



# COURSE SELECTION

Fill out the following only after carefully reading all registration and attendance policies.

## SELECT PROGRAM

- 3-Credit Elective (3 credits)
- 4-Credit Italian (4 credits)
- Combination of Two 3-Credit Electives (total of 6 credits)
- Combination of 3-Credit Elective + 4-Credit Italian (total of 7 credits)

## COURSE SELECTION

- You are responsible for ensuring that your home institution will grant you credits for courses taken at LdM. This includes alternative courses and any new courses resulting from placement test/level adjustments.
- It is your responsibility to verify that there are no time conflicts among your selected courses and alternatives.
- Make sure that you sign up for the amount of credits required by your home institution, without exceeding the maximum number of credits allowed.
- Students registering for a non-beginning course, including Italian, must choose the appropriate level by carefully checking the LdM Academic Catalogue and Course Schedule (available online) for prerequisites. At LdM, these students will take a placement test to confirm their level.
- Italian language is NOT mandatory during January Intersession.

**YOU ARE REQUIRED TO PROVIDE AN ALTERNATIVE COURSE TO EACH FIRST CHOICE.**

|  | CODE | SECTION | CREDITS            | COURSE TITLE  | DAY / TIME |
|--|------|---------|--------------------|---|------------|
| 1  |      |         | Circle one:<br>3 4 |   |            |
| ALT.   |      |         |                    |   |            |
| 2  |      |         | 3 4                |   |            |
| ALT.   |      |         |                    |   |            |
| <b>ADDITIONAL NON-CREDIT OFFERING: ITALIAN CUISINE</b> |      |         |                    | For any extra course you will be charged the applicable fee |            |
| Extra  |      |         | 0                  |   |            |

I have read, understood, and will abide by the policies listed on this form.  
I understand that I will only be permitted to change one course upon arrival at LdM.  
I will not be allowed to change Program or Location after arrival.

I am aware that the Registrar reserves the right to enroll me in an alternative course/program should my first choice be unavailable, or move me to a different section in order to balance course enrollment.

**Student signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**PRINT STUDENT NAME** \_\_\_\_\_

### REGISTRATION POLICY

1. **Students will automatically be enrolled in their alternative program/course/section, if any of their first choices is unavailable (cancelled due to insufficient enrollment or full). The Registrar reserves the right to move students to a different section in order to balance course enrollment.**
2. A level test will be administered at the beginning of Intermediate/Advanced level Studio Art and Design courses to confirm the students' level.
3. Students may attend only the courses listed on their Official Registration form. Auditing is not allowed.
4. Only one class can be changed upon arrival at LdM, depending on course availability. This is only allowed during Orientation/Final Registration Day. Final Registration deadlines will be announced during Orientation. No exceptions will be made to these deadlines.
5. No refunds will be issued for classes dropped after arrival at LdM.
6. Students must retain full-time status, with a minimum of 3 credits per term. Students may not drop or withdraw (with a "W" or "W/F") from a course if it would bring them below the minimum number of credits. Non-credit offerings are available only in addition to for-credit classes.
7. Mid-term and final exams will be given only on the scheduled days that appear on each course syllabus. Students are not allowed to make up any missed work or activity that will impact the evaluation grade (including but not limited to quizzes, presentations, etc.) under any circumstances, including illness, religious issues, travel plans, family matters, etc. Exams are scheduled during normal class times, so more than one exam may be administered on the same day.
8. LdM does not offer Pass/Fail grades or Incompletes, only letter grades. All classes registered for and grades received will appear on each student's LdM transcript notwithstanding their intent to transfer credits to their home institution.
9. Students with documented learning disabilities will be subject to local educational standards, and therefore may not be provided with the same accommodations offered by their home institution. However, based on current and official documentation of the disability, LdM will provide assistance to these students. It is each student's responsibility to provide this documentation during the registration process and within the deadline.
10. LdM reserves the right to withhold the transcript and/or housing deposit of students who violate contract agreements related to housing and/or academic issues (i.e. any balance or debt incurred) and/or whose behavior is considered detrimental towards the institute and other students.
11. a) The Rules of Conduct applied at this Institute may be different from the rules applied by the student's home college or university.  
b) The Lorenzo de' Medici Rules of Conduct must be carefully read by each student. A copy of the Rules of Conduct is included in the Orientation Packet given to every student and is also distributed during Orientation at LdM and shown in every building of the Institute.
12. All students are required to carry a cell phone at all times that can receive text messages and phone calls in Italy, and to provide the phone number to LdM at Orientation.

### ATTENDANCE POLICY

1. Course attendance is a primary requirement for a responsible learning experience at LdM.
2. Punctuality is mandatory. Students must arrive in class on time: any lateness, leaving class during the lesson without notice, not showing up on time after the break, or leaving earlier, will impact the participation grade and the Final Grade.
3. Students are responsible for keeping track of their absences and for catching up on any missed work.
4. Make-up classes are always mandatory as part of the course program.
5. If a class occasionally creates conflict with another class, the student is required to inform both instructors in advance.
6. For no reason (i.e. religious issues, travel plans, family matters, etc.) will absences be excused.
7. Students will receive an "F" on each exam they miss.
8. Students who need to leave LdM before the end of the term must fill out an Official Withdrawal Request form and return it to their advisor. A "W" for each course will appear on their transcript. Students who leave LdM without submitting the form will receive an "F" in each course. In either case, students will not be eligible for credits or receive a refund.
9. Students who absent themselves from courses will have their final grade penalized as indicated on the following table:

| <b>JANUARY INTERSESSION COURSES</b> |  |   |
|-------------------------------------|--|---|
|                                     | <b>Final grade lowered by one full letter when you have:</b> | <b>Final grade = "F" (No credit awarded) when you have:</b> |
| 3/4 credit courses                  | 3 absences   | 4 or more absences  |

### STUDENT CONDUCT

Students are expected to conduct themselves in a responsible, law-abiding manner, consistent with the rules and regulations of LdM, as well as with applicable Italian and European Union governmental laws generally. Deviations from such rules, regulations and laws include, but are not limited to, unauthorized absences from class or other program activities, the making of threats or engaging in harassment, violence or other misconduct, damage to, or defacement of, school, residence, or student property, the use, possession or distribution of alcohol or other substances, and/or other reckless or dangerous behavior. LdM reserves the right to take disciplinary action against a student based on the student's deviation from such rules, regulations and laws, or who otherwise engages in behavior that jeopardizes the safety and well-being of the student, members of the LdM community or any other person. Disciplinary action may include, but is not limited to, suspension or dismissal from the program. There shall be no refund of tuition, fees, or rent in the event that a student is suspended or dismissed from the program. LdM reserves the right to release to the student's primary institution or other interested party information regarding any failure of the student to comply with such rules, regulations or laws, as well as the details of any disciplinary action taken as a result thereof.

### PROGRAM WAIVER

This program involves studying at LdM and living in an apartment, hostel, hotel, residencia, or with a host family in the host city. Group excursions and social/cultural activities are routinely offered to participants. Some trips may be over-night and most will involve transportation on a bus and/or train. The undersigned fully understands that there are certain dangers, hazards, and/or risks inherent in international travel, the group excursions, and in the activities included in the LdM program and have signed this document in full recognition and appreciation of the

dangers of these activities, which dangers include, but are not limited to, physical injuries (minimal, serious, catastrophic) and/or property loss or damage. The Undersigned therefore agrees to assume and take on all responsibilities in any activities associated with the LdM program. In consideration of, and in return for, the service, facilities and other assistance provided to participants by LdM (and their governing boards, employees, and agents) I, the undersigned, along with any of our assignees, heirs, distributees, guardians, and legal representatives release LdM and its partner institutions from any and all liability, claims and actions that may arise from injury, harm or death to the Undersigned and from loss or damage to the Undersigned's property in connection with these activities. The Undersigned understands that this release covers liability, claims and actions caused entirely or in part by any acts or failure to act by LdM, including but not limited to negligence, mistake, or failure to supervise by LdM or any of their employees, agents, or contractors.

## STUDENT CERTIFICATIONS

1. Have you been found responsible for any behavioral or academic misconduct at your present or previous institution/s resulting in disciplinary action such as probation, suspension, expulsion or other sanction?

YES  NO

2. Have you been convicted of a misdemeanor, felony, or other crime?

YES  NO

*If your criminal record has been cleared of this conviction, you may answer NO.*

If you answered yes to either or both of the above, please attach a written explanation including date/s and circumstances of incident, the disposition of the incident, and what you learned from the incident.

- I certify that I have read and understand the LdM policies stated in this application. I certify that I have carefully considered each question contained herein and that my statements are true and complete to the best of my knowledge. I understand that, in addition to my application, official transcript and academic recommendation, any record of misconduct or criminal activity will be considered as part of the admissions process, and could, alone or in combination with other factors, be grounds for the denial of my application. I accept as binding any and all conditions that apply to admission to LdM. Furthermore, I understand that I may be subject to a range of possible disciplinary actions, including admission revocation, expulsion, or revocation of course credit or grades, should the information I have certified be false or should it be deemed necessary or advisable in the judgment of LdM. I will provide LdM with prompt written notice of any facts that hereafter arise that would make the certifications contained herein untrue.
- I agree by signing this application form that I will abide by the rules and regulations of LdM, as well as applicable governmental laws generally, including LdM Rules of Conduct, Academic Regulations, LdM policies, and Italian and European Union laws.
- I hereby waive and release any and all claims that I now have, or in the future may have, against LdM, its officers, directors, employees, subsidiaries or affiliates in respect of the admissions process, including, without limitation, the denial of my application for any reason.

Student signature  \_\_\_\_\_ Date \_\_\_\_\_

PRINT STUDENT NAME \_\_\_\_\_