programs using the expertise provided through our Master's Degree in Teaching English and Foreign Language.

Over the years we have formed close ties with many universities as well as government institutions in Asia and are currently offering special English group programs to students and government officials from:

- Kanda Gaigo University (Japan)
- Kwasei Gakuin University (Japan)
- University of Shimane (Japan)
- Ministry of Foreign Affairs and Trade (Korea)

Each program has been specifically designed with the collaborating institution's objectives for advancing English language learning in mind. Thus each program has a different curriculum as well as additional program components that vary.

Although most of the programs designed thus far have primarily focused on English language study, we would be happy to set up intensive group programs in foreign languages as well.

The Monterey Institute of International Studies uses the following letter grades: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. Students may also opt for Pass/ No Pass but should be certain they prefer the Pass/ No Pass Option before petitioning for it, as it is impossible to receive a letter grade after a Pass/ No Pass petition has been filed. For Pass/No Pass grading, "pass" is C-minus level work or above. "No Pass" is D or F level.

Minimum 3.0 cumulative GPA is required to be in "good academic standing" and to graduate.

ADMISSION AND REGISTRATION

Admission to Graduate Degree Programs at the Institute

Students may be admitted to the graduate program at the Monterey Institute as either a degree or a non-degree student. Admission requirements for different degree programs vary; please see the corresponding Program Brochures available from the Admissions Office. Students may also be admitted as non-degree students and may later convert to a specific degree program. Please consult the Admissions Office for admission provisions for non-degree students. Please also see below, paragraph **Special Admission and Registration Procedures for Non-Degree Students**.

Admission to the BA Degree Program and Three Year BA/Master Program

Students may also be admitted to the institute as an undergraduate (BA) student. Admission to the BA program at the Institute does not, however, guarantee admission to one of the Institute's graduate degree programs. The following provisions apply to the admission of undergraduate students at Institute programs and subsequent admission to a graduate degree program.

Advising for the BA Degree Program and the Three Year BA/Master Program: All BA students are advised by the Dean of the Graduate Program in International Policy Studies, with whom they should consult for information as required on the three year BA/Master Program.

Procedure for Application to the BA Degree Program and the Three Year BA/Master Program: BA students enrolled at the Institute who wish admission to a graduate degree program must submit an application and statement of purpose for the Master degree to the Admissions Office during the student's second semester at the Monterey Institute. No application fee is required.

Note: Undergraduates who have completed two semesters at the Monterey Institute and have not been admitted to a Master Program will be assumed to be completing the degree requirements for the BA degree only.

Unit Requirement for the BA Degree and Three Year BA/Master Degree: The BA in International Studies requires completion of 120 semester credit units, including credit units transferred from the first two years of college education. In the BA/Master's Degree combination, the second and third year course work is determined by the master's program the student is pursuing. **Note:** Students must complete a minimum of 150 credit units to receive both the BA and the Master's degree.

Special Admission Conditions for Certain Degree Programs: Admission to the Master of Business Administration in International Management (MBA/IM) requires the Graduate Management Admission Test (GMAT) score report. Admission to the Graduate School of Translation and Interpretation requires the Early Diagnostic Test (EDT). The MA in Teaching English to Speakers of Other Languages and the MA in Teaching Foreign Language may require completion of the BA prior to admission. BA students interested in the MA in Teaching Foreign Language (MATFL) or the MA in Teaching English to Speakers of Other Languages (MATESOL) should consult with the Head of the Program in Teaching Foreign Languages and the Dean of the Graduate School of Languages and Educational Linguistics for possible special admission conditions.

Limitations on BA Student Enrollment in Graduate Courses: BA students who have not yet been admitted to a Master program may enroll in all graduate level classes offered by the Graduate School of International Policy Studies, with the exception of research seminars. Enrollment in graduate level classes offered by other Graduate Schools at the Monterey Institute requires the approval of the Dean of the corresponding Graduate School.

Admission to a Different Graduate Degree Program Following Enrollment as a Graduate Student (Change of Degree Program)

Change of Degree Program within a Graduate School: A student who has been admitted to a graduate degree program and wishes to change to a different graduate degree program in the **same** graduate school may do so by filing a request to this effect in the Academic Records Office. The Academic Records Office will contact the appropriate Dean for a decision and inform the student of the decision.

Change of Degree Program Between Graduate Schools: A student who has been admitted to a graduate degree program and wishes to change to a different graduate degree program in a **different** Graduate School at the Monterey Institute must apply for admission through the Admissions Office by completing a new application form, including a statement of purpose, pertaining to the new degree. No application fee is required. Admission to the new program is decided by the Dean of the Graduate School to which the student seeks entry. The Dean will in turn notify the Admissions Office of the decision, and the Admissions Office will notify the student. **Note:** some credits obtained in one graduate school may be applied toward a degree in a different graduate school. Please consult the Dean of the Graduate School to which entry is sought.

Admission to a Second Graduate Degree Program

Students enrolled in a graduate program at the Monterey Institute who wish to add a second degree must apply for the second degree through the Admissions Office. No application fee is required. A second degree requires a minimum of an additional thirty (30) units in residence beyond the requirements for the first degree, as well as satisfaction of all of the requirements of the second degree.

Language Requirement for Admission to the Monterey Institute

Languages are central to all degree programs at the Monterey Institute as indicated in the degree program requirements. Language Study requirements are implemented by Language Studies Faculty, who are part of the Graduate School of Translation, Interpretation and Language Education. If a student receives a grade below B- (2.67) in a Language Studies course, the student may be asked to take another class at the same level.

A. Placement Tests

The requirements for admission to the Institute include test scores and/or evidence of course work designed to ensure that most students who are admitted are capable of succeeding in 300 level courses (200 in Arabic and Spanish) in their language of. However, all new students are required to take a language placement test during orientation. If a student's score is not sufficient for admission to 300 level courses (200 in Arabic and Spanish), the student shall be required to take additional language courses, thus delaying graduation and incurring additional expenses for the student. The language studies advisor counsels students who need further study.

B. Languages Taught at the Monterey Institute

Arabic, Chinese (Mandarin), English, French, Japanese, Korean (T&I and TFL only), Russian, and Spanish are offered as a regular part of the academic year curriculum, subject to sufficient student enrollment. Requests to fulfill the language requirement in a language not regularly offered by the Institute must be directed at the time of admission to the language studies advisor of the Graduate School of Translation, Interpretation, and Language Education. All special language selections require that a written agreement be filed in the student's academic record. The provisions of this agreement must meet the requirements of the student's degree program.

C. Language Requirement for Native Speakers of English.

Students whose first (native) language is English are considered to be native speakers of English. The following table summarizes the minimum credits of language study required for **native speakers of English as of Fall 2011**. Students may request arrangements to combine/switch languages by consulting with the language program coordinator.

All requirements pertain to credits in a single language other than English.

Degree Program	Minimum Number of credits	Minimum Course Level
All degrees offered within GSIPM	twelve (12)	300 (200 Arabic, Spanish)
Exception for advanced entry MBA students	EITHER twelve (12) at 300 (200 Arabic, Spanish) OR eight (8) at 400 (300 Arabic, Spanish)	

The following programs require superior to native proficiency: Teaching Foreign Language (TFL); Teaching English to Speakers of Other Languages (TESOL); and all degrees in Translation and Interpretation (TI).

D. Language Requirement for Non-Native Speakers of English

Students whose first (native) language is **not** English are considered to be **non-native speakers of English** and are subject to the special language provisions below. Whenever English is not the native language, it shall be the required language of study at the Institute.

1. Written and oral English tests, scheduled during the new student orientation period, are required of all non-native speakers of English who score below the stated minima on the TOEFL scale, including those students who have obtained a TOEFL waiver for earning a BA or MA degree at a U.S. university.
2. Non-native speakers of English enrolled at the Monterey Institute as nondegree students must take written and oral English examinations if they plan to enroll in English courses.
3. Non-native speakers of English who are provisionally admitted to the Institute because they have TOEFL scores below stated minima must either:
 - obtain required minimum score before beginning their degree programs;
 - enroll in English Preparation for Graduate Study the semester before beginning their degree programs and obtain the required minimum score or a 300 level on the EAPP Placement Exam during orientation before beginning their degree programs.

Some non-native speakers of English who meet the stated minimum TOEFL test scores may still be required to take EAPP 200 in the first semester of their degree programs, based on English placement exam results.

4. The following table summarizes the minimum credits of language study required for **non-native speakers of English** in the various degree programs at the Monterey Institute.

Degree Program	Minimum Number of Credits	Minimum Course Level
All degrees offered within GSIPM	twelve (12)	300
Exception for advanced entry MBA students	EITHER twelve (12) at 300 OR eight (8) at 400	

Note: The above English requirements may be waived for non-native speakers of English who demonstrate adequate proficiency in English, as determined by results of the English Studies Placement Exam or progress in EAPP courses.

Medical Insurance Requirements

Background to Medical Insurance Requirements: It is important for all individuals and their families to have financial resources to cover the costs of possible accidents or illness. Therefore, the Institute requires students to either provide proof of health insurance with a company that provides benefits in the U.S., or to enroll in the Monterey Institute's group health policy upon registration.

Current Medical Insurance Policy: Information about the Institute's current group policy may be obtained from the Student Affairs Office.

Registration Process

Registration Eligibility: Students are eligible to register for their second and subsequent semesters as long as their tuition account is current. Any outstanding balance must be paid in full before registering for a subsequent semester.

Completion of Registration: A student's registration is not complete until the Registrar's Office has accepted the student's registration form, and the student has processed payment with the Business Office (please see below, paragraph **Payment Terms**).

Student Identification Card: Student Identification Cards are required for the use of all facilities at the Institute, including the library. Student Identification Cards are not released or updated until the student's registration process is complete, as defined above in paragraph Completion of Registration.

Payment Terms

Timing of Tuition Payment: All students must register and pay tuition and fees to the Business Office by 4:00 P.M. on the first day of classes of the fall, spring or summer semesters in order to avoid the late payment fee of \$100. For students who have pre-registered, full payment of tuition and fees is required by 4:00 PM on the first day of the semester.

Late Registration Fee: Registration must be completed by 4:00 P.M. on the first day of the academic term. A late registration fee of \$100 goes into effect at 8:00 A.M. on the second day of classes for all academic terms (fall, winter, spring and summer).

Payment of Tuition by Sponsored Students: Students who are being sponsored by other organizations for full or partial tuition but are not able to pay the tuition to the Monterey Institute before 4 PM on the first day of classes of the fall, spring or summer semesters must provide the Business Office with written commitment from the sponsoring organization that full payment of tuition and fees will occur. Such written commitment must be on the letterhead of the sponsoring organization, and must include the total amount the sponsoring organization will pay each semester, billing instructions, and the signature of the authorized representative of the sponsoring organization. If such written documentation is not provided by 4 PM on the first day of the semester, the late registration fee will be assessed (please see above, paragraph Late Registration Fee). In this case it is the student's responsibility to make arrangements for payment of the late fee in addition to the tuition and fees.

Enrollment Status

Definition of Full-Time and Part-Time Enrollment Status:

Regular Academic Terms (Fall and Spring Semesters): During the fall and spring semesters, a student is considered full-time when enrolled for twelve to sixteen (12-16) units, half-time when enrolled for six to eleven (6-11) units, and less than half-time when enrolled for fewer than six (6) units. A student who is half-time or less than half-time is considered part-time. **International students** are required to enroll full-time for a minimum of 12 units each semester. Dropping below 12 units may jeopardize a student's regular immigration status. Exceptions can be authorized only by the Immigration Specialist at the Monterey Institute.

Summer and Winter Sessions: During the regular summer session (excluding the Summer Intensive Language Programs), a full-time load is defined as six (6) units. For the Summer and Winter Intensive Language Programs, special policies apply; please see the appropriate Program brochures available from Program offices.

Change of Enrollment Status and Tuition Refund: If a student's enrollment status during the regular academic year changes from full-time to part-time (please see above, paragraph **Definition of Full-Time and Part-Time Enrollment Status**) as a result of dropping a course(s) by 4 PM on the 10th day of the academic term (please see below, paragraph **Dropping Courses**, below), the student will be refunded the difference between the paid full-time tuition and the per-unit cost. If the student has been billed full tuition but has not paid in full, her/his tuition account will be credited for the difference between full-time tuition and the per-unit cost. Please also see below, paragraph Tuition **Refund and Credit Schedules**, and paragraph **Procedure for Dropping a Course**.

Tuition Refund and Credit Schedules

If a student withdraws from the Monterey Institute at any time during the academic year after the academic term has begun, or officially drops below a full-time load (please see above, paragraph **Enrollment Status**, and also below, paragraph **Dropping Courses**), tuition (less deposit) shall be refunded as follows:

Time of Withdrawal from the Monterey Institute	Percent Tuition Refunded or Credited
Before the 11 th day of the academic term	100%
11 th through 20 th day of the academic term	75%
21 st through 25 th day of the academic term	50%
After the 25 th day of the academic term	0%

Weekend workshops and other brief courses dropped by 4 PM on the last business day before they begin will receive full refund. After that deadline, there is no refund.

The refund schedules for summer programs **other than the Summer Intensive Language Program** are as follows:

Time of Withdrawal from Summer Program	Percent Tuition Refunded or Credited
Before the 6 th day from the start date of the program	100%
6 th through 10 th day from the start date of the program	75%
11 th through 13 th day from the start date of the program	50%
After the 13 th day from the start date of the program	0%

The Summer and Winter Intensive Language Programs publish their own refund schedules. Students should consult with the Director of the Summer or Winter Intensive Language Program for corresponding tuition refund and credit schedules.

Note: Federal Financial Aid has different refund rules. Students receiving Federal financial aid should see the Financial Aid office before withdrawing.

Course Load and Overload

Students who pay full-time tuition are entitled to take between twelve (12) and sixteen (16) units in a given semester. Students who wish to take more units (defined as an overload) may either: 1) pay for the additional

units at the per-unit rate or 2) defer the overload units to a subsequent semester in which they pay full-time tuition and take fewer than sixteen (16) units. Students who defer overload charges without an equivalent underload in a subsequent semester will be required to pay the current rate for the overload units remaining when they register for their final semester. Students with overload units who do not return as anticipated must pay for those units at the current tuition rate. Since no financial aid will be available to students not attending the Institute, the Business Office and the Financial Aid Office should be notified before the end of the last semester attended at the Monterey Institute. Failure to pay for the overloads when due will adversely affect the student's personal credit rating.

Special Admission and Registration Procedures for Non-Degree Students

Unit Limit for Non-Degree Students: A student who is not a degree student may register for up to eight (8) units per semester in a degree program without formal application to that program. Registration forms must have the signatures of the relevant instructor(s) and the appropriate Graduate School Dean. International students may not drop below 12 units without authorization from the Immigration Specialist at the Monterey Institute.

Enrollment of Non-Degree Students in More than Eight (8) Units: Non-degree students who wish to enroll in more than eight (8) units in a specific degree program during the semester but do not wish to be admitted to a degree program at the Monterey Institute must submit an application form to the Admissions Office. It should be clearly marked "Non-degree Student." International students enrolled as non-degree students are required to enroll in a minimum of 12 credits each semester. Exceptions can only be authorized by the Immigration Specialist at the Monterey Institute.

Academic Credit for Non-Degree Students: Unit credit earned while attending the Monterey Institute as a non-degree student may be applied later to a degree or certificate program, but only upon petition and with the approval of the relevant Dean. A general-purpose petition for this purpose may be obtained by the student from the Academic Records Office, along with a copy of the student's Institute transcript. The student should take the transcript and petition to the Dean of the graduate school in which the degree is offered, for discussion and signature by the Dean.

Conversion of Non-Degree Students to Degree Status: Non-degree students who wish to change to degree or certificate status must reapply through the Admissions Office at least one month in advance of the semester in which the change is to become effective. All requirements for admission to degree programs in effect at that time must be met. No application fee is required if the application fee was paid initially.

Admission Provisions for Non-Native Speakers of English: Non-degree students who are non-native speakers of English must meet the same minimum TOEFL requirement for the school in which they wish to take courses as described above in paragraph *TOEFL Admission Requirements for Non-Native Speakers of English*, namely, 213/550¹ for courses in the Graduate School of International Policy Studies and the Fisher Graduate School of International Business, and 250/600¹ for all courses in the Graduate School of Translation and Interpretation, the Program in Teaching English to Speakers of Other Languages and the Program in Teaching Foreign Languages.

Adding Courses

Courses may be added through the 10th day of the academic term, or by the 10th day of half-semester courses. Weekend workshops and other brief courses may be added until the time they begin, on a space-available basis, with the permission of the instructor. As in all changes of schedule, add/drop forms must be filed with the Academic Records Office. If adding a course changes a student's status from part-time (11 units or fewer) to full-time, the student will be charged the difference between the original per-unit tuition charged and full-time tuition (please also see below, paragraph **Dropping Courses**).

Dropping Courses

Procedure for Dropping a Course: A student who wishes to withdraw from, or drop, courses must do so by filing an add/drop form in the Academic Records Office. Instructors cannot add or drop students from classes. **Note: without an official drop, tuition and/or unit charges for the course remain due and payable.** International students may carry fewer than 12 units in their last semester ONLY if that is all they need to finish their degree. Otherwise they may not drop below 12 units without authorization from the Immigration Specialist at the Monterey Institute.

Grading Courses Not Officially Dropped: If a student merely stops attending a class and does not officially drop it, s/he will remain on the class roll, and the instructor will assign a grade. Please also see below, paragraph **Incomplete Grades**. NG (No Grade) is automatically recorded on the student transcript only when the instructor has not reported a grade.

Timing of Dropping Courses: No record is kept of a course(s) that is dropped by 4 PM on the 25th day of the regular academic term. No course(s) may be dropped after the 25th day of a regular term (10th day of half-semester courses and degree program courses in the summer session), except when illness or other emergency requires a leave of absence or withdrawal from the Institute. Weekend workshops and other brief courses may be dropped until 4 PM on the last business day before they begin, unless otherwise specified in the course schedule, and except when illness or other emergency occurs.

Auditing Courses

Applicability and Limitations: Full-time students may audit up to four credit units per semester without charge. Requests for auditing must be approved by the instructor of record and listed on the registration form. Students who are not enrolled full-time who wish to audit courses may do so by registering in the Academic Records Office and by paying the appropriate fees. Language courses below the 300 level may not be audited. Bridge language courses (200 level) fall into this category and may not be audited (please see below, paragraph **Bridge Language Courses**).

Fees Charged for Auditing: Full-time students may audit up to four (4) units per semester without additional charge. Full-time students who register to audit more than four (4) units in any semester will be charged at one-half the regular per-unit rate for each unit over four (4) units audited. Part-time students are charged one-half the regular unit rate for each unit audited. The regular unit rate is available in the Business Office. Please see also above, paragraph **Definition of Full-Time and Part-Time Enrollment Status**.

Conditions for Auditing Courses: The instructor of record establishes the conditions (student attendance requirements) for auditing the course and has the right to refuse auditors. No unit credit is awarded for courses that are audited. The grade on the student's permanent record shows an AU for audit and is awarded only if the student has met the instructor's attendance requirements for awarding an AU. If the student fails to meet the instructor's attendance requirements for awarding an AU, the instructor of record so informs the Academic Records Office and no record of the course appears on the student's permanent transcript. **Note:** students in TI may be required to audit only half of a four (4) unit course as part of their degree program, in which case the audit will be recorded as only two (2) units.

Repeating Courses

A student may repeat a course by registering for the course again and paying the appropriate fees. When a student repeats a course, the grade recorded the first time the course was completed remains permanently on the student's transcript. However, only the new grade will be considered in the calculation of the student's Grade Point Average (please see also, **Repeating a Course in Which an Incomplete Was Received**).

INSTRUCTION

Assessment and Grading

Background to Assessment and Grading: Faculty have broad discretion in the conduct of their courses, including the right and responsibility to evaluate student performance in the courses that they teach. Faculty are therefore accorded wide latitude to set standards, establish expectations, evaluate performance and assign grades. Faculty also have the right to expect a committed and appropriate level of effort and performance from their students. Conversely, students have the right to know what is expected of them in a course, including the criteria for evaluation of their performance (please also see below, paragraph **Grades and Credits**).

Disclosure of Grading Practices: Satisfactory outcomes for both faculty and students can be achieved only when the conduct of a course is grounded in full disclosure of all of its aspects, including grading. Consequently, faculty shall fully inform students of all grade parameters, criteria and requirements at the beginning of each course in the course syllabus (please see below, paragraph **Course Syllabus**).

Course Syllabus

Background of the Course Syllabus: The course syllabus establishes clear expectations between the faculty and students. It is issued by the instructor at the beginning of every course taught at the Monterey Institute, and is subject to change by the instructor with advance notice and due respect to equity.

Content of the Course Syllabus: The course syllabus shall include: general course information, instructor information, a course description, course objective(s), instructional methodology, assessment of students and grading methodologies and criteria, a course reading list, and a course outline and calendar.

Student Grading of Other Students' Work

Students, including those who are paid in Graduate Assistant or work-study positions, shall not participate in the evaluation or grading of the work of other students. In exceptional cases, faculty such as those teaching a *practicum* or methods course in language teaching may have their students correct the written work of students taking a lower language course. Such faculty-supervised correction is appropriate so long as it does not entail evaluation or grading. In such cases, the anonymity of the student whose work is being corrected shall be ensured by the supervising faculty.

External Study and Study Abroad

Students enrolled at the Monterey Institute may elect to study external to the Institute, including study abroad, for academic credit as part of a Monterey Institute program. The typical period for external study or study abroad is one semester. Written approval must be obtained in advance from the relevant Graduate School Dean using the Petition for External Study, which is available in the Academic Records Office. Financial aid arrangements must be made in advance with the Financial Aid Office, and such arrangements will apply only to approved programs. Please also see below, paragraph **Advanced Language Studies at Overseas Centers**, paragraph **Transfer of Academic Credit from Other Academic Institutions**, and paragraph **Exchange Programs**.

Internships

Internships are a valuable and typical component of the Monterey Institute educational experience. Such internships generally do not carry academic credit, although academic credit can be arranged in exceptional cases by means of a Directed Study. Please consult with the Dean of the appropriate Graduate School about internship opportunities. Please also see below, paragraph **Leave of Absence**.

Activity Hours

No regular classes are scheduled on Tuesdays and Thursdays from noon to 2 PM so that “activity hours” are available for special lectures, seminars, program, group and club meetings, faculty meetings, committee meetings, meetings of graduate programs, faculty and staff assemblies, etc.

Language Specialization Certificate

A language specialization certificate can be granted when the student has completed one of the following:

16 units of Chinese, Japanese, Russian or German at the 400 level with all grades of A- or above

OR

20 units of any language at the 400 level with all grades of B or above

OR

20 units of any language at any level (300-400) with all grades of A- or above

All units must be in a single language.

Excellence in Teaching Award

In recognition of the important role of teaching at the Monterey Institute, a member of the regular faculty of the Institute shall be selected each fall for receipt of the Excellence in Teaching Award. In recognition of the important role of students in the process of selecting the recipient of the Excellence in Teaching Award, students shall have the opportunity to nominate candidates for the Excellence in Teaching Award, and they shall comprise the majority of the Selection Committee, according to the provisions of the award as described in the Monterey Institute Faculty Handbook.

ACADEMIC STATUS AND STUDENT RECORDS

Grades and Credits

The following system of grading and grade point credits is used at the Monterey Institute.

A and A+	4.00 grade points per semester unit
A- (minus)	3.67
B+ (plus)	3.33
B	3.00
2.67	
C+	2.33
C	2.00
1.67	
D+	1.33
D	1.00
0.67	
F (Fail) 0.00	
P (Pass)	Credit for course, no grade points.
NP (No Pass)	No grade points or credit.
I (Incomplete)	No grade points or credit.
W (Withdrawal with permission)	No grade points or credit.
AU (Audit)	No grade points or credit.
NG (No Grade)	No grade points or credit.
IP (In Progress)	No grade points or credit.

There is no other system of grading or grading category at the Monterey Institute other than those listed above in this paragraph. Except for grades of “T” and “IP”, all grades are considered final when reported by a Faculty Member at the end of a semester or marking period. A change of grade may be requested **only** when a calculation or recording error is discovered in the original assignment of a course grade or when a decision is made by the Faculty Member to change the grade as a result of the disputed academic evaluation procedure. Grade changes necessitated by a calculation 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.

Disputed Academic Evaluation Procedures

Institute policy regarding disputed academic evaluations entitles students to two levels of formal appeal following review by the instructor of record, parallel to the Grievance Procedures. In the interest of preserving the crucial student-instructor relationship, the first procedure requires an informal mediation phase in which the student and Faculty Member attempt to resolve the grade dispute by direct communication. If the disagreement is not resolved by this dialogue, the Faculty Member’s Dean will mediate the dispute. The Dean will then report the outcome of this mediation in writing to the student and the Faculty Member. If the dispute is not resolved at this level and the student wishes to pursue the appeal, he or she must submit a written request to the Academic Policies, Standards, and Instruction Committee (APSIC) Chair. At this point, APSIC may request from the parties involved all written documentation pertaining to the matter, including a concise report of the Dean’s mediation process, the student assignments in question, and all written evidence of the Faculty Member’s marking procedures and evaluation criteria (e.g., the course syllabus, assignment requirements, assessment rubrics, benchmark student work, and so forth). APSIC will carefully review the documentation and, if necessary, solicit further information as needed (e.g., testimony from the student, the Faculty Member, and the Dean) before issuing a recommendation as to the disposition of the dispute. It must be emphasized that it is not APSIC’s role to question or undermine a Faculty Member’s academic freedom, which includes the determination of his or her own evaluation criteria. APSIC’s chief function, like that of the Dean, is to mediate disputed academic evaluation procedures. Furthermore, students and Faculty Members are reminded that a course grade reported to the Records Office may be changed **only** when a Faculty Member discovers a calculation error in the original assignment of that grade. **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. Finally, any requests for a change of grade must be reviewed and signed by the Faculty Member’s Dean (See Section 4.1, above).

Pass/No Pass (P/NP) Option

Eligible Courses: In certain courses, identified by individual Graduate Schools, students receive a grade of P (Pass) or NP (No Pass). A grade of “Pass/No Pass” will be awarded only in those courses that are identified as such in the course schedule or syllabus, and there is no other grading system applied to such courses.

Definition of “Pass” and “No Pass:” Criteria determining passing work under the P/NP option are at the discretion of the instructor of record.

Lack of Impact of “Pass” or “No Pass” on Grade Point Average: When a student receives a “Pass” in a “Pass/No Pass” course, credit for the units taken is obtained, but those unit credits are not counted in calculating student’s Grade Point Average. When a student receives a “No Pass” in a “Pass/No Pass” course, no unit credits are obtained and there is no impact on the student’s Grade Point Average.

Incomplete Grades

Conditions for Assigning an Incomplete: The grade of Incomplete (“I”) is assigned by written arrangement with the instructor of record 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 or other emergency. A letter grade is assigned if a student has not done acceptable work in the majority of course requirements or assignments. An “I” is inappropriate for those cases in which a principal requirement for the course is unfinished by the end of an academic term, i. e., a Capstone, Thesis, Business Plan and Program Portfolio (please see below paragraph **Assignment of “In Progress”**).

Change of an Incomplete Grade: An “I” may be removed from the student’s record and replaced by a letter grade if the above eligibility criteria are met. To change an “I” to a letter grade, the student must obtain a Petition to Change an Incomplete Grade from the Academic Records Office and present the completed petition to the instructor of record for signature at the same time that the student submits all completed class work. The student then files the signed Petition to Change an Incomplete Grade in the Academic Records Office. The “I” is changed to a letter grade upon subsequent receipt by the Academic Records Office from the instructor of record of a Change of Grade form with the letter grade assigned by the instructor of record to replace the “I”.

Deadline for Filing a Petition to Change an Incomplete Grade: A Petition to Change an Incomplete Grade signed by the instructor must be filed by the student in the Academic Records Office within one calendar year of the end of the term in which the Incomplete Grade was assigned. Following receipt from the student of all completed work and the Petition to Change an Incomplete Grade, a completed Change of Grade form is submitted by the instructor as soon as practicable. An “I” that is not changed by the above procedures and deadlines becomes a permanent grade on the student’s transcript. In this case, the “I” is not used to calculate the Grade Point Average.

Repeating a Course in Which an Incomplete Was Received: A grade of Incomplete received in any course that is required for the student’s degree must be removed by satisfactorily finishing the work according to the provisions of paragraph 4.3.2 and 4.3.3, above. Students who do not remove such an Incomplete within the allotted time will be required to repeat the course, paying any additional tuition, if necessary, to satisfy the requirement of the degree (please also see above paragraph **Repeating Courses**). **Note:** International students cannot remain in the U. S. after coursework has ended to complete grades of Incomplete. F-1 students must leave the U. S. within 60 days after the end of classes; J-1 students must leave the U.S. within 30 days after the end of classes.

Grandfather Clause for Incomplete Grades: The deadline for filing a Petition to Change an Incomplete Grade described in the paragraph above pertains only to Incomplete Grades received in the Fall semester of the year 2000 and thereafter.

Assignment of “No Grade”

A NG (No Grade) is assigned *by the Academic Records Office* when the instructor of record has not reported a grade at the end of the semester.

Assignment of “In Progress”

An IP (In Progress) is assigned as a grade only in those courses for which a principal requirement of the course is unfinished by the end of an academic term, i. e., a Capstone, Thesis, Business Plan and Program Portfolio. In these cases, an “I” (Incomplete) is not appropriate. Those Graduate Schools that utilize the IP grade option may have different requirements for the amount of time provided to complete the work and remove the IP. Please consult the Dean of the appropriate Graduate School.

Academic Standing

Required Grade Point Average: A student’s academic standing is evaluated at the end of each semester. All students (graduate and undergraduate) are required to maintain an overall 3.00 Grade Point Average in all course work completed at the Monterey Institute.

Satisfactory Academic Progress

Federal regulations require all institutions to establish a Satisfactory Academic Progress policy for students who receive Federal financial assistance. The policy must comply with the minimum standards established in Federal regulations and include both qualitative and quantitative measurements for Good Academic Standing.

The Monterey Institute of International Studies policy on Satisfactory Academic Progress exceeds the Federal minimum standards and defines Good Academic Standing as:

When the student's cumulative Grade Point Average (GPA) is on track to reach the required GPA of 3.00 to graduate and all of the following conditions are met:

- No grade of "C" has been received in any course taken that semester.
- An overall GPA of not less than 3.00 ("B" average) has been earned for Institute courses taken that semester.
- No more than two Incomplete Grades appear on the student's record.

Financial Aid Warning

A student's academic standing is reviewed at the end of each semester. A student who fails to maintain Good Academic Standing for any semester is given a written warning by the Financial Aid Office for one semester and will be expected to meet the criteria listed above by the end of the semester in which they received the written warning.

Financial Aid Probation

A student who does not regain satisfactory academic standing by the end of the semester in which they received the written warning will ***not*** be eligible for financial aid or the merit scholarship unless they successfully appeal their situation and have been approved by the Financial Aid Director and their Dean. The Appeal must include the following:

- What the student intends to do to reestablish satisfactory academic progress.
- The circumstances surrounding why the student did not obtain satisfactory academic progress.
- What has changed in a student's situation that will allow them to reach satisfactory academic progress by the end of the next evaluation period.

If they are successful in their appeal they will be given one semester on financial aid probation in order to regain Satisfactory Academic Standing. If their appeal is denied, they are ineligible for financial assistance until they are back in good standing. If the student does not regain Satisfactory Academic Standing at the end of their probationary semester, they become ineligible for financial assistance. In all cases, letters will be sent to students notifying them of their situation.

Students enrolled in the Bachelor of Arts in International Studies (BAIS) program must complete their degrees within three years (six semesters) from their initial enrollment at the Institute. Financial aid will ***not*** be available to BAIS students who exceed the six-semester enrollment limit.

Students enrolled in a graduate program must complete their degrees within three years (six semesters) from their initial enrollment at the Institute. Financial aid will ***not*** be available to graduate students who exceed the six-semester enrollment limit. (Students in advance entry programs have a maximum of five semesters).

A student may repeat a course by registering for the course again and paying the appropriate fees. When a student repeats a course, the grade recorded the first time the course was completed remains permanently on the student's transcript. However, only the new grade will be considered in the calculation of the student's Grade Point Average.

For students that change degrees, the coursework that will transfer into the new degree will be counted towards the student's both the qualitative SAP calculation, and the quantitative calculation. In other words, the pace by which a student is progressing in their degree will be calculated by determining the cumulative number of hours the student has successfully completed by the number of cumulative hours the student has attempted, regardless of the degree. In addition, any units counting towards the new degree will also be subject to the cumulative GPA calculation.

Credits accepted from other schools will be counted in the quantitative calculation as both attempted and completed credits.

Withdrawals do not count against a student's GPA. However, withdrawals will count against a student for quantitative purposes. In other words, it will be counted as attempted coursework with regards to the pace by which a student will be expected to complete their degrees.

For students that are not in good standing when they leave one degree to begin another, they will be placed on academic warning for the first semester of their new degree. If they fail to attain good standing after their first semester, they will be placed on financial aid probation.

APPEAL PROCEDURE

Students wishing to appeal their financial aid ineligibility and request a semester on financial aid probation **or** who have exceeded the maximum timeframe for completing their degree must submit a letter to the Office of Student Financial Planning (OSFP) explaining the circumstances involved in their lack of academic progress. The OSFP Appeals Committee will review the student's request and make a recommendation to the OSFP. Circumstances such as illness, death in the family, extreme financial hardship necessitating full-time employment or a change in educational objectives may be considered for extension of eligibility.

Dismissal

A student who does not remain in good academic standing for two consecutive semesters may be dismissed. An application for readmission will be accepted only after one full calendar year. Students who are readmitted after dismissal are on academic warning during their first semester. Please also see above, paragraph **Academic Warning**. An international student dismissed from the Institute has 30 days (J-1 visa) or 60 days (F-1 visa) to leave the U. S. after the last day of class or receipt of the dismissal notice.

Leave of Absence

Permissible Duration of Leave of Absence: A student may register for a leave of absence for up to two years if s/he has successfully completed at least one semester at the Monterey Institute, is in good academic standing, and all financial obligations to the Institute are up to date.

Process and Conditions of Leave of Absence: In order to register for a leave of absence, the student must file a registration form in the Academic Records Office, and a non-refundable deposit of \$150 must be paid by 4 PM on the third day of the first term of absence (Fall or Spring; Summer semester is excepted). The deposit is applicable toward the student's tuition upon returning to the Institute. Unless this procedure is followed, a returning student must apply for readmission through the Admissions Office and pay another application fee. For full step-by-step instructions regarding a leave of absence, please obtain the handout entitled "Leave of Absence Procedures" from your Graduate School office or the Academic Records Office. **International students** may be required to leave the U. S. during a Leave of Absence if they have not officially transferred to another academic institution or applied for a change of status through the Immigration and Naturalization Service (INS).

Implications of Leave of Absence for Student Loan Payments: **Students should be aware that since they are not enrolled in school during a leave of absence, this may cause student loan payments to fall due.** Students receiving any Federal financial aid and/or a Monterey Institute scholarship should obtain advice and instructions on leaves of absence from the Office of Student Financial Planning and schedule an exit interview, which is required by federal regulations.

Overloads and Leaves of Absence: In the event that a student is going on a Leave of Absence in order to pursue a degree program-related internship, fellowship or Peace Corps service, the settlement of tuition overloads before departure may be waived by completing the required Leave of Absence Petition. The Petition is available from the Records Office. **Note:** Students going on a Leave of Absence for any other reason are required to pay their overload units before leaving the Institute.

Returning from a Leave of Absence: Upon return from a Leave of Absence, the student must have no outstanding balance due and have a \$150 non-refundable deposit on account. The \$150 tuition deposit will be applied against billed tuition in the returning semester. The deposit is good for a maximum of two years, after which the student must re-apply for admission to the Institute. **Note:** No student will be allowed to register if there is a balance due on his or her tuition account.

Time Limit for Completion of Degree Requirement (Currency Requirement)

Students have five (5) years from the last semester of enrollment at the Monterey Institute to complete their degree requirements. Any exception to this policy involving degree completion beyond five years after the last semester of enrollment is at the discretion of the Dean of the corresponding Graduate School.

Petition to Waive a Regulation, Policy, or Academic Requirement

Students who wish to be considered for a waiver from any Institute regulation, policy or academic requirement for any degree program should obtain a Petition to Waive a Requirement from the Academic Records Office. The student should specify on the Petition which regulation, policy or academic requirement s/he wishes to

waive, and why the waiver is necessary and justified. Signatures must be obtained on the Petition from the relevant instructor of record, if applicable, the student's advisor and/or Program Head, the Dean of the corresponding Graduate School and the Business Office, etc. The Academic Records office will advise students about which signatures are required. If the Petition is accepted, it must be filed in the student's file in the Academic Records Office before the waiver becomes official. **Note:** if a requirement is waived, the unit requirement for graduation in each Graduate School is not affected by this waiver, i.e., unit credit is not given for courses that are waived. If the Petition to Waive a Requirement is denied, the student may appeal the denial according to the Grievance Procedure. **Note also:** This policy applies for up to four units of 300-400 level language coursework taken in the Institute's non-degree programs. That is, four units of the language requirement may be waived, but units are not transferred into the student's program and, thus, the units required for graduation do not change.

Challenge Examinations

Challenge examinations are not given at the Monterey Institute, i. e., students may not receive academic unit credit for courses not taken at the Monterey Institute except by transferring unit credit (see below paragraph **Transfer of Academic Credit from Other Institutions**). Mechanisms for taking account of previous course work include waivers of requirements (please see above paragraph **Petition to Waive a Requirement**), transfer of unit credits (please see below paragraph **Transfer of Academic Credit from Other Institutions**) and advanced entry, available in certain Programs and Graduate Schools (please consult with the corresponding Program Head and/or Dean).

Graduation

Application for Graduation: Each degree candidate must file an application for graduation with the Academic Records Office before, or at the time of, registering for his/her final semester at the Institute. **Note:** it is the responsibility of students to consult with the Dean of their Graduate School and/or Program Head regularly and well in advance of the intended date of graduation to ensure that their courses meet the requirements for their degrees.

Official Review of Candidate's File: After a student has applied for graduation, his/her course record is evaluated by the Academic Records Office to ensure that the courses required for the degree have been successfully completed and the overall GPA is 3.00 or better. If the student's course work does not meet the requirements of the degree, the student will be notified by the Academic Records Office, and a degree will not be conferred pending satisfactory completion of the requirements for the degree.

Additional Degree Requirements: Some degree programs at the Monterey Institute may have additional exit requirements. Please consult the Dean of the appropriate Graduate School.

Graduation with High Academic Achievement

Honors Extended to Undergraduate Students: Undergraduate students who have a record of high academic achievement are honored according to the following categories.

Graduation Cum Laude: Undergraduate students graduate *Cum Laude* if they have an overall Grade Point Average of 3.5 - 3.74 at the time of graduation.

Graduation Magna Cum Laude: Undergraduate students graduate *Magna Cum Laude* if they have a Grade Point Average of 3.75 - 3.89 at the time of graduation.

Graduation Summa Cum Laude: Undergraduate students graduate *Summa Cum Laude* if they have a Grade Point Average of 3.9 - 4.00 at the time of graduation.

Honors Extended to Graduate Students: Graduate students graduate "With Distinction" if they have an overall Grade Point Average of 4.00 for all courses taken at the Institute at the time of graduation.

Withdrawal from the Monterey Institute

A registered student who wishes to withdraw from the Monterey Institute for academic or personal reasons may petition to do so at any time before the end of any semester. The petition may be obtained from the Academic Records Office. Any refund of tuition will be based on the date of withdrawal (please also see paragraph **Tuition Refund and Credit Schedules**). Students who plan to return to the Monterey Institute to complete their degree program should see paragraph **Leave of Absence**, and paragraph **Readmission to the Monterey Institute**, before completing the withdrawal petition.

Readmission to the Monterey Institute

A student who has withdrawn from the Monterey Institute must apply to the Admissions Office for readmission if s/he wishes to return to the Institute after officially withdrawing, or if the student has been absent from the Institute for a fall and/or spring semester without registering for a Leave of Absence. Readmission shall be under degree requirements in effect at the time of readmission, and the application fee currently in effect will be charged. **International students** who remain in the U.S. during their absence from the Monterey Institute must provide proof with their readmission that they have maintained their immigration status.

Access to Student Records

Applicable Federal Regulations: Under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), a student has the right to inspect her/his file that is maintained in either the Admissions Office, the Business Office, or the Academic Records Office. The files are also available for consultation by those members of the administration and faculty of the Monterey Institute who have legitimate need to consult them for information needed in admissions decisions, academic counseling, etc. Copies of the Federal Register containing the Family Educational Rights and Privacy Act and its 1988 update are available for inspection in the Academic Records Office.

Requirement for Student Consent: Requests that copies of a student's records be sent to a third party will be honored only if those requests are from the student. The files are available to no one else unless the student has filed specific written consent with the Admissions Office, the Business Office, or the Academic Records Office. No one, including parents, spouses, other schools, government officials, sponsors, etc., may receive copies of student records without the individual student's consent.

Permissible Release of Directory Information: Under Federal law, "directory information" can be disclosed to the general public without consent of the student. "Directory Information" consists of the following: student's name, address, date and place of birth, major field of study, dates of attendance, degrees and awards received, and the most recent previous educational institutions attended. While it is legal to release directory information, it is Institute policy to release it only to faculty, staff, students and alumni of the Monterey Institute, and to financial aid lenders. Exceptions are degrees and dates awarded, since these are traditionally published in the newspaper and are considered public information.

Student Right to Prevent Release of Directory Information: Any student may request that directory information, as defined in paragraph 4.17.3. **Permissible Release of Directory Information** above not be released to anyone by filing a written request to this effect with the Academic Records Office. Following receipt of such a request, the student will not be listed in the student directory, and directory information will be issued only to faculty and staff who have legitimate need for it. Directory information, including the student directory, may not be used for or given to anyone to be used for solicitation or mailings.

Grade Reports

Student Access to Grade Reports: Grade reports are prepared a few weeks after the end of each semester. A student's grades are mailed to the student only if the student has earlier filed a completed mailing slip in the Academic Records Office for that term. Otherwise, the student may obtain the grade report at the Academic Records Office upon presentation of identification. Grades are not automatically mailed since confidentiality cannot be assured.

Prohibition on Public Posting of Grade Reports: For the same reason, Institute policy prohibits the posting of grades with student names. If a student needs to know a grade before grade reports are completed, s/he should make arrangements with the professor.

Transcripts

Obtaining Transcript of an Institute Academic Record: Official transcripts of work done at the Monterey Institute will be sent by the Academic Records Office upon receipt of written request by the student and payment in advance. Only requests from students will be honored. Official transcripts are \$5 each. If ordering more than five transcripts at a single time, the first five are \$5 each, and each one thereafter is \$1. There is no charge for an unofficial transcript (a photocopy not signed and sealed by the Registrar). Transcripts may be ordered in person at the Academic Records Office counter, or by mailing a request to the Monterey Institute Records Office. Faxed requests must include a credit card number and expiration date; Visa, MasterCard and American Express are accepted. Official transcripts cannot be ordered by telephone, as the student's signature is required in order to release the document.

Requirement of Clearance of Debt Prior to Transcript Release: Transcripts are not released if the student, or former student, has outstanding debts with the Institute. Such debts include, *inter alia*, student accounts, library fines and charges, or any charges assessed by any other department. The Monterey Institute also withholds transcripts if student loan payments are delinquent on loans owed and payable to The Monterey Institute of International Studies.

Limitation on Content of Transcript to Academic Work Completed at the Monterey Institute: Only transcripts of academic work completed at the Monterey Institute are prepared by the Institute. Records of work completed at other institutions, including records of work completed under official exchange programs between the Monterey Institute and other academic institutions (please see below, paragraph 4.20.6. Exchange Programs) must be requested from those institutions.

Transfer of Academic Credit from Other Institutions

Applicability of Transfer of Credit: After being admitted to the Monterey Institute, a student may petition the Dean of the appropriate Graduate School to consider courses taken elsewhere at accredited institutions for satisfaction of specific Institute degree requirements.

Limit on Amount of Credit That May Be Transferred: A minimum residency requirement of 30 semester units is required for all Monterey Institute degrees; and transfer unit credit is limited to 25 percent of graduate degree requirements, and 50 percent of upper division undergraduate requirements.

Limit on Type of Credit That May Be Transferred: Courses counted toward a previous degree cannot be transferred to the Monterey Institute for unit credit. Transfer unit credits for language courses taken at other U. S. academic institutions cannot be used for the language component at the Monterey. Students studying at the 300-400 level at Institute-approved language study centers abroad are eligible to transfer four units of language credit into their graduate program. There is a \$100 transfer fee and an official transcript demonstrating hours completed and course level must be presented to complete the transfer. Transfer of up to four units from other accredited (non-Institute-approved) study abroad institutions *may* be possible, but the student should consult the Dean of the Graduate School of Translation, Interpretation, and Language Education in advance, with information about the program, to determine if the program meets Institute requirements for transfer.

Grade Requirement for Transferred Credits: Proposed transfer graduate courses must meet the Institute's subject requirements, and the student must have earned a grade of B or better. Proposed upper division undergraduate courses must meet the Institute's subject requirements, and the student must have earned a grade of B or better.

Lack of Impact of Grades for Transferred Credit on the Monterey Institute Grade Point Average: Grades assigned by other institutions for courses that are transferred to the Monterey Institute are not calculated in the Institute Grade Point Average.

Exchange Programs: The Monterey Institute maintains exchange programs with other academic institutions whereby students at either institution may register for courses taught at the other. Please consult your specific Graduate School Dean or Program Head for further information. In order to receive academic credit under eligible Exchange Programs, a Petition for External Study must be signed by the Dean or Program Head and filed in the Academic Records Office prior to registration in courses under the Exchange Program. Credit for the course taken is conferred upon receipt of a sealed transcript from the exchange institution by the Institute Academic Records Office. **Note: International students** should consult with the Immigration Specialist at the Monterey Institute prior to participating in an Exchange Program. For more information on established partnerships, please visit: <http://www.miis.edu/academics/courses/university-partnerships>

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at the Monterey Institute of International Studies is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn is also at the complete discretion of the institution to which you may seek to transfer. If the credits that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending MIIS to determine if your credits will transfer.

Student Rights and Obligations

Student Responsibility

Students must assume full responsibility for knowledge of Monterey Institute policies and Graduate School requirements concerning their individual degree programs. Policies listed in this Manual apply to the regular academic term (fall and spring semesters as well as the Winterim), and also to courses offered as part of regular degree programs during the Summer Session. The Registrar or Director of the Summer Intensive Language Program should be consulted regarding special policies that may be in effect for these Intensive Language Programs.

Student Honor Code

Background of the Student Honor Code: The Student Honor Code was established by the Student Council to promote academic integrity. The Student Council requests all students to sign the student honor code at registration and support its principles.

Provisions of the Student Honor Code: The principles of honesty and integrity in the performance of assignments and duties both inside and outside the classroom are fundamental to successful and meaningful independent learning. For this reason, the Monterey Institute supports the Student Honor Code, including its following provisions.

Examinations: No student will provide, solicit, or receive assistance before or during an examination or quiz that is not explicitly authorized by the instructor of record. Copying from a fellow student's examination or quiz paper, possessing or using unauthorized material during an examination or quiz (e.g., notes, books, electronic devices), and continuing to write after an exercise has ended all constitute cheating. Inadmissible forms of assistance include allowing a fellow student to copy from an examination or quiz paper, sharing unauthorized materials (e.g., notes, books, electronic devices), and talking or whispering during an examination or quiz. Similarly egregious violations of the Student Honor Code include, but are not limited to: taking an examination or quiz paper from the room and later claiming that the instructor lost it; changing answers after the examination or quiz has been returned; fraudulent possession of an examination or quiz prior to administration; obtaining a copy of an exam, quiz, or solution key prior to administration; taking an examination or quiz for another student; or having another person take an examination or quiz for oneself.

Papers and Other Written Work: All writing submitted for formal and informal assessment must be the student's own work. Representing another individual's words, ideas, opinions, formulæ, programs, or products as one's own without attributing them to their true sources constitutes plagiarism. Intentional or unintentional failure to attribute facts that are not common knowledge (whether represented in textual, graphic, statistical, or visual form) also constitutes plagiarism.

Whether a student copies verbatim or paraphrases without explicitly acknowledging the source, the student has committed theft. Receiving permission from the original author to use his or her ideas or words is irrelevant and in no way lessens the seriousness of the violation. Writing a paper by cutting and pasting passages from other sources is never acceptable, even if those sources appear in the reference list or bibliography. Plagiarism in any form is impermissible and will be met with appropriate sanctions (see 1.2.2.3).

In drafting and composing all papers and other written work, students must make every effort to distinguish their own ideas, arguments, and knowledge from information derived from other sources. These sources include not only published primary and secondary texts, but also information, opinions, and arguments gained directly from other persons, including fellow students.

Individual students are responsible for learning effective methods of acknowledging and citing sources. Quotations must be clearly set off with quotations marks or in block format, accompanied by full citations, including page number. All paraphrased information must likewise be explicitly acknowledged, as prescribed by the style sheet(s) commonly used in the student's discipline or by the instructor. The form of the citation must clearly indicate the extent of the material that was taken from other sources. Whenever ideas, opinions, or facts are drawn from an individual's own reading and research, the writer must likewise provide full references for these sources.

Students who are uncertain about the preparation of original academic work should consult their instructors. Students are also encouraged to seek out other reputable resources that define plagiarism and that provide instruction on avoiding this serious breach of academic conduct. Students and Faculty are encouraged to consult the sources listed at the end of this section.

The extent of collaboration with fellow students on papers and projects may vary, depending on the policies and requirements set by individual Faculty Members. Students must assume that collaboration in the

completion of assignments is strictly prohibited unless explicitly permitted or required by the instructor of record. Students must acknowledge any collaboration and its extent in any assignment submitted for formal or informal assessment.

In the conduct of primary and secondary empirical research, students must record their results honestly, accurately, and completely. Falsification of data or results includes misrepresentations, distortions, or egregious omissions in the presentation of findings and conclusions. Such falsification is considered a flagrant violation of academic integrity and therefore a breach of the Student Honor Code. Plagiarism, falsification of research outcomes, and second offenses will ordinarily result in sanctions beyond failing a course. These sanctions include dismissal from the Institute and revocation of degrees (see Section 1.2.2.3).

Sources

Harvard Extension School, 2001–2002

(<http://www.extension.harvard.edu/2001-02/policy/honesty.shtml>)

Harvard Graduate School

(<http://www.gsas.harvard.edu/publications/handbook/regulation.html#dishonesty>)

Syracuse University, College of Arts and Sciences

(<http://www-hl.syr.edu/advising/honestyguide.html>)

Purdue University Online Writing Lab

(<http://owl.english.purdue.edu>)

University of California, Berkeley

(<http://www.housing.berkeley.edu/student/judicial/ethics/ethics1.html>)

Academic Dishonesty Sanction Guidelines:

VIOLATION	RECOMMENDED SANCTION FOR FIRST OFFENSE
Copying answers from other students on an exam.	F for course.
Student allowing another student to cheat from his/her exam or assignment.	F for course for both students.
Possessing or using material during exam (e.g., notes, books, and so on) that is not explicitly permitted by the instructor.	F for course.
Continuing to write after an exam has ended.	F for course.
Taking exam paper from the room and later claiming that the instructor lost it.	F for course; recommendation for further disciplinary action (possible suspension).
Changing answers after an exam has been returned.	F for course; recommendation for further disciplinary action (possible suspension).
Fraudulent possession of exam prior to administration.	F for course; recommendation for suspension.
Obtaining a copy of an exam or solution key prior to administration.	Suspension or dismissal; F for course.
Taking an exam for another student.	Suspension or dismissal for both students; F for course.
Having someone else take an exam for oneself.	Suspension or dismissal for both students; F for course.
Plagiarism of any sort (see Section 1.2.2)	F for course.
Submission of assignments prepared by other persons, including those available online or through other media sources.	F for course; recommendation for further disciplinary action (possible suspension).
Falsification of primary or secondary research findings.	F for course; recommendation for further disciplinary action (possible suspension or dismissal).
Plagiarism in a thesis, capstone project, portfolio, or other exit mechanism.	Dismissal from the Institute when discovered prior to graduation; revocation of degree when discovered subsequent to graduation.
Submission of the same assignment to more than one instructor where no previous approval has been granted.	F for both courses.
Unauthorized collaboration on an assignment.	F for the course for both students.
Falsification of information in admission applications (including supporting documentation).	Revocation of Institute admission without opportunity to reapply.
Documentary falsification (e.g., petitions and supporting materials; medical documentation).	Suspension or dismissal; F for course when related to a specific course.

Adapted from: University of Southern California Graduate School, University Governance Document (<http://www.usc.edu/dept/publications/SCAMPUS/gov/gov11.html>).

Regardless of the specific violation, a second offense is cause for automatic dismissal from the Institute or revocation of the violator's degree.

Student Code of Conduct

Please refer to the Academic Policies and Procedures Manual for updated Student Honor Code.

Student Grievance Procedures

Please refer to the Academic Policies and Procedures Manual for updated Student Honor Code.

Nondiscrimination

In compliance with Title VII of the Civil Rights Act of 1964 and other applicable laws, the Monterey Institute of International Studies does not discriminate on the basis of race, religion, national origin, ancestry, physical or mental disability, medical condition, marital status, age, sex, sexual orientation, or any other basis protected by federal, state, or local law, ordinance or regulation in the administration of its admissions policies, scholarship and loan programs, or in its educational programs.

Non-Harassment Policy

For policy regarding unlawful harassment, including sexual harassment, see the Institute's Non-Harassment Policy.

Medical Insurance Requirements

All Monterey Institute students must be covered by health insurance while studying at the Institute. Any Monterey Institute student taking 6 or more units in the fall or spring semester, and 4 or more units in a summer program must show proof of private health insurance coverage effective in the United States in order to waive the Institute health insurance plan. The choice of individual plans is entirely up to the student. The Institute's primary concern is that students are adequately protected with health insurance. A student who does not provide such proof is automatically enrolled in the Institute's student accident and illness insurance plan.

Background to Medical Insurance Requirements: It is important for all individuals and their families to have financial resources to cover the costs of possible accidents or illness. Therefore, the Institute requires students to either provide proof of health insurance with a company that provides benefits in the US, or to enroll in the Monterey Institute's group health policy upon registration.

Current Medical Insurance Policy: Information about the Institute's current group policy may be obtained from the Student Affairs Office.

Policy & Procedures: Health Insurance Coverage and Waiver

Note: With most insurance companies, it can take from six to eight weeks for an application to be accepted and insurance coverage to begin. Be aware that private health insurance must be in effect—not a pending application—by 4:00 p.m. on the first day of classes in order to avoid being charged for Institute insurance and incurring a \$100 penalty for late payment of fees.

Any questions regarding the Institute's Student Accident and Illness Insurance plan, or health insurance in general, should be directed to the Student Affairs Office.

All Monterey Institute students taking 6 or more units in the Fall or Spring semester, and 4 or more units in a summer program must carry health insurance. **Students are automatically charged for the Institute insurance each semester** as part of the registration process. Staff at the Cashier's Office will provide students with information when registration is complete: **1) Temporary health insurance card; and 2) Student Accident & Sickness Insurance Plan Summary** (booklet).

The Student Affairs Office will also have a supply of the *Student Accident & Sickness Insurance Plan Summary* document, should students require them at a later date. The document is available electronically at <http://www.miis.edu/clife-services-portal.html>.

Any questions regarding the Institute's health insurance plan, medical/dental referrals, adding dependents, etc., should be referred to the Student Affairs Office.

Waiving the Institute Health Insurance Policy: Monterey Institute students **must show proof of private health insurance coverage effective in the United States** in order to waive the Institute health insurance plan. The waiver form must be turned in to the Cashier's Office **each semester** as part of the registration process.

- 1) Fill out and sign the insurance waiver below **each semester** to avoid being billed for Institute health insurance.
- 2) Attach a copy of your valid health insurance card or another document that indicates you are covered by an alternate medical plan.
- 3) If you are off campus, please fax your waiver and proof of coverage to the attention of the Student Affairs Office at 3563.

Be aware that **private health insurance must be in effect**—not a pending application—**by 4 p.m. on the first day of classes each semester in order to avoid being charged for Institute insurance and incurring a \$100 penalty for late payment of fees.**

FINANCIAL ASSISTANCE

FINANCING YOUR EDUCATION AT THE MONTEREY INSTITUTE

You've worked hard to get to this point and the decision to pursue a world-class graduate education is a major one. It is also a major financial investment. At the Monterey Institute of International Studies we realize this and we work with our students to make the investment an affordable one. Just as your education plans are unique to your experience and abilities, so your financial plan for a graduate education will be unique. There are common elements for many students. For example, the majority of our students receive loans as part of their financing package. That's serious business, since borrowing a loan for graduate study is committing a portion of your future income to pay for a current expense. For that reason, the professionals in our **Office of Student Financial Planning** are prepared to help students plan for their financial future and obtain the best available loans. The information that follows will give you an overview of the types of financing available at the Monterey Institute of International Studies, the application process, and how to receive personalized financial planning assistance. We invite not only your interest but also your questions and concerns. At the Monterey Institute of International Studies, we have overwhelming evidence of the value of our educational programs and that is why we know your investment of time, money, and energy will ensure valuable returns throughout your career.

ELIGIBILITY FOR FINANCIAL AID AT THE MONTEREY INSTITUTE

To receive financial assistance under Title IV Federal funding programs while attending the Monterey Institute of International Studies, you must meet ALL of the following requirements:

- Be a citizen, permanent resident or eligible non-citizen (those covered by political asylum, and some pacific islanders, etc.)
- Not be in default on a previous student loan or been overpaid federal grants (in some instances, eligibility may be reinstated once overpayment issues have been resolved)
- Be admitted to a degree-seeking program at the Monterey Institute.
- Be enrolled at least half-time as defined by your program of study.
- Have a valid Social Security Number.
- Register with the U.S. Selective Service, if required to do so.
- Maintain satisfactory academic progress.

HOW TO APPLY FOR FINANCIAL AID AT THE MONTEREY INSTITUTE

U.S. Citizens and Permanent Residents

Complete the Free Application for Federal Student Aid (FAFSA)

The Monterey Institute participates in both federal and state financial aid programs. The basic application used to apply for financial aid at any school in the nation is called the Free Application for Federal Student Aid, (FAFSA). This application is used to apply for federal, state, and institutional sources of financial aid. You can complete the FAFSA by going to www.fafsa.ed.gov. Be sure to include the Monterey Institute of International Studies' Title IV School Code on section 6 of the FAFSA, which is 001241.

Review your Student Aid Report (SAR) and make any necessary corrections. Approximately two to three weeks after you file your FAFSA, the U.S. Department of Education will send you a Student Aid Report (SAR), summarizing the information reported on your application. Be sure to review your SAR and make any appropriate changes. If you need assistance with this you can call 1-800-4-FED-AID (1-800-433-3243).

Complete the Monterey Institute Financial Aid Application

The Monterey Institute Financial Aid Application will be emailed to you after we receive your FAFSA data from the federal processors. Anyone seeking financial assistance is required to complete this application in addition to the FAFSA.

Provide any Further Documentation Requested

You may be asked to submit additional documents such as a signed copy of your taxes or verification of citizenship status etc. This verification information is required by the federal government before we can issue an award letter to you. If any of these documents are required of you, you will receive an email from the Office of Student Financial Planning requesting such documentation, so be sure to check the email address that you reported on your FAFSA form regularly. This will be our main form of communication with you as we complete your financial aid file.

Reviewing and accepting your award

Within 2-3 weeks of completing your financial aid file, if you have been admitted to the Monterey Institute, we will email an award letter to the address you provided on your FAFSA. Review your award carefully. This offer will outline the aid for which you are eligible. Follow the instructions accompanying your award letter to determine the next step in processing your aid.

Complete a Master Promissory Note (MPN)

The Direct Loan MPN can be completed online by going to www.studentloans.gov

Entrance Counseling

If you will be borrowing federal loans, you are required to complete an entrance interview before any funds can be disbursed on your behalf. This entrance interview will familiarize you with the loan and repayment process. Please go to www.studentloans.gov to complete the entrance interview and quiz. Your federal loan will not be disbursed until you have completed this interview.

Funds Arrive

If you have completed all of these steps by their respective deadlines, and you have registered for the number of units you have been packaged for, your financial aid will be released to the Monterey Institute on your behalf. Upon receipt of the loan funds, we will credit your Monterey Institute student account.

The earlier you complete the steps outlined above, the earlier your funds will be available to you. However, please note that no funds can be disbursed to you prior to the first official day of classes. If the amount of financial aid you have been awarded exceeds your student charges, **a refund check will be issued to you sometime in the first two weeks of classes for your living expenses**. Disbursements are made within the first two weeks after the first day of the Fall and Spring semester. If the total aid you are receiving does not cover your tuition and fees, you will need to make arrangements to pay the balance due at the Cashier's Office. Payment of tuition and fees is required by 4:00 p.m. on the first day of each semester.

International Students

International students do not qualify for Federal Financial Aid. However, international students are eligible to receive Monterey Institute Scholarships, Institute Work Study, and, in some cases, Private Alternative Student Loans. We also highly encourage international students to seek outside sources of funding. For information about other possible sources of support, go to the nearest educational advising center in your home country. For more information about financial aid available from your own government, contact the cultural section of your embassy or your ministry of education.

Scholarships

All international students that are admitted to the Monterey Institute are automatically considered for merit based scholarships. All merit based scholarships are awarded by the Admissions Office, and you do not need a separate application to apply. Merit scholarships range from \$4000 to \$16,000. However, funds do run out, so you are encouraged to apply early for optimal scholarship consideration. As such, please ensure that your complete application, support documentation and U.S. \$50 application fee are submitted to the Admissions Office by the following dates:

Fall Semester Applicants Application Deadline Award Date

1st Cycle December 1st

2nd Cycle February 1st

3rd Cycle March 15th

Spring Semester Applicants October 1st

Outside Sources of Funding

We also highly encourage all students to apply for outside scholarships - there are numerous websites, organizations and companies that offer scholarships to international students.

Institute Work Study

As an international student, you may also be eligible to work on campus if you have either an F-1 or a J-1 Visa. If you are a new student, you cannot begin working on campus until after the first day of classes. Students are allowed to hold more than one position, but are limited to 20 hours per week.

Private Loans

International students do not qualify for Federal financial aid; however, they may be eligible to borrow a private loan.

International students may apply with an eligible U.S. citizen or permanent resident co-signer, that has resided in the United States for the previous two years, has a satisfactory credit and employment history of at least two years, and sufficient current income to meet the lender's criteria. For more information on this loan, you can visit our website: <http://www.miis.edu/admissions/financialaid/international>

Non-Degree Students

In order to be considered eligible for federal financial aid or Monterey Institute Scholarships, you need to be enrolled at least half time in a degree-seeking program.

If you will not be pursuing a degree program through the Monterey Institute, (i.e. certificate only or custom language course) you do not qualify for Monterey Institute Grants or Scholarships, or for Federal financial aid. However, you may be eligible to borrow a private educational loan.

In order to apply for a private loan for a certificate only program, you do not need to fill out the FAFSA; however there is an internal financial aid application that we require in order to determine your eligibility for private loan funds. Please contact the Office of Student Financial Planning to receive this application.

Private loans are credit-based loans, so while you may be eligible to apply, it does not guarantee that you will receive those funds. A lender may choose to decline your loan because of unsatisfactory credit.

HOW DO WE DETERMINE FINANCIAL AID ELIGIBILITY

The Monterey Institute uses the Federal Needs Analysis Formula to determine your financial aid eligibility. If you will be a graduate student, you are considered to be an independent student, meaning that your parent's income will not be considered in determining your financial need.

This formula uses the Federally Assigned Expected Family Contribution (EFC), and subtracts it from the total cost of attendance (which includes tuition and a standard budget of living expenses), to determine your need for federal and institutional financial aid.

However, even if you have Zero Need as defined by the Federal Government, you may still be eligible for merit based scholarships, and certain student loans, so we encourage all students to apply for financial aid.

Expected Family Contribution (EFC)

The Federal Government determines your EFC and it is based on the financial information you provide on your FAFSA. The government takes into consideration your income (and your spouse's income if you are married) from the previous year, any assets or investments you own, the size of your household, and the amount of taxes you paid in the previous year.

Cost of Attendance

The Monterey Institute's Cost of Attendance (COA) consists of tuition plus a standard budget created by the Office of Student Financial Planning. You should prepare your own estimated budget for the period of time for which financial aid is requested. Expenses will vary with the circumstances surrounding your individual needs. The student budget is our estimate of what is needed for a single student to live modestly, but adequately, for one academic year. Our budget does not take into consideration all of the situations in which you might find yourself, and it cannot include prior consumer debt that you may have (i.e. credit card debt and/or car payments), or the living expenses for a spouse and/or dependents. Our budget presumes mature consumer choices on your part. Sharing an apartment with other students or walking or biking to school are ways to cut expenses and therefore reduce your overall debt. The budget is reviewed annually to reflect changes in education-related costs in this area. The following is the estimated budget for the 2006-07 academic year.

TYPES OF AID AWARDED BY THE OFFICE OF STUDENT FINANCIAL PLANNING

MONTEREY INSTITUTE SCHOLARSHIPS

VETERAN'S BENEFITS

FEDERAL WORK STUDY

INSTITUTE WORK STUDY

FEDERAL PELL GRANT

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG) CAL GRANT

MONTEREY INSTITUTE GRANT

FEDERAL PERKINS LOAN

FEDERAL SUBSIDIZED STAFFORD LOAN

FEDERAL UNSUBSIDIZED STAFFORD LOAN

GRADUATE PLUS LOANS

PRIVATE ALTERNATIVE LOANS

OUTSIDE SCHOLARSHIPS

MONTEREY INSTITUTE SCHOLARSHIPS

The objective of the Monterey Institute scholarship program is to provide an opportunity for highly qualified candidates to further develop their skills and abilities at the Monterey Institute. A limited number of partial-tuition, merit-based scholarships are offered to prospective students applying to degree programs at the Monterey Institute. The duration of the scholarship is for the students' entire degree program, provided you maintain satisfactory academic progress.

Monterey Institute Scholarships are administered through our Admissions Office. If you are admitted, you will be automatically considered for a merit based scholarship. A separate application is not required. Scholarship amounts range from \$4,000 to \$16,000. However, funds do run out, so you are encouraged to apply early for optimal scholarship consideration. As such, please ensure that your complete application, support documentation and U.S. \$50 application fee are submitted to the Admissions Office by the following dates:

<u>Fall Semester Applicants</u>	<u>Application Deadlines</u>	<u>Award Date</u>	<u>Student Response Due</u>
1st Cycle	December 1st	December 15th	January 15th
2nd Cycle	February 1st	February 15th	March 15th
3rd Cycle	March 15th	April 15th	May 15th
Spring Semester Applicants	October 1st	November 1st	December 1st

On occasion, we may replace your Monterey Institute scholarship with a scholarship whose funds came from a private source. You may be invited to a luncheon or other awards ceremony to acknowledge receipt of that scholarship. You may also be asked to provide personal information (i.e. GPA, undergraduate school, etc.) to the donor. In most cases the scholarship will simply replace the scholarship and will not result in additional funds to you.

VETERAN'S BENEFITS

Students who are Veterans of military services may be eligible for Veterans' Benefits. Application for benefits should be made at least 30 days in advance of the start of the academic term. Other educational benefits are extended to orphans of Veterans and for the vocational rehabilitation of Veterans. Once enrolled, recipients must request that the Office of Financial Aid verify their enrollment with the Department of Veterans Affairs before benefits will begin.

Prior Credit: This institution will evaluate previous education and training, grant credit where appropriate, reduce the length of the program proportionately, and notify the student appropriately.

The VA requires that benefits received for courses in which W grades were received must be returned to the VA. Courses in which a veteran earns grades of A, B, or C will be paid one time by the VA. A course in which a D grade is received can be repeated only if a C grade or better is required by the College.

If the grade point average of a student receiving VA benefits falls below 3.0, he/she will be placed on probation for a maximum of 2 terms. If at the end of the maximum probation period the student's grade average is still below 3.0, their VA benefits will be discontinued.

The Monterey proudly participates in the Yellow Ribbon Program. For more information, visit our website: <http://www.miis.edu/admissions/financialaid/veterans>

WORK STUDY

Federal Work Study

The Federal Work Study Program at the Monterey Institute allows students to work in part-time, paid positions within administrative and academic departments on campus, as well as in academically relevant positions off campus. Students are allowed to hold more than one position, but are limited to 20 hours per week. Student employment positions are paid on a bi-weekly basis, and are intended for use toward living expenses. Federal Work study earnings are partially funded by federal monies, and are offered to financial aid recipients who are U.S. citizens or legal permanent residents.

Institute Work Study

A work program for students who are not on Federal Financial Aid, or who have not been awarded federal work study. International students may work on campus under the Institute Work Study Program. Full-time students may work up to 20 hours per week. No FAFSA is required for participation in the Institute Work Study Program.

GRANTS

Federal Pell Grant

The Federal Pell Grant program provides need-based grants to undergraduate students who have not yet received a bachelor's degree, and who the U.S. Department of Education has determined can only make very low family contributions toward their education. The maximum Federal Pell Grant may increase from year to year if supplemental funds are made available by the U.S. Department of Education. Students receiving Federal Pell Grants must be admitted to an undergraduate degree program and working toward their first bachelor's degree. They can be enrolled less than half time.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant is a need-based federal grant available to undergraduate students with the most exceptional financial need who have not yet received a bachelor's degree. Priority is given to students who are eligible for a Federal Pell Grant, then to other undergraduate students with the greatest need.

Cal Grant

Grants are a need-based form of financial aid available only to undergraduate students. Completion of the Free Application for Federal Student Aid (FAFSA) and the GPA Verification Form are required. State grants do not have to be paid back.

The California Student Aid Commission (CSAC) awards Cal Grants.

To qualify you must be a California resident. If applying for a Cal Grant for the first time, complete the FAFSA and a Cal Grant Grade Point Average (GPA) verification form. Request the GPA Verification form from the Monterey Institute of International Studies. Be sure to mail the GPA Verification form to CSAC no later than March 1st.

Cal Grant A: Assists with tuition and fees at public and independent colleges. At the Monterey Institute of International Studies, the Cal Grant A is provided for tuition and fees. Your coursework must be for at least two academic years. Renewal Students must reapply by completing a FAFSA each academic year. If awarded, an information booklet will be provided by the state, and will offer information and deadlines.

Other states offer grants to resident students attending California colleges and universities. They include Alaska, Delaware, District of Columbia, Maryland, Pennsylvania, Rhode Island, Vermont and the Territories of Guam and the Pacific Islands. For more information, please contact the state agency which delivers funds in your state.

Monterey Institute Grant

The Monterey Institute has a financial need based grant to offer to financially needy students. In most cases, you are required to accept the student loans offered to you in order to receive this grant since you must demonstrate having exceptional financial need. This grant is awarded by the Office of Student Financial Planning and is awarded on a first-come-first-served basis so be sure to complete your financial aid file prior to the March 15 priority deadline.

LOANS

If you obtain a loan to pay for your educational program, you are responsible for repaying the full amount, plus interest, less the amount refunded to your lender on your behalf. Further, if you have received federal student financial aid funds, you are entitled to a refund of the monies not paid towards your tuition from the federal student aid program funds

Federal Perkins Loan

The Federal Perkins Loan is awarded on the basis of financial need as determined by both FAFSA and the Office of Student Financial Planning. This loan has a fixed interest rate of 5%. The Federal Government subsidized the interest on the Federal Perkins Loans while you are in school, as well as during a nine month grace period after you either graduate or cease to be enrolled at least half-time.

Federal Subsidized Stafford Loan

The FFEL Federal Subsidized Stafford Loan is a need based loan made to students through lending institutions such as banks and credit unions. The interest rate on Stafford Loans will be a 6.8% fixed interest rate beginning July 1, 2006. Repayment begins six months after you graduate or cease to be enrolled at least half-time. The interest is subsidized by the federal government while you are in school and during the six month grace period. The maximum amount any student may receive in Federal Stafford Subsidized Loans is \$8500.

Federal Unsubsidized Stafford Loan

The FFEL Federal Unsubsidized Stafford Loan is a non-need based loan. The federal government does not pay interest for you while you are in school. You may choose to make interest payments while in school, or have them deferred until you begin repayment. The principal balance of your loan is deferred while you are enrolled at least half-time and during the six month grace period. Interest is normally capitalized when entering repayment, thus avoiding the accumulation of compound interest while you are enrolled. Regular loan payments begin six months after you cease to be enrolled at least half-time. The maximum any student may receive in Federal Stafford Unsubsidized Loans is \$20,500 less any Federal Stafford Subsidized Loan amount.

Graduate Plus Loans

The Federal Graduate PLUS Loan is a non-need based loan, with a fixed interest rate of 7.9%. The federal

government does not pay interest for you while you are in school. You may choose to make interest payments while in school, or have them deferred until you begin repayment. The principal balance of your loan is deferred while you are enrolled at least half-time, however, there is no grace period for the Graduate PLUS loan, so you will enter repayment immediately upon graduation or dropping below half time. Interest is normally capitalized when entering repayment, thus avoiding the accumulation of compound interest while you are enrolled. There is no aggregate loan limit; however, your eligibility for this loan is dependent upon your cost of attendance as certified by the Office of Student Financial Planning.

Private Alternative Loans

Private Alternative Loans can help you pay student-related expenses that may not be covered by federal loan programs or other financial aid. These loans are one source of additional funds to close the gap between your financial aid resources and college costs.

Although you do not need to apply for federal, state or institutional financial aid before applying for an alternative loan, you should. Private alternative loans typically carry higher interest rates and fees than federal loans.

Private alternative loan programs are a good option for students who plan to attend a Monterey Institute of International Studies program (such as the Summer Intensive Language Programs) but do not plan to enroll in a degree-seeking program, as well as international students with at least two years of credit and/or a creditworthy U.S. Cosigner. They are also a favorable alternative for U.S. degree-seeking students who have been awarded the maximum available in federal student aid, but need additional funds to help meet the cost of living expenses. U.S. Citizens and Permanent Residents should find out first what institutional aid you qualify for before you apply for a private alternative loan.

You are encouraged to borrow only the amount necessary to cover that portion of your educational expenses that cannot be covered by other means. You cannot borrow more than the Cost of Attendance, as determined by the Office of Student Financial Planning (OSFP). We will work with you to determine the student budget amount for your proposed term of study. The cost of education includes: tuition and fees, housing expenses, books and supplies, transportation costs, personal expenses and health insurance premiums where applicable.

Outside Scholarships

Each year, private outside foundations and agencies offer scholarships that are announced by the Office of Student Financial Planning and/or through academic departments. Many of these scholarships and outside resources are posted in the Office of Student Financial Planning. The earlier you begin researching these possibilities, the greater the chance you will receive an outside scholarship or grant.

Scholarship Search Sources

www.fastweb.com

www.scholaraid.com

www.ed.gov/inits/hope/tax_qa/

<http://collegeapps.about.com/od/collegescholarship1/>

www.U.S.A.funds.wiredscholar.com/paying/scholarship_search/pay_scholarship_search.jsp

Kathryn Davis Fellowships for Peace: Investing in the Study of Critical Languages

In the sixth year of this program, these fellowships are made possible by a \$1 million gift from Kathryn Davis to address today's critical need for more effective language proficiency. The award covers the cost of tuition, room and board to attend the Middlebury summer Language Schools. Fellowship recipients will study Arabic, Chinese, Japanese or Russian through the Language Schools' signature immersion model: "No English Spoken Here." This intense study, equivalent to a full year of college-level language learning, will allow students to enhance language skills to meet enrollment prerequisites at the Monterey Institute for Fall 2012.

With this unusual offer of combined study, the Monterey Institute seeks individuals committed to rigorous language study, master's-degree training, and professional skill development to address global issues of development, fair trade, international commerce, environmental preservation, nuclear nonproliferation, and other critical issues of our time. "Fellowships for Peace" recipients will be chosen on the basis of academic credentials, experience, and commitment to building a more peaceful world.

More information can be found at: <http://www.miis.edu/admissions/financialaid/scholarships/davis>.

STUDENT TUITION RECOVERY FUND

California law requires that upon enrollment a fee be assessed relative to the cost of tuition (Education Code Section 94342). These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of untimely school closure. Institutional participation is mandatory.

Students must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all the following apply:

1. You are a student who pays all or part of your, and
2. Your total charges are not paid by any third party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF fee if your total charges are paid by a third party, such as an employer, government program, or other payer and you have no separate agreement to repay the third party.

****STRF fees are \$2.50 per \$1,000 of tuition.**** The amount we assess the students will be rounded up to account for tuition increases.

COMPUTER PURCHASE PROGRAM

You may request a ONE TIME increase to your cost of attendance by up to \$2000 for the purchase of a laptop. All increases are awarded in the form of student loans.

In order to request these loan funds, you will be required to submit documentation in the form of a receipt for your computer purchase. You are only eligible to receive an increase to your cost of attendance for a laptop and software ONE TIME during your academic career at the Monterey Institute.

If you need the funds prior to the purchase of your laptop, you will need to go online and get a printout of the computer you intend to purchase, and submit it along with the laptop request form to the Office of Student Financial Planning. After we have processed your request, we will send a revised award letter to you, at which time you may apply for the funds to purchase your laptop. Please be aware that you cannot get any financial aid funds prior to the first day of classes, and you should not expect a refund check before the second week of classes.

After you purchase your laptop, you will be required to submit a copy of the receipt of the purchase for your financial aid file. If you fail to do this, your financial aid will be reduced the following semester by the amount of the increase you were given to purchase the laptop.

If you have the funds to purchase a laptop ahead of time, you can be reimbursed for the purchase via student loans if you provide a receipt to the Office of Student Financial Planning, so long as the purchase was made after June 1, 2006 for Fall 2006 Entering Students. However, in some cases, the increase may be in the form of Graduate PLUS loans, or private alternative loans, both of which are credit based loans, so you will want to be sure you have an acceptable credit history to be approved prior to making your purchase.

If you have any questions regarding this program, feel free to contact the Office of Student Financial Planning at 831-647-4119, or via email at finaid@miis.edu.

ACADEMIC PROGRAMS

For the most up to date information on the academic programs offered by the Monterey Institute, including curriculum, degree requirements, and final projects, please visit our website:

<http://www.miis.edu/academics>

CAMPUS DIRECTORY

DEPARTMENT	PHONE/FAX	EMAIL
General Information	831-647-4100 831-647-4199	info@miis.edu
Admissions Office	831-647-4123 831-647-6405	admit@miis.edu
Board of Trustees	831-647-3513 831-647-4104	president@miis.edu
Board of International Advisors	831-647-3513 831-647-4104	president@miis.edu
Safety/Security	831-647-4153 831-647-4199	security@miis.edu
<u>Academic Programs</u>		
Graduate School of International Policy and Management Dean Yuwei Shi	831-647-4155 831-647-6693	gsipm@miis.edu
Graduate School of Translation, Interpretation, and Language Education Dean Renee Jourdenais	831-647-4185 831-647-6650	gstile@miis.edu
Intensive English Programs (ESL)	831-647-3501 831-647-6558	english@miis.edu
Intensive and Custom Language Program (Summer Intensive and Custom)	831-647-4115 831-647-3534	cls@miis.edu
<u>Administrative Departments</u>		
Advancement Kevin Wasbauer, Executive Director of Advancement	831-647-3595 831-647-3585	giving@miis.edu
Alumni Relations Leah Gowron, Director of Alumni Relations	831-647-3558 831-647-3581	alumni@miis.edu
Business Office, Finance, and Administration Jai Shankar, Executive Director of Finance, Business Services, and Administration	831-647-3537 831-647-3563	businessoffice@miis.edu
Campus Services Jon Garner, Director of Facilities Services	831-647-6621 831-647-4199	jgarner@miis.edu
Center for Advising and Career Services Dean Tate Miller	831-647-4127 831-647-4117	advising@miis.edu
Communications Jason Warburg, Executive Director of Communications	831-647-3516 831-647-3585	jason.warburg@miis.edu
James Martin Center for Nonproliferation Studies Dr. William Potter, Director	831-647-4154 831-647-3519	cns@miis.edu
Financial Aid Regina Garner, Director	831-647-4119 831-647-4199	finaid@miis.edu
Human Resources Michael Ulibarri, Manager	831-647-6404	jobs@miis.edu
Information Technology Services John Grunder, Director	831-647-6656 831-647-6695	helpdesk@miis.edu
Library Peter Liu, Director	831-647-4133 831-647-3518	library@miis.edu
President Office of the President Dr. Sunder Ramaswamy, President	831-647-4102 831-647-4104	president@miis.edu

Provost		
Office of the President	831-647-4116	
Dr. Amy Sands, Provost/Vice President for Academic Affairs	831-647-4104	
Registrar - Records Office		
Seamus Dorrian,	831-647-4121	records@miis.edu
Director of Enrollment Services	831-647-3532	
Student Recruiting		
Jill Stoffers, Executive Director of Enrollment Management	831-647-6571	admit@miis.edu
	831-647-4188	
Student Services		
Student Services and Housing	831-647-4128	student.affairs@miis.edu
Ashley Arrocha, Director	831-647-3570	
International Visa Status		
Kelly O'Connell, International Student Advisor	831-647-3586	visas@miis.edu
	831-647-3570	

The mailing address for all departments at the Monterey Institute of International Studies is:
460 Pierce Street, Monterey, CA 93940 U.S.A.

Office hours for the above are Monday – Friday 8:30 AM to 5:00 PM PST. The Library and the Security office are exceptions. Security is available 24 hours per day 7 days per week. Please contact the Library for their specific hours of operation, as they are subject to change each semester.

**The most current and detailed information about
the Monterey Institute of International Studies
can be found at www.miis.edu.**