

2017-18

# STUDENT HANDBOOK

### Purpose and Use of This Handbook

This handbook has been developed as a source of information for members of the Vermont Law School community and their families. We have made every effort to make it clear, concise, and thorough; however, each academic year changes are made in policies, procedures, and guidelines which may affect the information included in this handbook and in these rules and procedures. It is wise to check with the appropriate office or Vermont Law School official to make sure you have accurate and up-to-date information. Additionally, there are other publications at Vermont Law School that contain vital information. The Academic Catalog in particular, has a number of academic policies which are not restated in this publication.

The section entitled Vermont Law School **Honor Code** and **Code of Conduct** describes the community standards and policies that exist at Vermont Law School. Students are expected to know and abide by these standards and policies.

While every effort has been made to ensure the accuracy of the information contained herein, Vermont Law School reserves the right to make changes at any time without prior notice.

The Dean's Office thanks the Student Services Committee, faculty, staff, and students for assisting in the development of the VLS Student Handbook 2017-2018 version.

If you have any comments on this year's edition of the VLS Student Handbook, please contact Associate Dean for Student Affairs and Diversity, Shirley A. Jefferson at 802-831-1333 or email [sjefferson@vermontlaw.edu](mailto:sjefferson@vermontlaw.edu).

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**WELCOME!**

Dear Vermont Law School Student:

I want to welcome you to campus, and express my great excitement for our year ahead! The purpose of the Student Handbook/Planner is to provide all of you with Vermont Law School's policies and resources. These policies and the expectations we have to support and respond to each other are core components of our small, rural law school community.

Most of the policies you read about here have been developed by students, faculty, and staff. A good number of resources mentioned here started out as ideas or initiatives by students. Speaking to all students, and especially our first year students, I encourage you to manage your time and focus your energies so that you can flourish on campus and beyond.

The value of your involvement in both curricular and co-curricular life cannot be overstated. Opportunities to learn are all around you, but you must shoulder much of the responsibility for using these resources to their fullest potential. You can find many different ways to socialize and make life-long friends. You may also participate in student groups, engage in music, theater, and the arts, and create a community where closeness and friendships across racial, ethnic, religious, gender, and sexual orientation, background, deepen our understanding of each other.

We are all here to help you. Do not hesitate to call on me or any of the staff and faculty if you need assistance as you learn, work, and play within the law school community.

Best wishes for a successful academic year.

Sincerely,  
Shirley A. Jefferson '86  
Associate Dean for Student Affairs and Diversity



**MESSAGE FROM THE SBA PRESIDENT**

Fellow Fighting Swans,

On behalf of the Student Bar Association (SBA), I would like to welcome you with great excitement as we commence the 2017-2018 academic year! As a student of Vermont Law School (VLS), you are an integral part of the SBA — VLS's student union. The SBA acts as a way for VLS students to have their voice heard. The way we do this is by creating a student government, composed of an Executive Board, Senate, and various committees that vigorously advocate the values and ideas of students. Every JD, AJD, Master's, and LLM student has representatives in the Senate. Committees made up of students, staff, and faculty ensure that students have a say in every niche of Vermont Law such as curriculum changes, disciplinary resolutions, and faculty hiring decisions including the hiring of our new President and Dean, Thomas McHenry.

The SBA yearns for you to overwhelm us with your concerns and suggestions through meetings every other Tuesday\* or through your class representatives. The student government recognizes student groups, funds them for events and conferences, and helps them coordinate to form our very own unique interdisciplinary events. While curricular activities are a priority, co-curricular activities can provide ancillary experiences to expand your knowledge outside of the classroom. By doing this, you can foster lifelong friendships that span across a diverse array of racial, ethnic, religious, gender, and sexual orientation backgrounds to lead to a deeper understanding of the human experience.

The capabilities and powers of justice, law, policy, and community will deconstruct you and build you back up in many difficult yet gratifying ways, but as we study and grow together, may we be empowered to do great things in this complex and globally interdependent world. As an old proverb goes, the best time to plant a tree is twenty years ago, and the second best time is now. And now, with diverse students from all over the country and the world, we have the opportunity to plant ideas bigger than forests in which we can use our collective skills to serve the world. "Lex Pro Urbe et Orbe, Law for the Community and the World."

Welcome, and welcome back to Vermont Law School! I look forward to serving you during the 2017-2018 academic year, and I wish you the best in your academic and personal pursuits.

Blessings,  
Cody D. Stryker  
President, Student Bar Association

*\* Please feel free to contact Secretary Tyler Morrison before the next meeting to get on our agenda, or come to the open student, staff, and faculty forum at the end of every meeting to voice your suggestions and concerns.*

**RESIDENTIAL ACADEMIC CALENDAR: 2017-2018****FALL SEMESTER 2017**

August 21 - 25	JD & Master's Fall Orientation
August 23 - 25	LLM Orientation
August 28	Classes Begin
September 4	Labor Day (Holiday – VLS Closed)
September 5	Last Day to Add or Drop Courses
October 7 - 10	Fall Recess
October 9	Indigenous Peoples Day
November 1	Monday Class Schedule Followed
November 22 - 26	Thanksgiving Recess
December 8	Fall Classes End
December 9 - 12	Reading Period
December 13 - 22	Examination Period
December 22	Fall Semester Ends

**SPRING SEMESTER 2018**

January 5	1L Fall Semester Grades Due
January 8	Classes Begin
January 15	Martin Luther King, Jr. Day (Holiday – VLS Closed)
January 16	Last Day to Add or Drop Courses
March 3 - 11	Spring Recess
March 6	Vermont Town Meeting Day (Holiday – VLS Closed)
April 23	Spring Classes End
April 24 - 25	Reading Period
April 26 – May 4	Examination Period
May 4	Spring Semester Ends
May 9	Third Year Grades Due
May 12	Commencement
May 30	Memorial Day (Holiday – VLS Closed)

**SUMMER SESSION 2018**

Term 1: May 29 - June 14, Mondays -Thursdays (exams June 16)

Term 2: June 18 - 28, Mondays - Thursdays (exams July 30)

Summer Recess: July 1 - 8

Term 3: July 9 – 19, Mondays - Thursdays (exams July 21)

Term 4: July 23 - August 2, Mondays - Thursdays (exams August 4)

Eight-Week Term: June 8 - August 3, Fridays only (exams August 5)

**SCHOOL HOURS**

Fall and Spring Semesters:

Offices open Monday through Friday from 8:30 AM to 5:00 PM

Library Hours: 8:00 AM to 12 midnight

Chase Center, Chase Computer Lab, and the Fitness Center are open 24 hours.

Other campus buildings are locked at midnight every night.

Summer Session:

Offices open Monday through Friday from 8:00 AM to 4:00 PM

Library Hours: as posted

Chase Center, Chase Computer Lab, and the Fitness Center are open 24 hours.

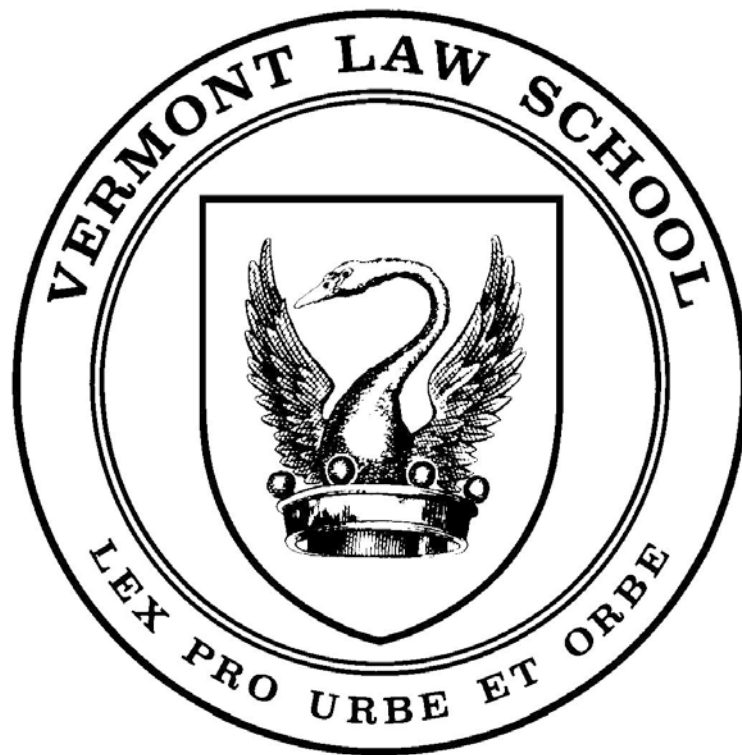
Vacations and Holidays:

All buildings will be locked when the library closes.

*These postings are governed by the Vermont Law School Code of Conduct.*

# INSTITUTIONAL RESOURCES

Academic and Extra Curricular



**ACADEMIC AFFAIRS** Debevoise Hall

The Office of Academic Affairs is responsible for supporting the work of the faculty and administering academic department programs. The Office of Academic Affairs also handles academic accommodations and other student issues involving academics.

- Ext. 1004 Beth McCormack, Vice Dean for Students
- Ext. 1376 Sean Nolon, Associate Dean for Academic Affairs
- Ext. 1277 Stephanie Willbanks, Vice Dean for Faculty
- Ext. 1327 Ashley Ziai, Executive Assistant to the Vice Dean for Academic Affairs

**ACADEMIC SUCCESS PROGRAM** Old Schoolhouse, 1<sup>st</sup> Floor

General academic resources for every VLS student including: skills workshops, personal study skills and learning assessments, time management tools, bar exam information, advice, and support—plus a full library of print and audio/visual study aides.

- Ext. 1244 Joe Brennan, Director
- Ext. 1105 Katrina Munyon, Program Manager
- Ext. 1318 Kerriann Stout, Assistant Director

**ADMISSIONS** Curtis House

The Admissions Office provides information on the educational opportunities available to prospective students at Vermont Law School. The office counsels students through the admissions and matriculation process.

- Ext. 1239 Shirley Crawford, Senior Admissions Counselor
- Ext. 1041 Laura Leavitt, Admissions Counselor
- Ext. 1239 Nikki Manning, Admissions Operations Coordinator
- Ext. 1070 Katie Merrill, Admissions Outreach Manager
- Ext. 1326 Nicholas McInerney, Associate Director of Admissions
- Ext. 1334 John D. Miller, Jr. '09 Vice President for Enrollment Management, Marketing and Communications
- Ext. 1321 Veronika Schlerf, Admissions Counselor
- Ext. 1220 Nancy Wight, Admissions Counselor
- Ext. 1255 Simon Willbanks, Admissions Counselor

**BUILDINGS AND GROUNDS** Eaton House Barn

The Facilities Operations Manager is responsible for the oversight of the Buildings and Grounds Department (B&G), Fitness Center, and the custodial subcontractor. B&G responsibilities include general maintenance and repair of all campus facilities and grounds, and providing support for special events as required. To notify Buildings and Grounds of maintenance needs or problems, please submit a B&G request form here <http://kbox.vermontlaw.net/>.

- Ext. 1260 Andrew Brackett, Maintenance Supervisor
- Ext. 1260 Will Hastings, General Maintenance Technician
- Ext. 1260 Jeff Knudsen, General Maintenance Technician
- Ext. 1260 Al Miller, General Maintenance Technician

**BUSINESS OFFICE** Abbott House, 2nd Floor

Our mission is to provide accurate and timely financial services and information in a friendly, service-oriented way to all community members and prospective students, thereby assisting in furthering their goals and the mission of the school. Please refer to the Vermont Law School website for updated details about tuition and health insurance. The Business Office staff and their responsibilities include:

- Ext. 1218 Accounts Payable Bookkeeping, student reimbursements
- Ext. 1271 Accounts Receivable Bookkeeping, tuition, payment plans, and billing for health insurance
- Ext. 1388 Endowment and Gift Accountant

- Ext. 1219 Senior Accountant
- Ext. 1209 Comptroller and Business Office Management
- Ext. 1236 Student Insurance Administrator

### **CAREER SERVICES** Abbott House, 1<sup>st</sup> Floor

The Office of Career Services (OCS) provides services to help all VLS degree students develop an effective career plan that integrates their professional development with their academic studies. We recruit employers for on-campus interviews and video interviewing; offer an online jobs database, weekly newsletters, and professional development programs; and provide individualized career counseling. Call 831-1243 for an appointment.

- Ext. 1208 Abby Armstrong, Director
- Ext. 1232 Kathy Hartman, Associate Director
- Ext. 1249 Shelly Parker, Recruitment Coordinator/Office Manager
- Ext. 1243 Mary Sheffer, Assistant Director

### **CORNELL LIBRARY**

The Julien and Virginia Cornell Library serves as the intellectual center for VLS students and faculty as they pursue legal education and scholarly research. The library's collection includes legal and multidisciplinary resources in print and electronic formats as well as an outstanding environmental law collection. The library staff is dedicated to providing the VLS community with exceptional service and first rate legal research instruction. We look forward to assisting you.

- Ext. 1441 Library Information Desk
- Ext. 1461 Library Information Desk
- Ext. 1442 Lisa Donadio, ILS Administrator
- Ext. 1447 Jane Howe, Acquisitions Assistant and Stacks Coordinator
- Ext. 1403 Michele LaRose, Access Services Librarian and Interlibrary Loan Librarian
- Ext. 1444 Cynthia Lewis, Library Director and Assistant Professor
- Ext. 1440 Natalia May, CLIC Coordinator
- Ext. 1414 Rhonda Murphy, Serials and Access Services Assistant
- Ext. 1448 Christine Ryan, Environmental Law Librarian and Assistant Professor
- Ext. 1439 Beth Sullivan Access Services and Serials Supervisor
- Ext. 1449 Jane Woldow, Associate Library Director and Assistant Professor
- Ext. 1445 Chenfang Yang, Electronic Resources and Technology Librarian
- Ext. 1443 Carl Yirka, Library Director Emeritus and Professor of Law

### **COMMUNICATIONS OFFICE** Curtis House, 2<sup>nd</sup> Floor

The Communications Office can help students publicize VLS events that are open to the general public and provide guidance on the production of materials aimed beyond the VLS community, including use of the VLS logo or seal.

- Ext. 1228 Maryellen Apelquist, Director of Communications
- Ext. 1071 Angie Campbell, Marketing Manager
- Ext. 1354 John Fichera, Web Content Specialist and Marketing Coordinator
- Ext. 1246 Karen Henderson, Creative Designer
- Ext. 1229 Emily Potts, Multimedia Production Manager

### **DISPUTE RESOLUTION PROGRAM** Waterman Hall

The Dispute Resolution Program offers interdisciplinary, experiential courses, clinical experiences, and non-curricular opportunities (such as the Campus Mediation Project.) The program provides students with the knowledge, practice, and skills necessary to become well-rounded and effective advocates.

- Ext. 1221 Lori Campbell, Program Coordinator
- Ext. 1376 Sean Nolon, Director

**DISTANCE LEARNING PROGRAM** Waterman Hall

The Distance Learning Program oversees all online Master's, LL.M., and Hybrid JD degrees, and supports VLS residential students taking online courses toward their degree. The Distance Learning Program also manages relationships with other schools and organizations for those who wish to take online classes at Vermont Law School.

Ext. 1623	Linda Hiemer, Faculty Director of Online Learning
Ext. 1059	Adrienne Soler, Associate Director of Online Learning
Ext. 1232	Kathy Hartman, Student Services Advisor
Ext. 1221	Lori Campbell, Program Coordinator

**ENVIRONMENTAL LAW CENTER** Debevoise Hall, 2<sup>nd</sup> Floor

The Environmental Law Center (ELC) is the administrative hub of Vermont Law School's environmental law programs and houses both faculty and administrative offices. The Master of Environmental Law and Policy (MELP), LL.M. in Environmental Law, Master of Energy Regulation and Law (MERL), LL.M. in Energy Law, Master of Food and Agriculture Law and Policy (MFALP), LL.M. in Food and Agriculture Law, Summer Session, and Master's Externship Program are run by the ELC. The ELC also sponsors speakers and conferences throughout the year. The Environmental Law Center's programs include: the Center for Agriculture and Food Systems, the Environmental and Natural Resources Law Clinic, the Environmental Tax Policy Institute, the Institute for Energy and the Environment, the New Economy Law Center, the U.S.-Asia Partnership for Environmental Law, and the Water and Justice Program.

Ext. 1371	Courtney Collins, Assistant Director
Ext. 1338	Anne Linehan, Associate Director
Ext. 1314	Rebecca Milaschewski, Executive Assistant
Ext. 1136	David Mears, Associate Dean for the Environmental Program and Director of Environmental Law Center

**ENVIRONMENTAL AND NATURAL RESOURCES LAW CLINIC** Center for Legal Services; Lower Level and 1<sup>st</sup> Floor

The Environmental and Natural Resources Law Clinic is a clinical opportunity at Vermont Law School. Under the supervision of experienced environmental attorneys, student clinicians represent community groups and conservation organizations in real-world cases and projects.

Ext. 1123	Jill Heaps, Director
Ext. 1630	Monica Litzelman, Litigation Paralegal and Clinical Educator
Ext. 1630	Mason Overstreet, Clinic Fellow
Ext. 1305	Pat Parenteau, Senior Counsel
Ext. 1031	Ken Rumelt, Staff Attorney
Ext. 1073	Rachel Stevens, Staff Attorney
Ext. 1073	Elizabeth Tisher, Clinic Fellow and Staff Attorney

**THE EXPERIENTIAL ADVOCACY PROGRAM** Waterman Hall, 1<sup>st</sup> Floor

The Experiential Advocacy (XAd) Program provides a small and collaborative environment for self-starters to develop the creative skills and legal knowledge to solve real-world problems. Our class sizes are smaller to promote creativity, active discussion and collaboration. Our professors are experts at practicing law in the fields in which they teach. They provide exposure to lawyering styles and strategies which fosters the development of professionalism and confidence. Students leave the program with the capacity and insight to engage the law as a powerful tool of enterprising advocacy.

To receive a Certificate in Experiential Advocacy a student must complete 16 approved credits during their second and third years. Certificate students are also encouraged to participate in an externship, and internship, a Semester in Practice, or a Legal Clinic (these experiences fulfill up to 4 credits of the 16 credit requirement). In order to receive an XAd certificate, students must complete a "Declaration Form" and file it with the Registrar by the end of their 4<sup>th</sup> semester.

Ext. 1290 Gary Brooks, Director  
 Ext. 1221 Lori Campbell, Experiential Advocacy Coordinator

### **JD EXTERNSHIP PROGRAMS** Roger's House 2<sup>nd</sup> Floor

The JD Externship Program at Vermont Law School provides students the opportunity to participate in three different courses: Semester in Practice (SiP) (full-time externship); Part-Time Externship; and Judicial Externship (offered on a full- and part-time basis). Students apprentice to lawyers in all areas of practice or in judicial chambers.

JD Externships provide students an opportunity—through observation, participation, practice, and reflection—to improve legal knowledge and skills and to inform and expand their vision of what the practice and profession of law can be.

The overarching goal of the externship program is to provide opportunities for students to develop lawyering skills, learn substantive law, and engage in critical reflection about the legal profession, their legal career, and their priorities and values as lawyers and individuals through supervised field experiences and a contemporaneous seminar.

Students may participate in the externship programs in their fourth, fifth, or sixth semesters (or accelerated track equivalent) who have a GPA of 2.4 or higher. The courses are offered only in the fall and spring semesters. They are not offered in the summer terms.

Ext. 1156 Jeff White, Director of Externships and Professor of Law  
 Ext. 1302 Nicole Killoran, Visiting Assistant Professor  
 Ext. 1259 Beth Locker, Assistant Professor of Law

### **FINANCIAL AID OFFICE** Abbot House, 2<sup>nd</sup> Floor

Currently, approximately 90% of Vermont Law School students receive some form of financial assistance. Students are always welcome to stop by the Financial Aid Office with any questions or assistance with the aid process. The Financial Aid Office is open Monday–Friday.

Ext. 1037 Melody DeFlorio, Director of Financial Aid  
 Ext. 1234 Deb Becker, Financial Aid Counselor  
 Ext. 1235 Melissa Erickson, Financial Aid Counselor

### **FOOD SERVICE ON CAMPUS**

The firm, Fitz, Vogt & Associates LTD provides food services for Vermont Law School. The school's food service philosophy requests a minimum of 85% local, organic sustainably grown food be used whenever feasible. Relying on the established relationships with the local farm community, our food service procures meats, vegetables, cheese, maple syrup, and other foods that contribute to making Vermont a leader in sustainable agriculture.

#### **The Café**

The VLS Café, casual and accommodating, offers a diverse menu. To start the day, Speeder & Earl's Coffee & Artisanal tea service, house made bagels, muffins, and pastries, breakfast made to order or "Grab & Go" breakfast sandwiches. For lunch, house made soups hot lunch, salads, deli sandwiches made to order, "Grab & Go" options, snacks and sundries. Students may open a pre-paid account with the VLS Café. To enroll in the program or to deposit funds in an existing account, please see a Café staff member during regular business hours. Cash, checks, and charge cards are also accepted. A \$25 fee will apply on all returned checks.

With the 'Honor System Grab & Go' cooler program we hope that your needs will be better served for refreshments on campus after hours. Everything from beverages, yogurt, sandwiches, salads, specialty meals and desserts are available in this cooler after hours on an honor system. Simply reconcile your purchases the next day in the Café.

- **Catering of On-and Off-Campus Events**



All off-campus and on-campus events must be approved by the Associate Dean for Student Affairs and Diversity. Please refer to the Office for Student Affairs and Diversity section below, or go to <https://portal.vermontlaw.edu/VLS/Event-Planning/Pages/Events-Request-Form.aspx> for further information on planning catered events.

- **Composting**

VLS collaborates with Certified Organic, individual homestead and the local sustainable farm community to compost the food waste produced on campus. All food served in The Café and at catered events is compostable. Compost bins for food waste are located in The Café. Learn more about this effort from the Campus Greening Committee.

- **Alcohol Catering Permits**

To serve alcohol at any event at Vermont Law School, an application for a permit must be filed with the town and state licensing agency a minimum of six weeks prior to your event. Applications for alcohol permits must be submitted through the Events Coordinator. There are no exceptions on the alcohol procedure and no guarantee of license approval. No alcohol can be served on campus without a state certified liquor permit! All on-campus alcohol service is provided by Fitz Vogt.

Refer to the Office for Student Affairs and Diversity section below, or go to for <https://portal.vermontlaw.edu/VLS/Event-Planning/Pages/Events-Request-Form.aspx> further information on planning events. See also the Alcohol Policy listed under Policies and Procedures in this Student Handbook.

### **HUMAN RESOURCES AND PAYROLL** Anderson House, 1<sup>st</sup> Floor

The Human Resources Department is responsible for all programs, services, and systems that enable VLS to recruit, reward, and retain high performing employees. This includes such areas as staffing, compensation, benefits, performance management, training, employee relations, legal compliance, and organizational design.

While Human Resources administers payroll, all students must first report to the financial aid office to obtain their work authorization form. Once you have this document, please read it, sign it, and have your supervisor read and sign it and then bring the form to HR. You must also (in person) be prepared to complete both a W4 tax form and an I-9 form with proper identification within the first three days of beginning your work study position.

Ext. 1308 Chantelle Brackett, Human Resources and Payroll Manager  
Ext. 1236 Theresa Johnson, Senior Payroll and Benefits Administrator

### **INTERNATIONAL AND COMPARATIVE LAW PROGRAMS (ICLP)** Waterman Hall, 3<sup>rd</sup> Floor

The International and Comparative Law Programs offer students an exciting range of opportunities to help them prepare to make a difference in an ever-changing global environment. Our curriculum of nearly 30 courses and wide choice of study experiences broaden knowledge and skills, add new perspectives, and provide the cross-cultural understanding required to practice law in an increasingly complex world. Partnerships with leading universities in Canada, England, France, and Italy allow students to study abroad in a week-long group seminar, for a semester, or to earn a specialized dual degree. Foreign-trained lawyers can earn an LL.M. in American Legal Studies to qualify to sit for the bar exam in New York and Washington, D.C. Students interested in demonstrating a committed focus to international law can earn a Certificate in International and Comparative Law. Experiential learning opportunities are available through the Center for Applied Human Rights, International Semester-in-Practice placements and simulation courses; a scholarship specifically for students who want to complete an international Semester-in-Practice is available. Please contact Program Director, Professor Tracy Bach, or Program Coordinator, Sam Grayck, for more information.

Ext. 1289 Tracy Bach, Program Director  
Ext. 1155 Megan Murray, Program Coordinator

### **LEGAL WRITING PROGRAM** The Old Schoolhouse, 2<sup>nd</sup> Floor

The Legal Writing Program strives to make every student a better writer. The intensive, required three-semester program is designed to prepare students for practice by teaching the essential skills of critical thinking, applied

analysis, and legal communication. Students write a variety of documents in different writing styles over the course of the three semesters. Professors in the program work closely with every student to establish a dialog on the particular strengths and weaknesses of their writing. Through the program, VLS students become accomplished, confident writers.

Ext. 1040 Jared Carter, Writing Specialist, Assistant Professor of Law  
 Ext. 1032 Samantha Johnson, Program Coordinator for Legal Writing  
 Ext. 1284 Greg Johnson, Director of Legal Writing and Professor of Law  
 Ext. 1144 Brian Porto, Appellate Advocacy Coordinator, Professor of Law  
 Ext. 1040 Jared Carter, Writing Specialist, Adjunct Professor of Law

### **OFFICE FOR INSTITUTIONAL ADVANCEMENT (OIA) Dearing House 2<sup>nd</sup> Floor**

The Office for Institutional Advancements builds relationships with alumni, parents, friends, private foundations and corporate entities, and state and federal governmental agencies for the purpose of advancing the mission of the law school through fund raising, partnerships, and other engagement strategies. OIA also manages the alumni website, vlsConnect, and produces *Loquitur*, the law school's alumni magazine. Students should contact OIA about any student group fund raising and solicitation or alumni outreach initiatives.

Ext. 1079 Mary Welz, Vice President for Institutional Advancement  
 Ext. 1405 Hanna Morris, Advancement Outreach Manager  
 Ext. 1306 Bethany Kent, Advancement Operations Coordinator  
 Ext. 1320 Jennifer Lawrence, Advancement Database Administrator  
 Ext. 1339 Melissa Harwood, Associate Director of Alumni Affairs  
 Ext. 1064 David Thurlow, Director of Foundation and Government Relations

### **REGISTRAR'S OFFICE Abbott House, 1st Floor**

The Registrar's Office maintains the educational records of all students upon their matriculation at Vermont Law School. As stated in VLS' FERPA policy, students have the right to review everything in their files and to challenge any perceived inaccuracy, with the exception of letters of recommendation to which they have waived the right of access. Students are required to provide the Registrar's Office with an official copy of their transcript (LSDAS copies are not official) from their degree-granting institution(s) and from all other institutions whose credits are not reflected on the transcript(s) from the degree-granting institution(s) at the time of matriculation. Students who have not satisfied this requirement will have a registration hold placed on their record preventing them from registering for classes until the hold is cleared upon receipt of the required transcript(s).

Ext. 1265 Maureen Moriarty, Registrar and Director of Academic Procedures  
 Ext. 1356 Kristin Dexter, Assistant Registrar  
 Ext. 1261 Tammie Johnson, Assistant Registrar

The Registrar's Office provides the following services to students:

- **Registration of Classes:** First-year JD students are randomly assigned to sections of the required first-year curriculum. Second- and third-year JD students and MELP, MERL, and LLM candidates register online for their classes in April and August.
- **Grades and Transcripts:** Semester grades are available to students via CampusWeb and can be converted to an electronic document utilizing downloaded PDF creator software. Students requiring the Registrar to produce a PDF file of the VLS Cumulative Grade Report should make a request via email specifying the student ID number and whether or not class rank should be included on the record. Printed copies of grade reports are not mailed to students. Requests for official transcripts must be completed in writing via [www.getmytranscript.com](http://www.getmytranscript.com). This process typically requires 24 to 48 hours for completion, but may take longer depending upon the work demand in both the Registrar's Office, Financial Aid, and the Business Office. There is a charge of \$5.00 for each request. If the Business Office or the Financial Aid Office determines that a student has an outstanding debt to Vermont Law School, there is a hold on the student's record preventing transcripts from being produced until the debt has been cleared or arrangements have

been made for payment. One (1) free transcript with the degree(s) awarded is provided to each student after graduation.

- **Request for Written Certification:** Students often require written certification of status for various reasons: enrollment verification for private health insurance, verification of enrollment for purposes of loan deferment, letters of good standing for scholarships and transfer, certification of degree completion for all bar examinations, etc. All such requests are processed through the Registrar's Office and require a written request, regardless of who will ultimately sign the certification. Holds placed by the Business Office due to outstanding debt to VLS may prevent release of the requested certification.
- **Retention of Examinations:** ABA standards require the retention of examinations for at least one year. Adjunct faculty examinations are retained in the Registrar's Office and VLS faculty retain the examinations for their classes. In either case, students may have access to review and/or receive a copy of their examinations. Students wishing to request copies of exams retained in the Registrar's Office should send an email specifying their student number, the course code and section, and professor for all of the exams desired. The Registrar's Office will scan the exams in its possession and send to the student via email. Faculty, at their discretion, may not allow students to receive printed copies but all students retain the right to view their exams. If a student wishes to discuss an examination with the faculty, the student needs to provide a copy to the professor in advance of the meeting. All examinations stored in the Registrar's Office are destroyed after one year.
- **Notification of Illness and/or Family Emergency/Death:** Students unable to attend class because of illness, emergency, or for any other reason, should notify the Registrar's Office at their earliest convenience. In turn, the Registrar's Office will notify the student's professors. Although some members of the faculty want to hear about absences directly from the student, it is generally accepted that notice from the Registrar's Office is all that is required. Depending on the reason stated for the absence, professors will determine if the absence is excused or not. Students need to inform the Registrar's Office only once in the period from Monday to Friday of any week of absences for the same reason, i.e., illness on Thursday and Friday.
- **Change of Status:** If your status at Vermont Law School is going to change for any reason, you need to inform the Registrar's Office of this in writing, i.e., request for a leave of absence, notification of withdrawal (either completely or from one package or the other if you are a joint-degree student), etc. The Registrar's Office will then notify all appropriate offices of this change.
- **Change of Address:** The Registrar's Office should have students' current addresses at all times. Students may prevent disclosure of this and other personally identifiable information by completing the necessary form available from the Registrar's Office. This request is only valid for the current academic year and must be re-filed each year as desired.
- **Electronic copies** of many forms (PDF files) are available on the K drive/Course Info/Registrar Forms.
- **FERPA and Directory of Records:** See separate policy.

#### **SOUTH ROYALTON LEGAL CLINIC** 190 Chelsea, 2<sup>nd</sup> Floor

A clinical opportunity to prepare and argue cases for real clients in state/federal courts and administrative agencies. Caseload includes family, juvenile, domestic violence, immigration, housing, Social Security disability, veterans' issues and other civil matters.

Ext. 1500	Amanda Murphy, Clinical Administrative Specialist
Ext. 1500	Michelle Donnelly, Assistant Professor of Law
Ext. 1500	Arthur C. Edersheim, Assistant Professor of Law
Ext. 1500	Erin Jacobsen, Assistant Professor Law
Ext. 1500	James C. May, Director and Professor of Law
Ext. 1500	Sharon A. Mee, Office Manager

#### **OFFICE FOR STUDENT AFFAIRS AND DIVERSITY** Debevoise Hall, 2<sup>nd</sup> Floor

The Office of the Associate Dean for Student Affairs and Diversity serves as the primary focal point for addressing student needs, issues, and concerns and serves as a resource and referral office for all faculty, staff, and students. The Associate Dean for Student Affairs and Diversity represents the student's perspective to the Vermont Law School community.

The Associate Dean for Student Affairs and Diversity has been designated as the Title IX Coordinator. The Title IX Coordinator is responsible for coordinating VLS' compliance with Title IX, including overseeing all complaints of sex discrimination and identifying and addressing any patterns or systemic problems that arise during the review of such complaints. The Law School's Title IX coordinator also oversees, in collaboration with other Law School offices as necessary, the Law School's response to reports and complaints of sexual misconduct, domestic violence, dating violence, and stalking involving Law School students and employees.

This office works with all segments of the Vermont Law School community to help students develop through opportunities, advice, and assistance. The Associate Dean for Student Affairs and Diversity provides consultation, new program development, and assistance with special projects for the Dean of Vermont Law School. Specifically, the Associate Dean publishes the Student Handbook, advises the Student Bar Association (SBA), assists the Dean in processing cases of discriminatory personal conduct, including sexual harassment and sexual assault, provides human relations programming, coordinates campus-wide community meetings, supervises first-year orientation, coordinates crisis intervention and emergency response strategies with the deans, and promotes the academic and personal growth and development of gay, lesbian, bisexual, transgender law students and other underrepresented student organizations.

The second main function of the Associate Dean's Office includes oversight of student event planning and sponsorship or participation in programming, such as the annual Martin Luther King celebration, the annual Jewish Law Students Association Seder, Veterans Day Program, the annual Alliance Conference, the annual Women's Law Groups conference, and other activities that focus on various ethnic, religious, and international law student populations. Programming is scheduled year-round in the arts, law, history, and literature. Please see Event Planning below for a complete description

Two campus-wide committees are chaired by the Associate Dean for Student Affairs and Diversity. All VLS community members are welcome to attend their monthly meetings.

- The Diversity Committee comprises two faculty representatives, a staff representative, and student representatives from each student group funded by the SBA. The primary mission of the Diversity Committee is to educate the VLS community to understand the diversity, differences, needs, and obstacles confronted by faculty, staff, and students with diverse backgrounds.
- The Student Services Committee comprises a staff representative from each department of the law school, two faculty representatives, and the SBA Vice President for Student Affairs. The Student Services Committee meets monthly to exchange information, respond to concerns, and use their collective expertise to suggest solutions.

The Office for Student Affairs oversees the Student Ambassador Program. Student Ambassadors report to the Associate Dean for Student Affairs and Diversity and are responsible for assisting with Fall Orientation, Alumni Affair events, Development activities, Admissions Open House, and other various events. When not in class, Ambassadors are on-call, responsive to campus emergencies and last-minute event needs, whenever requested by the Associate Dean for Student Affairs and Diversity.

The Office for Student Affairs and Diversity is also responsible for managing student lockers and VLS identification cards (VLS ID). There are blocks of time set aside during orientation week for new students, faculty, and staff to get VLS ID cards. An email announcement will go out when lockers are ready for rent. Please see Theresa Johnson, Executive Assistant, if you have questions about lockers, or ID cards.

## Events and Room Scheduling

The Events Coordinator is responsible for assisting students, faculty and staff with event planning. This includes all room scheduling (including academic), Chase Breezeway tabling requests, and acting as liaison between the group or department holding the event and the on-campus service providers (Building & Grounds, VLS Cafe, AV Requests).

The event application and room request form can be found here: <https://portal.vermontlaw.edu/VLS/Event-Planning/Pages/Events-Request-Form.aspx>

**If you require only the use of a room:** (i.e. for a meeting or to reserve a table in the Chase Breezeway) please check “room reservation only” on the form. You will receive a reply once it is approved and the space is reserved. Please make your request at least 24 hours in advance.

**If your event requires set-up of any kind** (i.e. AV needs, food, special set up from B&G): You will need the signatures of the contact person responsible for the event and if applicable, a faculty advisor signature. Complete the online form and include all necessary “paperwork”. The student events applications are reviewed weekly by the Events Coordinator and Dean Jefferson. Please note: All requests involving alcohol must be received at least six weeks in advance. An alcohol permit and approval by the state is required, which we will submit on your behalf. Last minute requests for alcohol will be denied.

How the Events planning process works:

1. **Request:** Complete the event request form online. It will automatically send to Kathy McCullough/Events Coordinator. One person should be the point person for an event. Events applications should be submitted 8-12 weeks prior to your event. If you are requesting VLS Food Service, a budget number is required at the time of your request. Please review the menu and provide suggestions. Martina will create a banquet event order and this menu will be sent directly to the student group or department representative for approval through the event request ticketing system. Once the menu is approved and attendance numbers confirmed, the BEO is signed off by the appropriate person (no less than two weeks prior to the event). Events less than two weeks out require special permission from Dean Jefferson (students) or Lorraine Atwood (staff).
2. **Review:** The Events Coordinator will present your event request to secure the date and event approval. At this time, the event will be put into R25/campus calendar, the room/rooms secured, and your events form updated to “processing” status.
3. **Service Provider Coordination:** Kathy will communicate the event details to the Service Providers (B & G, VLS Café/Fitz Vogt, and AV Requests) and will provide a purchase order for VLS Cafe if food service is required.
4. **Communicate:** The Events Coordinator holds a monthly overview meeting with Service Providers to discuss current events logistics. Occasionally, a service providers meeting is called to talk about one specific event. Following the completion of an event, a post-event evaluation is suggested.

All student events must be approved by the Office for Student Affairs and Diversity. No events application will be considered complete until it is signed by a faculty advisor and other necessary forms accompany the request. Forms that might be necessary include alcohol planning, funding request for the Office for Student Affairs and Diversity, and Event Budget forms.

If you have any questions, please contact Shannon Leach. Events are an important part of life at Vermont Law School. With careful planning, every event can be a success.

### Counseling Services

Vermont Law School provides six free short-term, confidential, counseling sessions to Vermont Law School students, faculty, and staff with not more than three visits in any one term: fall, spring, or summer. For consultations, evaluations, or referrals call the Clara Martin Center at 802-728-4466 or the Center’s 24-hour emergency services at 800-639-6360. They are located on the first floor of Anderson House (next door to Legal Writing and Academic Success). Please visit our website for the current on-campus schedule. If you would like to schedule an on or off campus appointment, contact The Clara Martin Center at 802-728-4466 and ask for the access services.

The VLS Student Handbook has listings of health, mental health, and resources in the area. The Handbook can be found on-line at [www.vermontlaw.edu/students](http://www.vermontlaw.edu/students).

The Alcoholics Anonymous TGIF group meets at the White Church on the Town Green in South Royalton on Fridays at 8:00 PM and weekly in Bethel, Tunbridge, Randolph, Sharon. Visit [www.aavt.org](http://www.aavt.org) or their hotline at 802-295-7611 for more information.



A listserv has been developed by the American Bar Association's Commission on Lawyer Assistance Programs (CoLAP) to provide a confidential vehicle for communication among law students in recovery. The listserv provides an opportunity to ask questions of your peers throughout the United States and to share experience, strength, and hope. To be added to the listserv please contact Niki Irish at [nirish@dcbar.org](mailto:nirish@dcbar.org).

Lawyer's assistance programs exist in every state to help lawyers, judges, and law students manage stress, who are in recovery, have addictions, or other problems. These programs are confidential (they do not report to the Bar Examiner). The Vermont Lawyers Assistance Program's hotline is 802-355-4352.

### **Additional Services**

For persons with disabilities to connect with local programs for crisis intervention, peer counseling, court advocacy, referrals, and other services please call 800-489-7273. Deaf Vermonters Advocacy Services, video, phone or hearing 802-661-4091.

### **Health & Exercises**

VLS encourages students to maintain a good body and mind by using The Fitness Center located at 180 North Street. The 4,100 square foot facility has a mix of cybex, cardio, and weight training machines, including treadmills, elliptical machines, bikes, and free weights. Classes such as spinning, karate, yoga, are held in The Fitness Center Studio. For more information about the Fitness Center or if you're interested in teaching classes, please contact Kathy McCullough at [kmccullough@vermontlaw.edu](mailto:kmccullough@vermontlaw.edu).

Located inside the Fitness Center is the VLS Outdoor Club Gear Shed. The Gear Shed is where VLS Community Members can check out outdoor equipment such as canoes, kayaks, mountain bikes, climbing gear, and golf clubs. For winter activities, cross country skis, snowshoes, skates, etc., are available.

The following student clubs promote physical health and balance through athletics: indoor soccer, futbol (soccer), Men's and Women's Rugby, Ultimate Justice (Frisbee), ice hockey, martial arts, Outdoors Club, basketball, softball, and bike club.

In addition, VLS has a corporate membership at the Upper Valley Aquatic Center ([www.uvacswim.org](http://www.uvacswim.org)) with reduced rates for VLS faculty, staff, and students. Students also receive a reduced rate at the River Valley Club in Lebanon, NH. Please bring your student ID when visiting the Club.

Ext. 1333 Shirley A. Jefferson, Associate Dean for Student Affairs and Diversity  
 Ext. 1259 Shannon Leach, Events Coordinator  
 Ext. 1238 Kathy McCullough, Assistant Director of Student Affairs and Fitness Center Manager

### **TECHNOLOGY DEPARTMENT** Chase Annex, 2<sup>nd</sup> Floor

Located above the Café in the Chase Annex, the Vermont Law School Technology department is responsible for implementing and managing technology resources in support of the school's educational mission.

VLS has adopted Microsoft Exchange/Outlook as the school's email system. Your VLS email can be accessed from the VLS network or anywhere you have Internet access. If you would like information or instructions on setting up, syncing or accessing your VLS email account from a personal device please contact the Technology department. Not all devices support syncing to a Microsoft Exchange account.

### **Email Policy**

1. VLS reserves the right to review any and/or all emails passing through the school's servers and networks.
2. **Email accounts remain available to students for a period of one-year following graduation, at which time the account is removed from the school's email system.**
3. Vermont Law School's Honor Code, Code of Conduct, and the Policy Against Harassment, Sexual Harassment, Discrimination, and Retaliation found in the Student Handbook, apply to all uses of electronic mail.
4. Vermont Law School Students are not allowed to send email messages to All-Staff, All-Faculty, and All-

Student email groups unless specially permitted. They are, however, allowed to submit those messages they would like to share with the All groups to designated members of the student community (including but not limited to SBA Executive Board, Senate, and Committee Members as well as SBA Groups (three members selected by the group)) who have permission to send to All groups, or in the case of immediacy, request assistance in sending an email from a member of staff or faculty.

Those members of the student body who do have permission to send to those All groups are required to make use of the BCC or blind copy feature ONLY when sending to them.

Ext. 1301	Ben Burhans, Database Administrator
Ext. 1357	Bill Bonn, Audio/Video Technician
Ext. 1353	Alex Dubreuil, Network Administrator
Ext. 1352	Lori Dubreuil, Web Manager
Ext. 1023	Kris Hansen, IT Services Partner
Ext. 1355	Help Desk
Ext. 1078	Sean Lee, General Manager of Information Technology
Ext. 1248	Ed Pelton, Database Analyst
Ext. 1348	Oscar Trevino, IT Services Partner

### THE BELFRY Debevoise Hall

The Belfry is a place for quiet reflection, meditation, and prayer. It is a small, round room located on the third floor of Debevoise Hall, in the bell tower overlooking Chelsea Street. Nursing mothers are welcome to use the Belfry and lock the door for privacy. Otherwise, the door should be unlocked. When you need a moment of calm, to sit quietly without studying or teaching, without talking or listening, remember the Belfry.

### COMMON AREAS

Common areas, especially Yates Common Room, Chase Community Center, and Hoff Lounge, often serve as venues for law school events. If an event needs to be set up, please be prepared to leave quickly. Do not rearrange furniture, as it may have been set up in advance of a future event, and do not eat food that has been set up in advance of an event. You may study without interruption in the Cornell Library. The following common areas are used for a variety of purposes, including socializing, studying, and special events.

- **The Café** is located adjacent to the Chase Center and is primarily a place to eat and socialize. Please refrain from studying there from 11:00 AM until 1:30 PM.
- **Chase Community Center** is a comfortable place to visit, study, or eat lunch.
- **Chase Loft** is a popular place to study or socialize. Student organizations often meet there. The Freedom of Speech bulletin board was made by the NLG in 2002 out of used wine corks. The Underground Railroad – Vermont and the Fugitive Slave mural was created in 1992 by a Vermont artist and historian.
- **Hoff Lounge** is located on the main level of Oakes Hall. It is often used for formal lunches, special events, and student group meetings.
- **The Yates Common Room** is located on the first floor of Debevoise Hall. It is often used for special events and formal dinners.
- **Dearing House 1<sup>st</sup> Floor** serves as a student lounge for students to each lunch and relax. It also houses the SBA Office. Students must use their Student ID's to enter the building.

The VLS campus is private property. Please note that all campus facilities are primarily for the use of our faculty, staff, and students. The law school reserves the right to ask people who are not members of the VLS community to leave.

Under the VLS Code of Conduct, students may be asked to present their student ID. Failure to present your ID may result in your being asked to leave. Other campus visitors may be asked to identify themselves and provide ID. If you see someone using our facilities whose actions cause concern, please notify Dean Jefferson at extension 1333, Chantelle Blake at extension 1308, or Buildings & Grounds at extension 1260 or after hours at 802-356-4328.

### HOUSING Roger's House, 2<sup>nd</sup> Floor

Although VLS does not offer on-campus housing, we maintain a searchable database of rental properties. The housing website is provided as a courtesy to students; the properties are not inspected by VLS, nor does VLS

intervene in matters between landlords and student tenants. For questions about your rights as a tenant, call Champlain Valley Office of Economic Opportunity (CVOEO) at 802-864-0099, or view their handbook, “The Definitive Guide to Renting in Vermont” [https://www.cvoeo.org/fileLibrary/file\\_212.pdf](https://www.cvoeo.org/fileLibrary/file_212.pdf).

### **LOST AND FOUND**

Lost and found service is maintained at the Cornell Library Circulation Desk.

### **MEDIATION PROJECT** *By appointment [mrobinbarone@aol.com](mailto:mrobinbarone@aol.com)*

If you are having a landlord-tenant, roommate, neighbor, or consumer dispute, the Campus Mediation Project could help resolve the problem. Mediation is a confidential process in which a neutral person –the mediator– listens to the parties discuss their conflict, while assisting in clarifying issues and explaining the legal and non-legal aspects of the conflict. All mediators are second- and third-year students with mediation training and experience, working under the supervision of Professor M. Robin Barone. Regardless of training, the mediator’s job is not to offer legal advice or render an opinion. The parties themselves negotiate their own mutually acceptable solution. If the parties cannot resolve their differences through mediation, they alone decide what step to take beyond mediation. All mediations are subject to strict confidentiality, and neither the parties nor the mediators may be subpoenaed to discuss the content of the mediation in any legal proceeding. Overall, the Campus Mediation Project provides a valuable service for all members of the community. Please note that Professor Barone cannot give legal advice. For more information, contact the Office for Student Affairs and Diversity, Professor M. Robin Barone at [mrobinbarone@aol.com](mailto:mrobinbarone@aol.com) or a VLS Student Ambassador.

### **NOTARY PUBLIC**

The following faculty and staff are notaries who provide services to students completing bar applications and for general purposes.

- Dean Margaret Martin Barry, South Royalton Legal Clinic
- Professor Cynthia Lewis, Cornell Library
- Jim May, South Royalton Legal Clinic
- Sharon Mee, South Royalton Legal Clinic
- Erin Jacobsen, South Royalton Legal Clinic
- Tammie Johnson, Registrar’s Office, Abbott House
- Theresa Johnson, Payroll Office, Anderson House
- Katrina Munyon, Academic Success Program, Old Schoolhouse

### **STUDENT CENTER** Dearing House

The Dearing House 1<sup>st</sup> Floor serves as a student lounge for students to play pool, watch TV, eat lunch, and relax. It also houses the SBA Office. Students must use their IDs to enter the building.

### **STUDENT HEALTH INSURANCE** Abbott House

Residential students registered for 5 or more credits for any semester who, by August 15th, have not submitted either a waiver request form\* or enrollment form\* for health insurance will be assessed the \$1,000 non-compliance penalty fee.

If a waiver request form\* or enrollment form\* is received after the non-compliance penalty fee is assessed, the penalty fee will be pro-rated on a daily basis (from date penalty fee is assessed till date form is received). The non-compliance penalty fee is only eligible to be refunded during the semester in which it is charged. No pro-rated refunds will be issued after the last day of class of the semester in which the non-compliance penalty fee is charged.

The non-compliance penalty fee will also be pro-rated on a daily basis for any student approved for a medical leave of absence (from date penalty fee is assessed till date of withdrawal).

If at any point during the academic year a student is without health insurance coverage, the student will be assessed the non-compliance penalty fee for the period of time they are without coverage up to \$1,000.00.



\*All forms should be submitted to Emily Parker in Student Accounts/Business Office ([eparker@vermontlaw.edu](mailto:eparker@vermontlaw.edu)) (Fax): 802-831-1171 -2nd Floor Abbott House).

Ext. 1271 Emily Parker, Business Office

### **STUDENT MAILBOXES** Chase Center Breezeway

VLS provides students, faculty, and staff mailboxes for the distribution of official law school notices, announcements, publications, and intraschool correspondence. Mailboxes are also provided to authorized individuals and organizations, including those recognized or funded by Vermont Law School or the Student Bar Association. Mailboxes for student mail are located in the hallway outside of the Chase Community Center. The content of each mailbox is the property of the box holder. Unauthorized removal of the contents violates school policy and is subject to disciplinary sanctions. Use of mailboxes for distribution of unauthorized, intimidating, or harassing material is also prohibited and subject to Code of Conduct disciplinary sanctions. Please be sure to check your mailbox daily. Questions regarding mailboxes should be directed to the Associate Dean for Student Affairs and Diversity. Vermont Law School does not distribute U.S. mail except in emergencies. Materials generated outside the law school will not be distributed in individual student mailboxes. Mass stuffing of mailboxes is against school policy except with special permission from the Associate Dean for Student Affairs and Diversity.

### **ZIP CARS**

There are two Zip Cars at Vermont Law School for rental use by students, faculty, and staff who become Zip Car members. New members can join now for \$25 and free driving credit. Apply online at [www.zipcar.com/vermontlaw](http://www.zipcar.com/vermontlaw). Zip Car confirms that members are in good standing at VLS, and performs background checks to ensure that members meet safe driving standards. Upon approval, members receive a Zip Card in the mail and may then reserve a Zip Car on-line. A wireless signal is sent to the car with reservation information. The member's Zip Card is activated when the reservation is confirmed and acts as an electronic key and as a gas card.

Reservations may be made by the hour (starting at \$7.50) or by the day (\$69), depending upon availability. If traveling by air, train or bus, have a Zip Car member drive you to the airport or station. Parking overnight while away from the vehicle is prohibited for safety reasons, and makes the Zip Car unavailable to other VLS members. Contact the Office for Student Affairs and Diversity for more information. Or go to [www.zipcar.com/vermontlaw](http://www.zipcar.com/vermontlaw).

### **CAMPUS GREENING COMMITTEE**

The Campus Greening Committee (CGC) is a standing committee of the law school, with membership open to all interested faculty, students, administrators, and staff. The charge of the Campus Greening Committee is to establish environmentally sound practices and policies that advance the ideas inherent in the institution's mission by providing leadership, education, example, and opportunity for responsible use of the Earth's finite resources.

**FEDERAL WORK STUDY PAYROLL SCHEDULE**

**June 2017 - July 2018**

Please note it may be necessary to make adjustments to this schedule due to holidays. Adjustment notices will be sent via email.

<b>PAY PERIOD</b>	<b>PAY PERIOD</b>	<b>APPROVE TIME</b>	<b>FRIDAY</b>
<b>BEGINS</b>	<b>ENDS</b>	<b>BY 12 PM</b>	<b>PAY DAY</b>
<b>Saturday</b>	<b>Friday</b>	<b>Monday</b>	<b>Friday</b>
6/10/17	6/23/17	6/26/17	6/30/17
6/24/17	7/7/17	7/10/17	7/14/17
7/8/17	7/21/17	7/24/17	7/28/17
7/22/17	8/4/17	8/7/17	8/11/17
8/5/17	8/18/17	8/21/17	8/25/17
8/19/17	9/1/17	9/4/17	9/8/17
9/2/17	9/15/17	9/18/17	9/22/17
9/16/207	9/29/17	10/2/17	10/6/17
9/30/17	10/13/17	10/16/17	10/20/17
10/14/17	10/27/17	10/30/17	11/3/17
10/28/17	11/10/17	11/13/17	11/17/17
11/11/17	11/24/17	11/27/17	12/1/17
11/25/17	12/8/17	12/11/17	12/15/17
12/9/17	12/22/17	12/25/17	12/29/17
12/23/17	1/5/18	1/8/18	1/12/18
1/6/18	1/19/18	1/22/18	1/26/18
1/20/18	2/2/18	2/5/18	2/9/18
2/3/18	2/16/18	2/19/18	2/23/18
2/17/18	3/2/18	3/5/18	3/9/18
3/3/18	3/16/18	3/19/18	3/23/18
3/17/18	3/30/18	4/2/18	4/6/18
3/31/18	4/13/18	4/16/18	4/20/18
4/14/18	4/27/18	4/30/18	5/4/18
4/28/18	5/11/18	5/14/18	5/18/18
5/12/18	5/25/18	5/28/18	6/1/18
5/26/18	6/8/18	6/11/18	6/15/18
6/9/18	6/22/18	6/25/18	6/29/18
6/23/18	7/6/18	7/9/18	7/13/18

## STUDENT ORGANIZATIONS



## STUDENT GROUP AND ORGANIZATION RECOGNITION

Vermont Law School student organizations are provided access to an array of campus services, facilities, and systems. To avail themselves of such resources, students must complete the relatively simple procedures necessary to be recognized as an official Vermont Law School organization. Contact the Office for Student Affairs and Diversity for a copy of the VLS Student Group Manual, a booklet of resources, procedures and advice for new student groups. Or you may find a copy of the manual here:

<http://www-assets.vermontlaw.edu/Assets/policies/StudentGroupManual.pdf>. Organizations may be officially recognized by Vermont Law School under the criteria as described below. Only officially recognized groups and organizations are entitled to the privileges listed in Section III.

### I. Student Organization Categories

- A. An organization that represents the interests of all students in all matters pertaining to life at Vermont Law School must be recognized by the President and Dean or the Associate Dean for Student Affairs and Diversity. The Student Bar Association is currently the only recognized group in this category. Its recognition is based on its Bylaws and Standing Rules as adopted and must be reviewed in the event of substantial change.
- B. Student Organizations, other than those covered in § I(C) and I (A) must be recognized by the Student Bar Association (SBA) in accordance with the criteria outlined in the SBA Bylaws and the Associate Dean for Student Affairs and Diversity.
- C. Academic Moot Court Organizations and other academic organizations are generally recognized by the Vice Dean for Students.

### II. Procedures and Requirements for Initial and Continuing Recognition

#### A. Initial Recognition

To apply for recognition, a group or organization must submit to the supervising party appropriate for their groups category (as designated in I(A)-(C): the group's name; a statement of purpose and operations consistent with applicable criteria and requirements; a copy of its charter or similar document, if existing, and a list of officers.

- i. The designated officer or body will respond to the application in writing, within thirty (30) days of its receipt.
- ii. Officially recognized groups and organizations must operate in conformance with their charters, similar documents, or statements of purpose as provided upon application in the absence of a charter or document. They must promptly advise the office of the official from whom recognition is obtained of changes in group or organization officers and material changes in their purpose or operations.
- iii. Organization officers are responsible for assuring compliance with all VLS policies and procedures and for fulfilling the reasonable administrative requests of appropriate VLS officials.
- iv. All student groups and organizations must identify to the Vice Dean for Students or the Associate Dean for Student Affairs in writing a full time instructional or administrative officer as an advisor.
- v. Academic moot courts must designate a full time instructional officer.
- vi. Appeal of an adverse decision may be taken to the Deans; the decision on appeal shall be final. The President and Dean may consult with the leadership of any pertinent governance group (SBA) or administrator before issuing a decision.

#### B. Continuing Recognition

To maintain recognition as a student group, previously recognized student groups must:

- Maintain a student group binder furnished by the Office of Student Affairs and Diversity containing the following updated documents: a list of current officers and an advisor, a copy of operating procedures (i.e., bylaws), a copy of the Student Group Manual, and an Accounting Form. Student groups are encouraged to keep other materials related to their organization in the binder including: meeting minutes, event forms and planning materials, and a list of professional contacts.
- Submit a Financial Summary form to the Office of Student Affairs and Diversity at the end of each academic year.
- Submit a list of officers for the following school year before the end of the spring term.

### III. Privileges of Recognition Officially Recognized groups and organizations may:

- A. Use the name of Vermont Law School and other indicia of association, subject also to approval of the Vermont Law School Licensing Program.
- B. Use Vermont Law School buildings and grounds without a rental charge. Charges will only be assessed for the cost of services (custodial, trucking, security and similar expenses) provided in support of an event.
- C. Use Vermont Law School mail services on an unstamped basis.
- D. Obtain an email account, subject to the requirement of computing service.
- E. Apply for funds from the SBA.

### Publicity Procedures for Public Events

VLS's Communications Office can help publicize VLS events that are open to the general public. Publicity tasks the Communications Office performs include:

- Provide publicity guidance to event planners, as requested.
- Approve all event communications and materials aimed beyond the VLS community and use of the VLS logo or seal.
- Determine when a press release is appropriate, write and distribute a press release to local media, and/or assist with coordination of interviews or press coverage. All VLS press releases must come from the Communications Office.
- Event planners are responsible for all invitations (whether in print, emails, or phone calls), and printing and distribution of publicity materials.
- Event planners must meet early in the event-planning process with the VLS Event Scheduler to review procedures, including publicity, and should plan and delegate publicity tasks early in the event planning process.

For more information, call the Communications Office at 831-1228 or email [mapelquist@vermontlaw.edu](mailto:mapelquist@vermontlaw.edu).

## STUDENT BAR ASSOCIATION

The purpose of the Student Bar Association (SBA) is to support and encourage academic excellence and professional growth among students; ensure the attainment and preservation of the rights of the individual student to acquire a quality legal education in a just and reasonable manner; and serve as the vehicle for interaction and communication between the students and the faculty, administration, alumni, and the community. All students of Vermont Law School who are enrolled as degree candidates are regular members of the SBA. Such members are entitled to the full benefits of membership and to attend all meetings of the Senate.

Student groups may be approved as a Recognized Student Group by the SBA. Once approved and after a period of proven activity, that group may seek approval as a Funds Eligible Student Group to receive SBA funding.

President	Cody Stryker
Vice President of Student Affairs and Operations	Elias Ancharski
Vice President of Student Activities	Giselle Lopez
Treasurer	Cory Woerner
Secretary	Tyler Morrison
Town Liaison	Evangeline Williams '18
Student Trustees	Jenny Leech '18, Angela Sicker '19
ABA Representatives	Shane Prate '18
Honor Code Committee	Jennifer Neyenhouse '18, Joseph Strain '19
Code of Conduct	Michael Hervey '18, Ethan Story '19
Curriculum Committee	Michael Hervey '18, Elias Ancharski '19
Faculty Hiring Committee	Joe Lyons '18, Nico Lusting '19
Shareholder's Advocates	To be elected in Fall 2017
JD 2018 Senators	Maggie Galka, Joe Lyons, Jay Crowder, Andrew Wilson, Elise Iannone

AJD 2018 Senator  
JD 2019 Senators

JD 2020 Senators  
MELP Senator  
LLM Senator

Katherine Hope  
Brittmy Martinez, Caitlyn Kelly, Joseph Strain,  
Chloe Castro, Margaret Shugart  
To be elected in Fall 2017  
To be elected in Fall 2017  
To be elected in Fall 2017

## SBA RECOGNIZED GROUPS

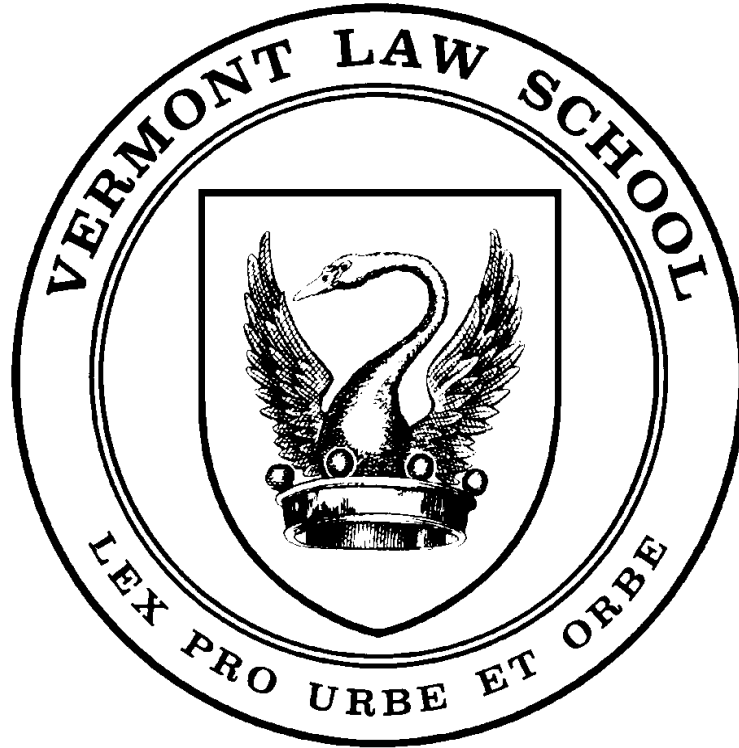
### SBA Recognized Groups

Alliance  
Animal Law Society  
Asian Pacific Law Students Association  
Basketball  
Bike Club  
Black Law Students Association (BLSA)  
Business Law Society  
Christian Law Fellowship  
Criminal Law Society  
Energy Law Society  
Environmental Law Society  
Federalist Society  
Food and Agriculture Law Society  
Ice Hockey Club  
If/When/How  
International Law Society (ILS)  
Jewish Law Students Association (JLSA)  
Latin American Law Students Association (LALSA)  
Men's Rugby  
Native American Law Students Association (NALSA)  
National Lawyers Guild (NLG)  
Outdoor Club (and The Gear Shed)  
Phi Alpha Delta  
Student Community Outreach for Education (SCORE)  
SPEAK  
Specific Performance  
Sports and Entertainment Law Society  
Ultimate Justice (Ultimate Frisbee)  
Vermont Practice Society  
Veteran Law Students Association  
VLS Futbol Club (Soccer)  
Women's Law Group (WLG)  
Women's Rugby

### Other Student Groups

Ambassadors  
Alternative Spring Break  
Barrister's Bookshop Board of Directors  
Campus Greening Committee  
Commencement Committee  
Dispute Resolution Society  
Moot Court Advisory Board (National, International,  
and Environmental teams)  
Trial Advocacy Moot Court Team  
*Vermont Journal of Environmental Law*  
*Vermont Law Review*  
Vermont Legal Research Group  
VLS Partners

# ACADEMIC REGULATIONS



REVISIONS TO THE ACADEMIC REGULATIONS MAY BE MADE ONLY BY VOTE OF THE FACULTY.

The official version of the academic regulations is included in the student handbook and course catalog and posted on the Vermont Law School website. Those documents will be revised at the beginning of each academic year. Vermont Law School reserves the right to make revisions to these academic regulations without prior notice except as provided in regulation I.C.2. Any revisions made during the year will be posted on the Vermont Law School website.

## ACADEMIC REGULATIONS

Adopted April 14, 2016; revised May 1, 2017.

### I. INTRODUCTION

#### A. GENERAL

These regulations apply to all persons taking courses at, or through, Vermont Law School. They apply to students who are candidates for degrees, to students taking courses for credit, and to students auditing courses. All students taking courses at, or through, Vermont Law School are deemed to have notice of these regulations.

#### B. NOTICE

The official version of the academic regulations is included in the student handbook and the course catalog and posted on the Vermont Law School website. Those documents will be revised at the beginning of each academic year. Any revisions made during the year will be posted on the Vermont Law School website.

#### C. AMENDMENT

##### 1. General

Vermont Law School reserves the right to make amendments to these academic regulations without prior notice except as provided in regulation I.C.2.

##### 2. Faculty Vote

Except as provided in regulation I.C.3., amendments to these regulations may be made by a majority of the voting faculty at a regular or special faculty meeting provided notice of the proposed amendment has been given to each individual member of the voting faculty at least seven calendar days before the meeting.

##### 3. Conforming Amendments

The Registrar, in consultation with the Committee on Standards, may amend these regulations without faculty approval whenever necessary to conform these regulations to the addition or deletion of courses from the curriculum, to changes in course names, and to changes in title and position of faculty, staff, or administration. The Registrar may also amend these regulations without faculty approval to correct punctuation, grammar, spelling, typographical errors, and inconsistencies between approved amendments and existing regulations.

### II. GENERAL PROVISIONS

The regulations in this section apply to all students enrolled in courses at Vermont Law School. See regulation XI. for provisions of the Vermont Law School Honor Code.

#### A. ATTENDANCE

##### 1. Regular Attendance

- a. Students are required to attend all classes except where religious observance, serious illness, personal emergency, or a reason that is adequate in the judgment of the professor prevents attendance. Students are also required to complete all required hours for clinical and externship work. Clinics and externships will establish appropriate policies governing absence due to



religious observance, serious illness, and personal emergency and notify students in writing of those policies.

- b. If a student is absent from twenty (20%) percent of the regularly scheduled classes without adequate excuse, the student shall be automatically withdrawn from the course with a grade of F-Wd. If a student is absent from a clinic or externship in violation of the clinic or externship attendance policy, the student shall be automatically withdrawn from the clinic or externship with a grade of F-Wd.

Such withdrawal shall not be effective unless the student has been personally warned by the instructor. Personal notice shall include, but is not limited to, notice placed in the student's Vermont Law School mailbox or notice sent to the student's Vermont Law School e-mail address.

- c. Unless the professor indicates otherwise, a student may not be absent for more than one class in a course during the summer session.
  - d. Individual faculty may adopt a more stringent attendance policy than specified in paragraph b, provided that students are given written notice of that policy.
  - e. If a course instructor does not arrive within ten minutes of the scheduled beginning of class, and if no contrary notice has been given, students may disperse, and the class will not meet.
2. Leaves of Absence

Requests for leaves of absence should be directed to the Registrar. Except as noted below, leaves may be granted for up to one year. Ordinarily, no leave will be granted before the completion of the first semester of the first year.

A student in the Accelerated JD program must apply to the Committee on Standards for any leave of absence. Petitions must be submitted by March 15 for summer term, by August 15 for fall term, and by November 15 for spring term. See also regulation III.A.7.

Requests for leaves of absence beyond one year must be addressed to the Committee on Standards. Requests for medical leaves of absence must be directed to the Deputy Vice Dean for Academic Affairs. See also regulations III.A.6.b.(2). and III.D.2.b.

3. Students Who Are Not Candidates for a Vermont Law School Degree

- a. Except for visiting and exchange students, this regulation applies only to students who are taking courses for credit at Vermont Law School who are not candidates for a degree from Vermont Law School. This includes students who are candidates for degrees at other academic institutions as well as students who are not candidates for degrees at any academic institution. Regulations II.B.6. and 7. apply to students who are auditing courses.
- b. An individual who is not a candidate for a degree at Vermont Law School may enroll in courses for credit only with permission. Permission to take a particular class rests in the Vice Dean for Faculty or the Vice Dean's designee. Application procedures are available on the Vermont Law School website at: <http://www.vermontlaw.edu/admissions/apply-now/courses-for-credit-for-non-degree-students>
- c. Students who are not candidates for a Vermont Law School degree are required to fulfill the same course requirements as degree candidates. They will be graded and receive Vermont Law School credit upon completion of the course. Such students are subject to the same rules and regulations as degree candidates, and they have access to the Vermont Law School library and other Vermont Law School facilities.

d. Transfer of Credits

- (1) Transfer of credit to an academic institution other than Vermont Law School is governed by the regulations of the other academic institution.
- (2) Courses taken for credit by a student who has not matriculated into the Vermont Law School JD program or the JD program of another ABA approved law school may not be transferred into the Vermont Law School JD program for credit and do not satisfy the residence requirement of regulation III.A.6. Vermont Law School does not grant credit toward the JD degree for courses completed prior to the student's matriculation as a candidate for the JD degree at an ABA-accredited law school. See regulation III.A.9. for provisions governing the transfer of credit into the JD program.
- (3) Courses taken for credit by a student who has not matriculated into the Vermont Law School LLM program or the LLM program of another ABA approved law school may not be transferred into the Vermont Law School LLM program. See regulation IX.A.4. for provisions regarding the transfer of credit into the LLM program.
- (4) Courses taken for credit may be transferred into the Vermont Law School Master's degree programs at the discretion of the Director of the Environmental Law Center or the Director's designee. See regulation IV.A.4. for provisions governing the transfer of credit into the Master's program.

e. Non-degree students are required to pay tuition on a per credit basis.

B. COURSE ENROLLMENT

1. Course Load in the Juris Doctor (JD) Degree

a. Fall and Spring Semesters

Except for students in the Accelerated Juris Doctor (AJD) program<sup>1</sup>, the minimum course load is 10 credits per semester, and the maximum course load is 17 credits per semester.<sup>2</sup>

For students in the AJD program, the minimum course load is 15 credits, and the maximum course load is 17 credits.

b. Summer Session

Except for students in the AJD program, the maximum course load is 11 credits.

For students in the AJD program, the minimum course load for the first AJD summer is 12 credits and the maximum course load is 14 credits. The minimum course load in the second AJD summer is 10 credits, and the maximum course load is 13 credits.

2. Course Load in the Master's Degrees and Master of Law (LLM) Degrees

- a. Except as provided in subsection B.2.d. with respect to the LLM in American Legal Studies, the following paragraphs apply to all master's degrees and all master of law degrees.
- b. For students taking residential classes, the minimum course load for full-time students is six credits per semester. The maximum course load for full-time students is 14 credits per

<sup>1</sup> See Regulation III A.7.

<sup>2</sup> The maximum course load of 17 credits is mandated by the American Bar Association and may not be waived.

semester. The maximum course load for summer session is 11 credits. No exceptions are allowed other than with the prior written approval of the Director of the Environmental Law Center or the Director's designee.

- c. For students taking distance learning classes, the recommended course load is 3 credits per term. The distance learning program offers 6 terms per academic year.
  - d. For students enrolled full-time in the Master of Law in American Legal Studies degree, the minimum course load is 10 credits, and the maximum course load is 16 credits in the fall and 17 credits in the spring.
3. Changes and Withdrawals: Fall and Spring Semesters Residential Courses
- a. Courses may not be added after the sixth class day of the semester without the written permission of the professor.
  - b. A student may drop an elective course no later than the end of the sixth day of classes.
  - c. A student who is added to a class from the waitlist on the sixth day of classes shall be permitted to drop any other course until the end of the seventh day of classes.
  - d. A student may not withdraw from a required course without the written permission of the Deputy Vice Dean for Academic Affairs.
  - e. A JD student may not voluntarily withdraw from a course without the written permission of the Deputy Vice Dean for Academic affairs if doing so reduces the student's course load to less than 10 credit hours.<sup>3</sup>
  - f. A MELP, MERL, MFALP, or LLM student may not voluntarily withdraw from a course if doing so reduces the student's course load to less than the minimum required to remain in the program.
  - g. A student may not withdraw from any course or seminar in the student's final semester.
  - h. A student may not withdraw from an externship, a clinical offering, or an Experiential Advocacy course.
  - i. Acceptance of an invitation to be a member of the Vermont Law Review or the Vermont Journal of Environmental Law is a commitment to serve until graduation. A student may not withdraw from the Law Review or Journal during any semester. A student who chooses not to enroll in any semester will receive a "Wd" on his or her transcript for that semester.
  - j. No student may drop or add the South Royalton Legal Clinic, the Environmental and Natural Resources Law Clinic, the Energy Clinic, the Food and Agriculture Clinic, the Criminal Law Clinic, or the Land Use Clinic after the first day of classes. However, if the program is determined by the Clinic Director to be under enrolled, a student may add the course, with the Director's permission, within the first calendar week of classes.
  - k. No student may drop or add the Legislative Clinic after the last day of classes of the fall semester.
  - l. No student may drop or add the Dispute Resolution Clinic after the required training session.

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<sup>3</sup> Audited courses do not count toward this total.

- m. A student may withdraw from a limited enrollment course or seminar only with the written permission of the professor no later than the last day of classes for the semester. If the course or seminar is scheduled to end before the last week of the semester, a student may withdraw no later than the last day of classes for that course or seminar.
  - n. A student may withdraw from other elective courses no later than the last day of classes for the semester. If the course or seminar is scheduled to end before the last week of the semester, a student may withdraw no later than the last day of classes for that course or seminar.
  - o. A student may not withdraw from any course or seminar after the instructor has submitted a grade, including a grade of F.Wd, to the Registrar.
  - p. If a student withdraws after the time limitations in subsections b. and c. (above) the course will appear on the student's transcript with the notation "Wd." A student who has received a "Wd" for a particular course may not take that course for credit without first obtaining the written permission of the instructor giving the course for credit.
  - q. For any addition, drop, or voluntary withdrawal to be effective, written notice must be received by the Registrar before the close of office hours on the day indicated above.
  - r. A student who has registered for a course and who has not withdrawn from the course under the above regulations is expected to complete all requirements of the course. Failure to complete all course requirements will result in a grade of F or F-Wd.
4. Changes and Withdrawals: Summer Session Residential Courses
- a. Students are not permitted to add or drop a summer course after the start of the second class period.
  - b. A student may not withdraw from a required course or an externship.
  - c. A student may withdraw from a limited enrollment course or seminar only with the written permission of the instructor no later than the last day of class of that course or seminar.
  - d. A student may withdraw from other elective courses no later than the last day of class of that course.
  - e. A student may not withdraw from an elective course after the instructor has submitted a grade, including a grade of F-Wd, to the Registrar.
  - d. If a student withdraws after the time limitation in subsection a., the course will appear on the student's transcript with the notation "Wd." A student who has received a "Wd" for a particular course may not take that course for credit without first obtaining the written permission of the instructor giving the course for credit.
  - e. A student who has registered for a course and who has not withdrawn from the course under the above regulations is expected to complete all requirements of the course. Failure to complete all course requirements will result in a grade of F or F-Wd.
  - f. For an addition, drop, or voluntary withdrawal to be effective, written notice must be received by the Registrar before the close of office hours on the day indicated above.
5. Changes and Withdrawals: Distance Learning Program

For students taking distance learning courses, the first week of classes is the Add/Drop period. The Add/Drop period will end on Friday at 11:59 p.m. Eastern Standard time of that same

week. Individual courses dropped during the Add/Drop period do not appear on the student's transcript. A course dropped after the end of Add/Drop period becomes a Withdrawal.

Students should inform Vermont Law School immediately of a decision to withdraw from a course, program, or take a leave of absence prior to the start of classes. After the term or semester starts, a student withdrawing from a course, program, or taking a leave of absence must complete an Official Withdrawal Form. Withdrawing from one or more courses after the Add/Drop period will result in a "Wd" on the student's transcript for each such course.

#### 6. Auditing: Fall and Spring Semesters

- a. A regularly enrolled student may audit free of tuition a maximum of two courses, other than an online course, each semester provided (1) the student is in good academic standing; (2) the student is taking for credit the minimum load of 10 semester hours if enrolled in the JD program or 6 semester hours if enrolled in any other degree program; (3) the instructor consents; and (4) there is a seat available according to the Registrar's records. If the student is enrolled in the JD program, the student must have satisfactorily completed at least 28 credits. The instructor may require specific conditions, such as attendance, class participation, or the like. The student must register as an auditor within the add/drop period.

The fact that a student has audited a course will be noted on the student's record. A student who has audited for more than three weeks shall not be permitted to take the course for credit in a subsequent semester or summer term without first obtaining the permission of the instructor giving the course for credit. Should a student decide to discontinue an audited course or the instructor determines the student has not satisfied the requirements to maintain audit status, the course will be removed from the student's registration.

- b. Auditing by non-Vermont Law School students is allowed with the consent of the Deputy Vice Dean for Academic Affairs and the instructor, under terms prescribed by them and upon payment of the required fee. Any certification of auditing of this type shall state that Vermont Law School makes no representation as to the individual's (1) qualifications, (2) attendance, or (3) comprehension of the materials.

#### 7. Auditing: Summer Session

- a. A regularly enrolled student may audit free of tuition one course, other than an online course, during the summer session provided (1) the instructor consents, and (2) there is a seat available according to the Registrar's records. If the student is enrolled in the JD program, the student must have satisfactorily completed at least 28 credits. The instructor may require specific conditions, such as attendance, class participation, or the like. The student must register as an auditor within the add/drop period.

The fact that a student has audited a course will be noted on the student's record. A student who has audited for more than two class periods shall not be permitted to take the course for credit in a subsequent summer term or semester without first obtaining the permission of the instructor giving the course for credit. Should a student decide to discontinue an audited course or the instructor determines the student has not satisfied the requirements to maintain audit status, the course will be removed from the student's registration.

- b. Auditing of summer session courses by students not enrolled in a Vermont Law School degree program is allowed with the consent of the Director of the Environmental Law Center or the Director's designee and the instructor under terms prescribed by them and upon payment of the required fee.

#### 8. Repetition of Failed Courses

Students who are in good academic standing or who are on academic probation are permitted to repeat for credit a course in which they earned a final grade of D or lower, including a designation of F-Wd. A course may only be repeated once. When a course is repeated, the original course and grade will remain on the student's transcript; however, course credit will count only once and only the grade for the repeated course will be used in the computation of the student's grade-point average. The course instructor has the option to refuse permission for a student to retake their class unless it is a required course. Class ranking will not be retroactively adjusted. Once a degree has been awarded, a course cannot be repeated. Federal financial aid or scholarship awards may not be available for repeating courses so students are advised to check with the Financial Aid Office before repeating a course.

#### 9. Enrollment Preferences

Preferences for assignments to oversubscribed, limited enrollment courses, and seminars are determined by the Registrar under rules promulgated by the Vice Dean for Faculty.

### C. ACADEMIC STANDARDS

#### 1. Grading System

Each student's academic standing is determined at the end of each semester and at the end of the academic year in accordance with the following grading system:

A	4.000 <sup>4</sup>
A-	3.666
B+	3.333
B	3.000
B-	2.666
C+	2.333
C	2.000
C-	1.666
D+	1.333
D	1.000
F	0.000

Pass-Honors (no effect on average)	P-H
Pass (no effect on average)	P
Low-Pass (no effect on average)	L-P
Unexcused failure to complete course requirements including attendance, examinations, papers, etc.	F-Wd

The passing grade in an individual course is D (1.000)

#### 2. Designations

Temporarily excused from completion of a requirement I

A designation of I will only be given for extraordinary circumstances beyond the student's control. The professor giving an I should provide written notice to the Registrar by the last day of the semester (or term) of (a) the reason for the designation of I and (b) the date by which the student is expected to complete the course requirements. The student must complete the required work no later than the end of the spring semester in the case of a fall semester course, no later than the beginning of the fall semester in the case of a spring semester course, or no later than the end of the fall

<sup>4</sup> These are the course grades; grade point averages are truncated to two decimal places.

semester in the case of a summer session course or an additional grade of F-Wd will be entered. A professor may require that work be completed earlier.

Excused or voluntary withdrawal from a course	Wd
Year-long course	Y
Administrative Delay	AD

3. The following courses are graded Pass-Honors/Pass/Low-Pass/Fail:

Bar Examination Skills and Tactics  
 Deans Fellows  
 Dispute Resolution Clinic  
 Energy Clinic  
 Environmental and Natural Resources Law Clinic  
 Food and Agriculture Clinic  
 Legal Analysis and Writing I  
 South Royalton Legal Clinic

4. The following courses are graded Pass/Fail:

Criminal Law Clinic  
 Land Use Clinic  
 Judicial Externship practicum  
 Law Review  
 Legislative Clinic  
 LLM Externships  
 MELP Externships  
 MERL Externships  
 MFALP Externships  
 Part-Time JD Externships  
 Semester in Practice practicum  
 Trial Practice  
 Vermont Journal of Environmental Law

5. Pass/Fail Option

A student who experiences the death of a spouse, life partner, child, parent, brother, or sister any time after the beginning of the semester may elect to complete any or all of the particular semester's course requirements on a pass/fail basis. The student must provide the Registrar's Office with written notice prior to the administration of each examination or the due date of other required work for which this option is selected.

6. Grading Procedure

- The recommended average grade for all first-year courses, other than Legal Writing II and Legal Methods, and for all other courses with an enrollment of 40 or greater is a B. For purposes of this regulation a B is equivalent to a numerical score of 2.84 to 3.17.
- Once grades have been turned in to the Registrar, no grade change may be made without the approval of the Committee on Standards and ordinarily only if the instructor certifies that the change is necessary because of mathematical error.
- The Committee on Standards may also undertake to review the substance of the work product of a course, or cause other members of the faculty or outside experts to undertake a review of the work product of a course, if, but only if, a student who complains about a grade:



- (1) Receives a grade below a C for the course; and
  - (2) Alleges that the grade was based in whole or in part on factors other than the merits of the student's performance in the course; and
  - (3) Produces clear and convincing evidence extrinsic to the work product that the grade was based in whole or in part on factors other than the merits of the student's performance in the course.
  - (4) "Work product" includes, but is not limited to, an examination, take-home examination, research paper, empirical study, brief, memorandum of law, or oral exercise which has been electronically recorded.
  - (5) "Factors other than the merits of the student's performance in the course" are limited to prejudice against the student based upon the student's race, color, religious belief, national origin, political belief, sex or sexual orientation, gender expression or identity, disability, or personal animosity toward the student, or upon the personal, political, religious, moral, or ethical views of the faculty member.
  - (6) A petition to review the work product of a course must be submitted no later than 90 days after the due date for grades for the semester (or term) in which the work was completed.
  - (7) If, and only if, the student satisfies the requirements of (1), (2), (3), and (6) of this section, the Committee shall review, or cause the review of, the work product on its merits and make a determination as to whether the grade for the work product was justified. The standard shall be whether any reasonable faculty member teaching in the subject area would have given the grade complained of. If the Committee finds that a reasonable faculty member could have given the grade, the grade shall stand; if the Committee finds that no reasonable faculty member could have given the grade, the grade shall be removed from the student's transcript and shall be replaced by a grade of pass.
- d. It is explicitly recognized that, subject to the limitations described in this section, members of the faculty have very broad discretion to set academic standards and award grades and nothing herein shall be construed to otherwise limit that discretion.

## 7. Degrees and Honors

- a. Degrees are awarded at the meetings of the Board of Trustees in the fall and winter and at the commencement held annually at the end of the spring semester. Students successfully completing degree requirements at other times may request a certificate of completion prior to the receipt of a diploma.
- b. Vermont Law School grants the JD degree with the Latin honors cum laude, magna cum laude, and summa cum laude, based on the following cumulative GPAs:<sup>5</sup>

Cum laude	3.50
Magna cum laude	3.65
Summa cum laude	3.80

Honors are determined at the end of either the final semester or the semester immediately preceding the final semester.<sup>6</sup> If a student achieves a grade point average sufficient for honors at the end of the semester immediately preceding the final semester, the student will receive those honors even if the student's grade point average decreases in the final semester.

<sup>5</sup> For students who matriculated in the JD program prior to May 1, 2015, the GPAs required for the award of a degree with Latin honors are as follows: cum laude 3.25, magna cum laude 3.50 and summa cum laude 3.75.

<sup>6</sup> In most situations, the student's "final semester" is the sixth semester so that honors may be earned either at the end of the fifth or the sixth semester.



- c. Vermont Law School grants the MELP, MERL, MFALP, LLM in Environmental Law, LLM in Energy Law, LLM in Food and Agriculture Law, and LLM in American Legal Studies degrees with distinction for those students who achieve a GPA of 3.50 or higher upon completion of the program.
- d. Faculty members may designate on their faculty grading sheets the top 1 or 2 students in each class. The student(s) so designated receive the “Academic Excellence Award” for that particular class, an honor that can be included on resumes, cover letters, on job applications, etc. Faculty have discretion to refrain from designating the top student. This regulation shall not apply to students in IRPs, Directed Study, Law Review class, the Vermont Journal of Environmental Law class, or the classroom component of Externships or SIPs.

#### D. EXAMINATIONS

1. Students should use the VLS assigned student identification numbers rather than their names on all examination and course papers unless requested to do otherwise.
2. Students are required to take a regularly scheduled examination in each course; in some courses, seminars, clinical programs, and the like, papers and other assigned work may be substituted.
3. Students are permitted to have in their possession in the examination room only material authorized by the instructor. Possession of any other materials is grounds for a grade of F and for action under the Vermont Law School Honor Code.
4. Faculty members may require that students submit papers, written projects, take-home examinations, and similar work product electronically or through hard copy. Students should keep a copy of all work submitted whether electronic or in hard copy.
5. After an examination has been turned in, a faculty member may require of any student whose paper is found to be illegible that a typed copy of the examination be substituted for grading purposes. At the student’s expense the student will be provided by the Registrar with a photocopy of the student’s examination paper. The substitute copy of the examination, along with the typed copy, must be returned within ten days, or such shorter period designated by the faculty member. The typed copy must bear the signed certification of the student and typist that it is “an exact, true, and unedited copy of the original.”
6. Take-home examinations may be given at the discretion of the instructor. Any examination extending beyond a full day (9 a.m. to 5 p.m.) is considered a take-home examination. The time for a take-home examination in a first-year course is determined by the instructor and the Registrar. Take-home examinations in other courses must be distributed no later than the first day and due by the close of business on the last day of regularly scheduled exams for the fall and spring final examination periods. Take-home examinations in summer school extend for the period designated by the Director of the Environmental Law Center or the Director’s designee.
7. An unexcused failure to take such an examination will result in an automatic F-Wd. grade for the course. If a satisfactory explanation for the absence is approved by the Committee on Standards, an I (incomplete) is recorded; the regular course grade earned in a subsequent examination will be added to the permanent record when it becomes available.
8. Except as provided below, students are required to take examinations at the regularly scheduled examination time unless extraordinary circumstances exist to justify departure from this policy. Extraordinary circumstances are defined as serious personal illness or other personal emergency which will prevent the student from taking the examination at its regularly scheduled time. Personal travel plans outside of an emergency situation will not constitute extraordinary circumstances.

Requests for permission to take a make-up examination must be made to the Deputy Vice Dean for Academic Affairs in advance of the regular examination. If a student is prevented by sudden illness or other cause from submitting a written request, an oral request before the examination should be made to the Deputy Vice Dean for Academic Affairs or the Registrar. Requests alleging illness or other medical problems must include a physician's statement concerning the medical condition.

A request made after the regularly scheduled examination will generally not be granted, unless unforeseeable emergency circumstances prevented the student from making a pre-examination request.

9. When the Deputy Vice Dean or the Committee on Standards has excused an absence from an examination, a make-up examination shall be arranged by the Registrar and the instructor. Make-up examinations will be given no later than two weeks following the regular examination period unless the Deputy Vice Dean or the Committee on Standards determines that the circumstances justifying the excused absence will continue to prevent the student from taking the examination during that time period.
10. A student seeking accommodation for disability must contact the Deputy Vice Dean for Academic Affairs and follow the procedures outlined in the Vermont Law School Policy and Procedures for the Provision of Services to Students with Disabilities. The Deputy Vice Dean for Academic Affairs will notify the Registrar of the appropriate accommodations to be provided a student. The Registrar will notify the student of the time and place for each examination.
11. A student seeking accommodation for a temporary disability must contact the Deputy Vice Dean for Academic Affairs prior to the beginning of the examination period. (If the condition arises during the examination period, the student must contact the Deputy Vice Dean or the Registrar as soon as possible within the examination period.) The Deputy Vice Dean or the Registrar may require medical documentation of the temporary disability. The Registrar, in consultation with the Deputy Vice Dean for Academic Affairs will provide appropriate accommodation and notify the student of the time and place for each examination as well as the nature of the accommodation provided. Accommodation for a temporary disability will be provided only for examinations during one semester (or one summer session). A student seeking accommodation beyond one term should contact the Deputy Vice Dean for Academic Affairs.
12. A student who is unable to take a regularly scheduled examination for religious reasons should contact the Registrar. The Registrar will move the examination to the first day, following the scheduled day, when that student is not taking another examination.
13. A student seeking additional time on examinations or other accommodation because English is not the student's native language must contact the Deputy Vice Dean for Academic Affairs. The student must provide the Deputy Vice Dean with appropriate documentation supporting his or her request. The Deputy Vice Dean will notify the Registrar of the appropriate accommodations to be provided a student. The Registrar will notify the student of the time and place for each examination.
14. A student should not be required to take more than one examination per day or three examinations on consecutive days.
  - a. Two Examinations on the Same Day: A student with two examinations scheduled on the same day may request a rescheduling of the examination for the course with the lower enrollment to the first day, following the scheduled day, when that student is not taking another examination.
  - b. Three Examinations on Consecutive Days: A student scheduled to take three examinations on consecutive days may request that one examination (usually in the course with the lowest enrollment) be rescheduled to the next available examination date.

- c. Requests made to reschedule examinations under this subsection 14 must be presented in writing to the Registrar's Office, on the form available in the Registrar's Office.
- 15. Other Rescheduling Requests: Any request to take an examination early, or to reschedule an examination for any reason other than described in subsection 14.a. and b., above, must be submitted in writing to the Committee on Standards for approval.
- 16. Upon approval of a request by the Registrar or the Committee on Standards, the student will be notified of the rescheduled day and time, and of the procedure for picking up and turning in the examination.
- 17. A rescheduled examination may not be given on a day earlier than the regularly scheduled examination without the express consent of the faculty member. (Examinations with extended time may begin at a time earlier than the regularly scheduled examination if the examination is given on the same day as the regularly scheduled examination.)
- 18. The Registrar will maintain a list of rescheduled examinations showing the students and courses for which examinations have been rescheduled. The Registrar will note on the list the date each examination is administered and the date the completed examination is given to the professor.
- 19. A student taking a rescheduled examination must certify in writing that, at the time she/he receives the examination, he/she has not looked at the examination or discussed it with anyone.

#### E. MISCELLANEOUS

- 1. Use of Name of Vermont Law School in a Representative Sense

Students in Vermont Law School shall not, without the consent of the President and Dean, either individually or collectively, use the name of Vermont Law School in a representative sense in any activity of any kind outside the regular work of the school. Violations of this rule are regarded as sufficient cause for dismissal.

- 2. Tutoring in Basic English

Any student who has significant difficulty with basic English may be required to work in a tutorial program at the student's expense.

### III. JURIS DOCTOR DEGREE (JD)

#### A. REQUIREMENTS FOR THE DEGREE

- 1. General

The degree of Juris Doctor (JD) is granted for regular attendance and satisfactory completion of the prescribed course of study which includes a minimum of 87 semester hours and a cumulative grade point average of 2.20.

- 2. Course Requirements

- a. Of the 87 semester hours required for the degree, satisfactory completion of the following courses is required: Appellate Advocacy; Civil Procedure I and II; Constitutional Law; Contracts; Criminal Law; Legislation and Regulation; Evidence; Professional Responsibility;<sup>7</sup>

<sup>7</sup> In the spring of 2014 the faculty approved a recommendation of the Curriculum Committee to also allow students to meet the Professional Responsibility requirement through courses that meet a Professional Responsibility Distributional requirement. As those courses are developed and approved by the Curriculum Committee, a list of those courses will be provided online at [vermontlaw.edu](http://vermontlaw.edu) under JD degree requirements in the academic catalog.

Legal Analysis and Writing I; Legal Research; Legal Writing II: Theory & Practice; Property; and Torts<sup>8</sup>

Satisfactory completion of two of the following courses is also required: Corporations, Criminal Procedure (either Constitutional Criminal Procedure or Criminal Practice and Procedure), Estates, Family Law; First Amendment Law; and Sales.

Effective for students entering after May 1, 2014, all students shall be required to take at least six (6) experiential credits, as defined below. Experiential credits shall consist of credits in courses that are (i) clinics, both on and off campus, (ii) externships, including SiP offerings, and (iii) such other courses as may be expressly approved by the Curriculum Committee as appropriate for meeting this requirement. In helping students to meet this requirement, VLS cannot guarantee any particular placement. Clinics, both on and off campus, and externships taken for master's degree credit do not satisfy this requirement.

Except as noted in subsections b and c of this regulation and in regulations III.D.2.b. and III.D.2.c., all other courses are elective.

- b. Each student is also required to satisfactorily complete one perspective course. Perspective courses substantially and systematically expose students to the broader foundations of law, including its social, cultural, historical, philosophical, comparative, or scientific contexts. The courses which satisfy this requirement change from time to time; a list of courses which currently satisfy this requirement is published online each year at [vermontlaw.edu](http://vermontlaw.edu) under JD degree requirements in the academic catalog.
- c. Satisfactory completion of the Advanced Legal Writing Requirement (AWR) is also a graduation requirement. A student must submit a written project which a regular faculty member determines would receive a grade of C or better were it the sole basis of grading in a course for two or more credits. The student may submit a project:
  - (1) In satisfaction of any written requirement in any course or Independent Research Project which a regular faculty member has certified as meeting the provisions of the Advanced Legal Writing Requirement; or in completion of any project, whether or not submitted for academic credit, which a regular faculty member has certified as meeting the provisions of the Advanced Legal Writing Requirement.
  - (2) Every student must either satisfy the requirement prior to the beginning of the student's sixth semester<sup>9</sup> or file with the Registrar a statement approved by a regular faculty member setting forth the particulars of the project which the student intends to complete to satisfy the requirement.
  - (3) PURPOSE: The purpose of the Advanced Legal Writing Requirement is to provide each student with an opportunity to enhance his or her writing skills on a more sophisticated project than is afforded in the first year and appellate advocacy writing programs, preferably in an area of law of his or her choosing, and with the assistance of detailed and individualized feedback from a member of the faculty. Close interaction between student and instructor is considered essential to the success of this requirement, the focus of

<sup>8</sup> For students who matriculated before April 2013, the required coursework is as follows: Appellate Advocacy; Civil Procedure I and II; Constitutional Law I and II; Contracts; Criminal Law; Evidence, Legal Profession; Legal Analysis and Writing I, Legal Research; Legal Writing II: Theory & Practice; Property; and Torts. Students who matriculated before April 2013 and did not complete Constitutional Law I and II before the end of the 2012 -2013 academic year will receive a waiver allowing them to satisfy the requirement through completion of Constitutional Law and Public Law.

<sup>9</sup> The usual period of study to obtain the JD degree is six semesters extended over three academic years. Regulation III.A.6. For students pursuing an accelerated or extended scheduling option or for students in certain joint or dual degrees, the term "sixth semester" as used throughout these regulations means the student's final semester in the JD program at the end of which the student is awarded the JD degree. The term "fifth semester" means the semester preceding the final semester in the JD program.

which should include the substantive content of the student's work, the quality of his or her writing, and the process by which the student organizes and develops ideas, conducts research, and writes.

- (4) **GENERAL GUIDELINES:** The following guidelines set forth the criteria to be used generally in designing a student's project and in structuring faculty supervision of the project. Both faculty and students are urged to abide by these guidelines except where special circumstances, which allow the goal of the AWR program to be served in some other way, justify variance from them. In this connection, the fact that an AWR project is written in conjunction with a seminar does not, without more, justify departure from these guidelines.
- (a) **Genre:** A project need not culminate in any particular genre of legal writing to be satisfactory. Such diverse projects as law review articles, advanced moot court briefs, seminar papers, proposed statutes with comment, or other projects might serve as appropriate vehicles for demonstrating one's competence for Advanced Legal Writing. The determinative criteria are the project's requirements for research, analysis, and writing.
  - (b) **Length:** No particular length is required, although most projects have been in the range of 20 to 30 pages. In any event, the length should be such that the student is required to demonstrate such fundamental writing skills as grammar, syntax, organization, clarity of expression, and ability to present fully the message of the project in a well-reasoned fashion.
  - (c) **Drafts:** Each project should require, in addition to the final draft, at least one detailed outline and one preliminary draft, or two preliminary drafts of the final product. In addition, the student and the faculty supervisor should complete a written evaluation at the end of the term, focusing on the quality of the student's work, on improvement in the student's skills, and on the quality of the learning process. Outlines, if required, and preliminary and final drafts should be reviewed and critiqued by the certifying faculty member. The final product should reflect consideration of the comments and critiques of the faculty member.
  - (d) **Collaborative Efforts:** Some projects may involve the collaborative efforts of two or more students. In such instances, the individual student must be able to identify his or her contributions to the research, analysis, and writing incorporated in the drafts and final project. The certifying instructor should take such steps as he or she deems necessary to insure that each student within the group has demonstrated competence in research, analysis, and writing.
  - (e) **Meeting:** Every faculty supervisor and student may expect each other to be available for a minimum of four face-to-face meetings during the semester to discuss the student's project.
  - (f) **Supervision:** Faculty supervision should be directed at improving the student's skills in the following areas, the attention paid to each item to be a function of the student's individual needs: (i) fundamentals of writing (grammar, syntax, organization, and clarity of expression), (ii) legal analysis, (iii) legal research and (iv) capacity for self-reflection and self-evaluation on both the quality of the student's work and the process of learning involved in the project.
  - (g) **Supervision by Adjuncts:** Adjunct faculty, other than individuals who are full-time employees of Vermont Law School, may not supervise an advanced legal writing project unless (1) the project is done in satisfaction of course requirements in a course taught by the adjunct that the Deputy Vice Dean for Academic Affairs has

approved in advance of the semester in which it is offered as appropriate for advanced legal writing credit or (2) the Deputy Vice Dean for Academic Affairs approves the specific project in advance of commencement of the project. In all such cases, the student must draft, and the adjunct faculty supervisor and the Deputy Vice Dean for Academic Affairs approve, a contract for the project containing the information required for independent legal research projects.

- d. Satisfactory completion of the 1L Preliminary Bar Examination is also a graduation requirement. A student must sit for the Preliminary Bar Examination no later than the first week of the beginning of the student's second fall semester enrolled at VLS. A student shall have satisfactorily completed this requirement under either of the following:
  - (1) The student earns a passing score on three of the seven sections of the Preliminary Bar Examination no later than the first week of the beginning of the student's second fall semester enrolled at VLS with at least one passing score on a multiple choice section and one on a writing section; or
  - (2) If a student does not meet the requirements of subsection (1), the student must (a) meet with the Director of the Academic Success Program or the Director's designee two times following the Preliminary Bar Examination, (b) sit for the Preliminary Bar Examination a second time during the student's second spring semester, and (c) enroll in either one additional bar course or the Bar Exam Strategies & Tactics course.

A student who transfers to VLS following the 1L year shall be deemed to have completed this requirement upon taking the Preliminary Bar Examination no later than the first week of the beginning of the student's second fall semester enrolled at VLS at VLS.

3. Non-Law Courses and Courses Not Approved for JD Credit
  - a. Except as provided in subsection 3.b. below, JD students may enroll in only one non-law course. Credits so earned will be applied toward the 87 semester hours required for the Juris Doctor degree.
  - b. JD students may enroll in non-law courses in any joint or dual degree program or exchange program as approved by the faculty or the Committee on Standards.<sup>10</sup>
  - c. JD students may enroll only in courses approved for JD credit.
  - d. Non-law courses and courses not approved for JD credit are not considered classroom hours for purposes of regulation III.A.5.b.

#### 4. Credits toward JD Degree from Study Abroad Programs

In accordance with ABA regulations, the total number of credits that may be applied to the JD degree from courses taken in study abroad programs shall not exceed one third of the credits required for that degree, i.e. 29 credits.

#### 5. Course Load

The following restrictions apply to all JD students. No exceptions are allowed without prior written approval of the Committee on Standards.

<sup>10</sup> The number of credits of non-law courses may be different depending on the joint or dual degree or exchange program. Students pursuing any of these programs should consult with the Deputy Vice Dean for Academic Affairs or the Director of International and Comparative Law Programs.

- a. The minimum course load is 10 hours per semester, and the maximum course load is 17 hours per semester.<sup>11</sup>
- b. Although there is no per semester “classroom hour” requirement, students must in the course of six semesters complete a minimum of 64 credits of course work requiring attendance at regularly scheduled class sessions. For purposes of calculating attendance at regularly scheduled class sessions, all work done in connection with enrollment in the South Royalton Legal Clinic (SRLC), the Environmental and Natural Resources Law Clinic (ENRLC), the Food & Agriculture Clinic, and the Energy Clinic is considered to be in regular class sessions, whether in a classroom or not.

Courses taken through exchange and dual degree programs with the University of Cergy-Pontoise Faculty of Law, the Renmin University of China School of Law, the University of Trento Faculty of Law, and the McGill University Faculty of Law are also counted toward satisfying the requirement of 64 credits of course work requiring attendance at regularly scheduled class sessions.

Academic credits awarded in the following do not count toward satisfying the requirement of 64 credits of course work requiring attendance at regularly scheduled class sessions:

- (1) Courses taken at academic institutions, other than A.B.A. accredited schools, including courses taken at the Yale School of Forestry and Environmental Science, Carnegie Mellon University, the Tuck School of Business at Dartmouth College, the University of Vermont, and the University of Cambridge
  - (2) Independent Research Projects
  - (3) Directed Study
  - (4) Practicum portion of an externship
  - (5) Practicum portion of Dispute Resolution, Criminal Law, and Land Use Clinic
  - (6) Legislative Clinic
  - (7) Vermont Law Review and the Vermont Journal of Environmental Law
  - (8) Non-law courses and courses not approved for JD credit.
6. Residence Requirement
- a. Three years “residence” (six semesters) is required for the JD degree. To receive residence credit for a particular semester, the student must receive credit for at least 10 hours (the minimum course load).
  - b. The usual period of study to obtain the JD degree is three years (six semesters).<sup>12</sup>
    - (1) A student may extend this time period to four years (eight semesters) by taking a reduced course load or pursuing an extended scheduling option.

<sup>11</sup> The maximum course load of 17 credits is mandated by the American Bar Association and may not be waived.

<sup>12</sup> For students pursuing an accelerated or extended scheduling option or for students in certain joint or dual degrees, the term “sixth semester” as used throughout these regulations means the student’s final semester in the JD program at the end of which the student is awarded the JD degree. The term “fifth semester” means the semester preceding the final semester in the JD program.



- (2) A student may also extend this time period by requesting a leave of absence. Except as provided in regulation III.A.7.g. with respect to students in the Accelerated JD program, the Registrar may grant leaves of absence, other than medical leaves of absence, for two semesters; all other requests for leaves of absence, other than medical leaves of absence, must be addressed to the Committee on Standards. The Deputy Vice Dean for Academic Affairs may grant requests for medical leaves of absence upon submission of appropriate documentation from a health care professional. Under no circumstances will a request for a leave of absence, including a medical leave of absence, be granted that extends the period of study beyond seven years. A student who is on academic probation at the end of the first semester and who requests a leave of absence will be required to complete the second semester of first year JD courses, including Legal Methods, before taking upper division courses. See regulation III.D.2.b.
  - (3) A student pursuing the accelerated scheduling option must also complete a minimum of six residential semesters. (For purposes of this regulation, a summer session will count as one residential semester.)
  - (4) A student may not extend the period of study to obtain the JD degree beyond seven years from the date of matriculation.
- c. To obtain the degree from Vermont Law School, a student must be in residence at Vermont Law School, or at a school with which Vermont Law School has an exchange program, for the last four semesters.

A student pursuing the accelerated scheduling option must also be in residence for the last four semesters. (For purposes of this regulation, a summer session will count as one semester.)

No exceptions will be made except for an unforeseeable change of circumstance of an emergency nature.

- (1) A desire to enroll in an academic program not offered at Vermont Law School (or its exchange program) is not considered an unforeseeable change of circumstance of an emergency nature.
  - (2) A desire to avoid separation from a spouse or partner will not ordinarily be considered an unforeseeable change of circumstances of an emergency nature.
- d. No residence credit is granted for Vermont Law School's summer sessions or for attendance at another law school unless part of an exchange program as provided under 5.c. above, unless the student is pursuing the accelerated scheduling option, or the student is pursuing the extended scheduling option and has received permission from the Committee on Standards (see regulation III.A.8.c.)
7. Accelerated JD Program

The Accelerated JD Program allows for completion of the JD course of study in six consecutive terms (four regular semesters and two summer sessions). All academic regulations pertaining to the JD apply to the AJD except where modified by regulations contained in this subsection.

- a. Eligibility: First year students are admitted into the AJD program during the admissions process to start in summer or fall terms. Transfers from the VLS JD program into the AJD are permitted only at the beginning of the spring term in the first year. Transfers from other ABA approved law schools are permitted at the beginning of the summer or fall semesters following the completion of the first year.



- b. Summer terms requirement: AJD participants may commence the program by enrolling in the first AJD summer session and then enrolling in a second summer session, or they may commence in the fall or spring semester of their first year and enroll in the next two summer sessions. Transfer students from other ABA approved law schools may commence the program in the summer session and enroll in a second summer session or may begin in the fall semester and enroll in only one summer session.
  - c. First Year Program: AJD participants who start in the summer must complete the first year curriculum during the fall and spring semesters following the first AJD summer session.
  - d. Course load requirements:
    - (1) The minimum course load for the first AJD summer session is 12 credits and the maximum is 14.
    - (2) The minimum course load for the second AJD summer session is 10 credits and the maximum is 13.
    - (3) The minimum AJD course load for fall and spring semesters is 15 credits and the maximum is 17, unless the AJD student has enrolled in the Semester in Practice program.
  - e. Residence requirement: AJD students are subject to the residence requirement described in III.A.6. For purposes of this regulation each summer session counts as a regular semester.<sup>13</sup>
  - f. GPA requirement: Students who begin the AJD program in the fall or spring semester must achieve a 3.0 GPA at the end of the fall semester in order to remain in the accelerated program. Transfer students from other ABA approved law schools must have a 3.0 GPA to be admitted to the AJD program.
  - g. If a student in the AJD program seeks a leave of absence, he or she must apply to the Committee on Standards. Petitions must be submitted by March 15 for a leave of absence in the summer term, by August 15 for a leave of absence in the fall term, and by November 15 for a leave of absence in the spring term. A leave of absence will be granted only for good cause and may result in decelerating from the AJD program. See also regulation III.A.7.
  - h. A student in the AJD program may decelerate at any time by notifying the Registrar in writing. A student will be involuntarily removed from the AJD program (“decelerated”) if (a) the student registers for less than the minimum course load specified in regulation II.A.7.d. or (2) it becomes impossible for a student to complete the JD requirements in six semesters. Once a student has left the AJD program, whether voluntarily or involuntarily, the student must petition the Committee on Standards for readmission to that program. The Committee on Standards will only grant such petitions in extraordinary circumstances.
8. Extended Scheduling Option

Vermont Law School offers a flexible scheduling option that will allow JD students to extend the JD program over 8 semesters. Such students must be in residence (as defined in regulation III.A.6.) for eight semesters.

- a. Eligibility: Interested students should apply prior to the commencement of their first year in the JD program. After that, admission will be granted only in exceptional circumstances, upon petition to the Committee on Standards.

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<sup>13</sup> This regulation applies to students who are admitted to and matriculate into the AJD program after April 1, 2013.

- b. The minimum course load for participants in the extended scheduling option is 10 credits. No exceptions are allowed without prior written approval of the Committee on Standards. The maximum load is 12 credits. The maximum load restriction may be modified by the Deputy Vice Dean for Academic Affairs or the Deputy Vice Dean's designee.
  - c. Extended scheduling option students must petition the Committee on Standards to have summer session count as a residence semester prior to enrollment in summer session.
  - d. The extended schedule course modifies the standard schedule as follows:
    - (1) First Year: Torts; Contracts; Property; Criminal Law; Legal Analysis and Writing I; Legal Research; and Legal Writing II.
    - (2) Second Year: Constitutional Law; Legislation and Regulation; Civil Procedure I and II; plus upper level courses.
  - e. Tuition: students agreeing to remain enrolled in the extended scheduling option for 8 semesters will be billed 80% of the standard tuition fee each semester. Students taking classes in summer sessions that have not been approved as a residence semester will be billed at the per credit rate.
  - f. Impact on academic standing: students in the extended scheduling option will be ranked only after completion of the fall semester of their second year.
  - g. Impact on extra-curricular activities: students in the extended scheduling option will be eligible for participation in Law Review, VJEL and extra-mural moot court competitions only after completion of their second year.
9. Transfer of Credit and Credit for Summer Courses
- a. A student accepted for transfer to Vermont Law School may receive equivalent course and residence credit for work at another ABA-approved law school. No more than one year's residence credit may be transferred and only courses for which the student has received a grade of C or better will transfer. Pass/Fail grades and grades for externships will not transfer. The courses taken, grades, and credit earned, other than pass/fail grades and externships grades, at the prior law school will be noted on the Vermont Law School transcript but will not be included in the student's Vermont Law School grade point average.

If a student has not been enrolled in an ABA-approved law school within the two years preceding application to Vermont Law School, the student will not be accepted as a transfer student. Students who do not qualify as transfer students under this paragraph may apply for admission as first-year students.
  - b. A student at Vermont Law School who takes courses at another ABA-approved law school or programs of such school may be granted credit provided the courses do not duplicate courses taken at Vermont Law School and meet the Vermont Law School grade and academic standards provided in these academic regulations. Only courses for which the student has received a grade of C or better will transfer. Pass/Fail grades and grades for externships will not transfer. The courses taken, grades, and total credits earned, other than pass./fail and externships grades, will be recorded on the student's Vermont Law School transcript, but course grades will not be included in the student's Vermont Law School grade point average. The student must provide the Registrar with an official transcript showing the grades earned at the other institution. Students are strongly encouraged to consult the Registrar before enrolling in courses at another ABA-approved law school to ensure compliance with this regulation.

- c. A student at Vermont Law School will be granted credit for summer courses satisfactorily completed at Vermont Law School. Grades for such courses are noted on the Vermont Law School transcript and are included in the grade point average. No residence credit is granted except as provided in regulation III.A.6.
  - d. A student will not be granted credit for courses completed prior to the student's matriculation as a candidate for the JD degree at an ABA-approved law school.
10. Exchange Programs with ABA-Approved Law Schools
- a. Vermont Law School has exchange agreements with the following ABA-approved law schools to enable students to enroll in courses that are not otherwise available at Vermont Law School:
    - Howard School of Law
    - New York Law School
    - University of California Hastings School of Law
    - University of Connecticut School of Law
    - University of New Hampshire School of Law
    - University of Puerto Rico School of Law
  - b. Students must be in the upper-half of their class at the time of application and at the time of enrollment in the program.
  - c. Students must apply to the Deputy Vice Dean for Academic Affairs, or the Deputy Vice Dean's designee, by the deadline set by the Deputy Vice Dean. The number of students allowed to participate in the exchange program is governed by the agreement with the exchange school. If there are insufficient slots for all interested students, the Deputy Vice Dean will determine who may participate in the program. Ordinarily students will be allowed to participate in an exchange program only for one semester.
  - d. Vermont Law School is the home institution and the other ABA-approved law school is the host institution. Students participating in the exchange program are subject to all the rules, regulations, policies, and procedures of both the home institution and the host institution. Students pay all fees and tuition to the home institution.
  - e. Enrollment in an approved exchange program satisfies the residency requirement in regulation III.A.6.
  - f. The courses taken, grades, and total credits earned will be recorded on the student's transcript and will be included in calculating the student's grade point average. Failing grades will be included. Grades for externships, pass/fail grades, and grades other than letter grades will not transfer and will not be recorded on the student's Vermont Law School transcript. A student who participates in an exchange program should consult with the Deputy Vice Dean for Academic Affairs or the Registrar prior to registering for courses at the host institution.

## B. QUALIFICATIONS AND REQUIREMENTS FOR CLINICS AND EXTERNSHIPS

- 1. Enrollment in a clinic or externship requires permission of the director, or the director's designee.
- 2. A student may participate in an externship in the fourth, fifth or sixth semester.<sup>14</sup> Ordinarily, a student with a GPA below 2.4 will not be allowed to enroll.
- 3. Students are permitted to enroll in clinical courses after satisfactory completion of 28 credits.

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<sup>14</sup> Summer school does not count as a semester unless the student is pursuing the Accelerated JD or the extended scheduling option. See, Regulations III.A.7. and III.A.8.c.

4. All clinics and externships are limited enrollment courses with enrollment and application procedures established for each program.
5. A student may not:
  - a. Enroll in more than one clinic or externship course in any one semester;
  - b. Enroll in a clinic or externship course that substantially repeats the experience gained in the same or another clinic or externship course;
  - c. Except for a part-time JD externship, enroll in the same experiential course more than once,<sup>15</sup>
  - d. Enroll in an externship program with the same mentor or at the same site at which the student has been placed as an extern, had an employment relationship or has worked as a volunteer unless the program will provide a qualitatively different or broader learning experience than the student has had as a volunteer or an employee;
  - e. Enroll in a clinic or externship that presents a significant possibility of a conflict of interest based on the student's enrollment in a different clinic or externship, the student's prior or current employment relationship, or the student's prior or current work as a volunteer, unless the conflict can be effectively managed by the clinic or externship;
  - f. Extern under the supervision of mentors not admitted to practice law. This requirement applies whether the mentor is working in a governmental agency, non-profit organization, private law firm, for-profit corporation, or as a judge. The only exception is in the fields of lobbying or policy work. For those externships, the mentor must have a law degree but need not be actively licensed to practice law; or
  - g. Receive compensation for work performed in an externship course for which academic credit is granted, with the following exception:
    - (1) Reimbursement of reasonable out-of-pocket expenses directly related to the specific externship is permitted, but only to the extent that reimbursement is not taxable to the student.
    - (2) Examples of reimbursable expenses include:
      - (a) Local transportation costs such as bus fare, subway fare, parking, and mileage;
      - (b) Transportation to and from an externship that is not local; or
      - (c) The reasonable cost of meals and housing to the extent that the student can establish that those costs exceed what the student was paying at the location of the law school.
    - (3) Examples of expenses that are not reimbursable include:
      - (a) The cost of owning a car, including registration, insurance, and depreciation;
      - (b) The basic cost of meals and housing; or
      - (c) Stipends.
  - h. Students enrolled in full-time externship or semester in practice courses may take up to three additional credits if the additional credits are approved before the externship semester begins by both the Director of JD Externships and the supervising attorney or judge with whom the student will work in the field.

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<sup>15</sup> This regulation does not preclude a student from enrolling in an advanced clinic because advanced clinic is a separate course offering that is distinct from the related clinic course.

6. Joint-degree and dual-degree students must receive prior approval from the joint-degree or dual-degree program director, or the director's designee, in addition to the full-time externship program director's approval, before enrolling in a full-time externship program.
7. The number of credits available for a part-time externship shall be determined by the externship director, or director's designee, in consultation with the mentor at the time of approval of the externship. Any number of credits from four to six may be set, depending upon the amount of student time required by the project, such credit to be figured at the rate of three hours of student time per week per credit. A load greater than six credits requires approval of the Deputy Vice Dean for Academic Affairs (after consultation between said Dean and the director of the part-time externship program). Such approval shall not ordinarily be granted.

### C. INDEPENDENT RESEARCH PROJECTS

1. Goals
  - a. To allow the participating student to engage in intensive research in an area of the law in which the participating student has a particular interest.
  - b. To give the participating student experience in completing a major piece of legal writing.
  - c. To encourage a faculty-student learning experience on a highly individualized basis by providing close supervision of the participating student by a faculty member in both the research and writing stages.
2. Basic Eligibility Requirements
  - a. Any student may undertake an Independent Research Project in any semester during his or her second or third year of studies.
  - b. In order to be eligible to undertake an Independent Research Project a student must find a faculty member willing to sponsor the student's project. The decision to sponsor a student's Independent Research Project is solely within the faculty member's discretion. In this exercise of his or her discretion, a faculty member may take into account, but is in no way limited to, the following criteria:
    - (1) The student's record in regularly structured classroom courses,
    - (2) The student's record in previously completed written work, and
    - (3) The student's total number of credits for non-classroom work in the current and prior semesters. See regulation III.A.5.b.
3. Procedures for Developing Independent Research Projects

A faculty member willing to sponsor a student's Independent Research Project is hereinafter referred to as a sponsor.

- a. In consultation with his or her sponsor, the student must prepare a contract.
- b. The contract shall be a typewritten document prepared by the student in consultation with the sponsor setting forth the obligations and expectations of each party. It shall include, as far as possible, the following provisions:
  - (1) a description of the nature of the project;
  - (2) the goals which the student seeks to achieve by undertaking this particular project;
  - (3) a brief description of the research resources necessary for this project;

- (4) a summary of the preliminary work already undertaken;
  - (5) an estimate of the amount of time the student will spend undertaking the Independent Research Project;
  - (6) a statement of expectations regarding the amount of time and effort the sponsor will devote to aiding the student in carrying out the project;
  - (7) a timetable for completion of various stages of the project;
  - (8) a description of the estimated size and scope of the final work product;
  - (9) a statement as to the mode of evaluation of the final work product;
  - (10) a statement as to the number of credits to be received;
  - (11) a listing of the student's credits for non-classroom work in the current and prior semesters. (Non-classroom work is defined above at regulation III.A.5.b.)
- c. If the Independent Research Project includes interviewing or surveying individuals or otherwise involves human participants, the student must comply with the Vermont Law School Policies and Procedures for Research Involving Human Participants and obtain prior approval from the Vice Dean for Faculty or the Vice Dean's designee.
- d. Requirements of filing a form for the contract are as follows:
- (1) A copy of the contract, bearing the signature of the student and the faculty sponsor, shall be filed in the Registrar's Office by the student no later than the deadline for adding courses to student schedules for the semester. If a student fails to file the contract with all required signatures by this deadline, the Registrar will delete the independent research project from the student's registration.
  - (2) Contracts without a sponsor currently holding the rank of assistant professor, associate professor, professor, of the law school must be approved in writing in advance of the commencement of the project by the Deputy Vice Dean for Academic Affairs unless they are adjunct faculty who are full-time employees of Vermont Law School.
  - (3) If the sponsor determines that there is good cause, a revision of a contract may be made after the deadline for adding courses, provided that:
    - (a) the revision will not violate any other provision of the Academic Regulations, and
    - (b) a copy of the revised contract, signed by the student and the faculty sponsor is submitted to the Registrar prior to the last day of classes for the semester in which the independent study is to be completed.
4. Requirements Concerning the Independent Research Paper
- a. A student taking part in the Independent Research Program is required to submit a paper based on the student's research.
  - b. Unless otherwise stated in the contract, this paper shall in substance and form be the equivalent of a scholarly piece of legal writing.
  - c. The student and faculty sponsor may agree to the submission of a different sort of final written product, provided that the substituted written work product itself clearly sets forth the underlying legal research engaged in by the student.
5. Evaluation
- a. The mode of evaluation is to be decided by the student and the faculty sponsor and incorporated in the contract. The following modes of evaluation are acceptable:
    - (1) by the sponsor and/or one or more other members of the faculty;
    - (2) by one or more members of the faculty and a highly qualified individual in the field of research covered by the Independent Research Project.

- b. The Independent Research Project shall be graded with a letter grade unless agreed to by the sponsor and incorporated into the contract that the project be evaluated on a pass/fail basis. If graded with a letter grade, the grade shall be included in the student's grade point average. The minimum acceptable grade shall be 1.67.

Notwithstanding an agreement not to grade an Independent Research Project, if a student elects to satisfy the AWR with an Independent Research Project, the sponsor must still determine that the written product would receive a grade of C or better were it the sole basis of grading a course for two or more credits in order for the student to satisfy the AWR requirement. See regulation III.A.2.c.

#### 6. Credit

- a. The normal procedure shall be for a student to contract for a three-credit Independent Research Project. Such a project should involve at least the same amount of time in research and writing as a student would spend in class and in preparation for class in a three-credit course.
- b. If a student and a sponsor agree that a project has merit, but will in their estimation involve less than or more than the amount of work normally devoted to a three-credit course, they may contract for fewer or more than three credits.
- c. The normal procedure shall be for a student to complete an Independent Research Contract in the academic semester. The Independent Research paper shall be due no later than the end of the last week of the examination period.
- d. If the student and sponsor agree that the proposed project has merit, but that it will be difficult for the student to complete the proposed project in one semester, the student and sponsor may make special provision in the contract for a two-semester project. The student bears the responsibility of bringing this special provision to the Registrar's attention.
- e. The credits for such a two-semester project must be allocated between the two semesters and a grade submitted at the end of each semester.

#### D. DIRECTED STUDY

##### 1. Goals

- a. To allow the participating student to enroll in a course in an area of the law in which the participating student has a particular interest when the course is not offered in that academic year and to allow the title of that course to appear on the student's transcript.
- b. To encourage a faculty-student learning experience on a highly individualized basis by providing close supervision of the participating student by a faculty member throughout the semester.

##### 2. Eligibility Requirements

- a. Any student may undertake a Directed Study in any semester during his or her second or third year of studies, but only if the course is not offered during that academic year.
- b. A student may undertake a Directed Study only of a course in the VLS database.
- c. A student must find a faculty member willing to sponsor the student's Directed Study. The decision to sponsor a student's Directed Study is solely within the faculty member's discretion.



subject to 2.a. and 2.b. above. In this exercise of his or her discretion, a faculty member may take into account, but is in no way limited to, the following criteria:

- (1) The student's record in regularly structured classroom courses and non-classroom work, including the number of credits for non-classroom work (see regulation III.A.5.b.) and
  - (2) The faculty member's expertise, workload, and other professional obligations.
- d. In consultation with the faculty supervisor, the student must prepare a written contract setting forth the obligations and expectations of each party. It shall include, as far as possible, the following provisions:
- (1) the title and registration number of the course;
  - (2) the goals which the student seeks to achieve by undertaking the Directed Study;
  - (3) an estimate of the amount of time the student will spend undertaking the Directed Study (the amount of time should be the same as that required for a course with the same number of credits);
  - (4) a statement of expectations regarding the amount of time and effort the faculty supervisor will devote to direct interaction with the student;
  - (5) a timetable for completion of various stages of the project;
  - (6) a statement as to the mode(s) of evaluation;
  - (7) a listing of the student's credits for non-classroom work in the current and prior semesters. (Non-classroom work is defined at regulation III.A.5.b.)
- e. Requirements of filing a form for the contract are as follows:
- (1) A copy of the contract, bearing the signature of the student and the faculty sponsor, shall be filed in the Registrar's Office by the student no later than the deadline for adding courses to student schedules for the semester. If a student fails to file the contract with all required signatures by this deadline, the Registrar will delete the Directed Research from the student's registration.
  - (2) Contracts without a sponsor currently holding the rank of assistant professor, associate professor, professor, of the law school must be approved in writing in advance of the commencement of the Directed Study by the Deputy Vice Dean for Academic Affairs unless the adjunct faculty member is a full-time employees of Vermont Law School. Such approval will be granted only in extraordinary circumstances.
3. Credit
- The credits allocated to the Directed Study will be the same as those allocated to the course of the same title.
4. Evaluation
- a. The mode of evaluation is to be decided by the student and the faculty sponsor and incorporated in the contract.
  - b. The Directed Study shall be graded with a letter grade.
5. Graduation Requirements
- a. If the student and sponsor agree, the Directed Study may satisfy the Advanced Legal Writing Requirement. In this case, the method of assessment must satisfy the requirements of the AWR in regulation II.A.2.c. including the requirement that the written product would receive a grade of C or better were it the sole basis of grading a course for two or more credits.



- b. A Directed Study may not be used to satisfy any other graduation requirement including a required course, a perspectives course, or the experiential requirement.

#### E. GRADES AND ACADEMIC STANDARDS

See regulation II.C. for grading standards and procedures.

##### 1. Good Standing

To be in good academic standing, a student must have an overall average of at least 2.20.

##### 2. Academic Probation

- a. A student will be placed on academic probation if, at the end of the first semester, the student's cumulative average is between 1.5 and 2.20, or, at the end of any other semester or summer session (even if summer session is not a residence semester for the student), between 1.90 and 2.20.
- b. A student who is on academic probation at the end of the first semester is required to take Legal Methods in place of one doctrinal class in the second semester. The student must meet with the Deputy Vice Dean for Academic Affairs, the Director of Academic Success, or their designee to determine what course to omit in the second semester. A student who is on academic probation at the end of the first semester is also required to complete the second semester of JD courses, including Legal Methods, before enrolling in upper division courses.
- c. A student who is on academic probation at the end of the second or third semester is required to take the following courses to obtain the JD degree: Corporations, Criminal Procedure, Estates, and Sales. The student's course schedule and any changes to it must be approved by the Deputy Vice Dean for Academic Affairs, the Director of Academic Success, or their designee.
- d. A student who is on academic probation is not permitted to run for election to, or serve on the executive board of, the Student Bar Association. A student who is on academic probation is not permitted to run for election to, or serve in a leadership position (such as an officer or chair) of, any other co-curricular or extra-curricular student group.

##### 3. Academic dismissal

- a. A student will be dismissed from the law school if:
  - (1) the student has failed a total of eight credit hours in two consecutive semesters: no more than four credit hours of F from the first year, first semester will count in the application of this rule; or
  - (2) the student's cumulative average at the end of the first semester is at or below 1.50; or
  - (3) the student's cumulative average at the end of the second, third, fourth, or fifth semesters is below 1.90; or
  - (4) the student has a semester grade point average of less than 1.67 in any two semesters; or
  - (5) the student's cumulative average is below 2.20 at the end of any semester and if, at the end of any previous semester, the student was placed on academic probation; or
  - (6) the student's cumulative average is below 2.20 at the end of the student's final semester.

- b. A student who would otherwise be dismissed under subparagraph 3.a.(5) will be allowed to continue for a second semester on academic probation if the student's grade point average for the first semester on academic probation, if repeated for the second semester on academic probation with a credit load of 12 credits, is sufficient to achieve the required cumulative average of 2.20 at the end of the second semester on academic probation. A student who is continued on academic probation is required to take the courses designated in regulation III.D.2.c.
  - c. A student who would otherwise be dismissed under subparagraph 3.a.(6) may petition the Committee on Standards to be allowed to continue on academic probation. No such petition will be granted absent clear and convincing evidence of (1) extraordinary circumstances beyond the student's control and unlikely to continue or recur prevented the student from maintaining a cumulative average of at least 2.20 and (2) a realistic and specific academic plan to raise the cumulative average to 2.20 or above in one additional academic term.
  - d. Except as provided in subsection 3.c., a student who is academically dismissed cannot petition the Committee on Standards for readmission earlier than one year after the date of academic dismissal. The Committee will grant readmission only if it finds that the student has satisfactorily addressed the factors that contributed to the academic dismissal. If the Committee grants a petition for readmission, it may impose any conditions such as retaking some or all of the first-year courses, taking a reduced course load, or taking specific courses. This regulation may not be waived by the Committee on Standards.
4. For purposes of regulations, III.D.2 and III.D.3., summer session does not count as a semester unless the student is pursuing the accelerated scheduling option or has been granted permission to treat summer session as a residence semester. As a result, a student on academic probation is not required to achieve a cumulative grade point average of 2.20 unless summer is a residence semester for that student. See regulations III.A.7 and III.A.8.c.
5. Class Rank
- a. Students in the JD program will receive a class rank only after grades are submitted at the end of the fall and spring semesters. Class rank will not be calculated at any other time. Students will be ranked based on anticipated completion date, with all students whose final semester ends in May, August, or December of the same calendar year being ranked as one cohort. Completion date is the end of the semester in which the student has completed all degree requirements.
  - b. With the exception of JD students in the Extended Scheduling Option, JD students will be ranked at the completion of the fall semester of their first year. Extended Schedule JD students will be ranked at the completion of the fall semester of their second year. Students will be ranked based on anticipated completion date.
  - c. Class rank calculated at the end of the spring semester in the year<sup>16</sup> of completion of degree requirements is final even if the student does not complete the degree requirements until the end of summer or fall semester of that year.
  - d. Class rank for a semester will not be recalculated at any time, including after completion of academic work for which the student has received a grade of I (temporarily excused from completion of a requirement), after a student has retaken a course in which the student had earned a final grade of D or lower, or after completion of all degree requirements at the end of summer or fall.<sup>17</sup>

<sup>16</sup> For purposes of this regulation, "a year" refers to a calendar year not an academic year.

<sup>17</sup> See regulation II.B.7.

6. Dean's List

"Dean's List" will be noted on the transcript for each semester that a JD student achieves a semester grade point average of 3.33 for the satisfactory completion of at least 10 graded credits.

7. The Learned Hand Award for Academic Excellence is given to the JD student with the highest cumulative grade point average at the end of the spring semester who has completed either five or six semesters.

#### IV. MASTER'S DEGREE PROGRAMS

##### A. GENERAL PROVISIONS

The provisions in regulations IV.A., IV.B., IV.C. and IV.D. apply to the MELP, MERL, and MFALP degrees.

1. General Limitation

A student may only obtain one master's degree from Vermont Law School.

2. Credits and Course Load

The master's degree is granted for regular attendance and satisfactory completion of the prescribed course of study as indicated below. A minimum of 30 credits is required for each master's degree. These credits must be selected from courses approved for the specific master's degree program. A cumulative grade point average of 2.20 is required for successful completion of a master's degree.

a. Master's-only Students:

- (1) To satisfy the 30-credit requirement, a student must take a minimum of 24 credits at Vermont Law School. A master's student may take a maximum of 36 credits selected from courses approved for the specific master's program for completion of the degree; however, if a student has reached 30 credits and satisfied all degree requirements at the end of any semester, the degree must be awarded.
- (2) For students taking residential classes, the minimum course load is six credits per semester for full-time students. The maximum course load is 14 credits per semester. The maximum course load for summer session is 11 credits. No exceptions are allowed other than with the prior written approval of the Director of the Environmental Law Center or the Director's designee.
- (3) For students taking distance learning classes, the recommended course load is 3 credits per term. The distance learning program offers 6 terms per academic year.

b. Joint-Degree Students

See Regulation V below.

c. Dual Degree Students

See regulations VII and VIII below.

3. Duration of Program

- a. To obtain a master's degree, a student must complete the degree requirements within a period of five years from matriculation.
- b. Students may usually enter the master's program in the summer or fall semesters only. The Director of the Environmental Law Center shall have the discretion to allow students to enter the master's program in the spring semester.
- c. Distance Learning Students may enter the master's program in any term offered throughout the academic year.

#### 4. Transfer of Credits

A student enrolled in a master's program may be granted credit for summer or regular semester courses satisfactorily completed at an ABA-approved law school or at another accredited graduate school. A student may transfer a maximum of six such credits to the master's program with the approval of the Director of the Environmental Law Center or the Director's designee. Before granting such approval, the Director or his or her designee must determine that the course is offered at the graduate level and that the course is relevant and important to the student's overall program of study. Courses eligible as transfer credit include only those courses with specific environmental substance. The Registrar must receive an official transcript showing that the course has been completed and that a grade of C or better (as defined in the Academic Regulations) has been awarded. Pass/Fail grades and grades for externships will not transfer. Transcripts from a foreign institution must be accompanied by a WES or AACRAO evaluation. Grades from transferred courses, other than pass/fail and externship grades, will be noted on the student's transcript but will not be used in computing the student's grade average. Once a student has enrolled as a degree candidate, prior approval must be obtained from the Director of the Environmental Law Center or the Director's designee to obtain credit for courses taken at another institution. No transfer credit will be given for a course completed more than 5 years prior to matriculation into the master's program.

#### 5. Courses taken Prior to Enrollment

Students wishing to take a course previously taken at a law school or college or graduate school, may register for the course with the prior approval of the Director of the Environmental Law Center or Director's designee, upon showing that the student would benefit from taking the course at Vermont Law School. Students may not take Administrative Law at Vermont Law School if they have taken it at another law school within the previous five years.

#### 6. Courses Taken at Vermont Law School Prior to Matriculation

Students who have taken courses at Vermont Law School prior to matriculation into a master's degree program may transfer a maximum of six credits into the degree program. Grades from transferred courses earned will be used in computing the student's grade average.

If a student has taken more than six credits, only the most recent six credits will transfer. The student's date of matriculation will be retroactive to the beginning of the semester in which the earliest of the transferred credits was awarded.

#### 7. Add/Drop and Withdrawal Policies

See regulations II.B.3., II. B. 4., and II.B.5.

### B. EXTERNSHIPS

#### 1. Objectives

The Master's Externship Program provides students with a field experience to test and develop their legal, policy, management, or science knowledge and skills as specified in each master's degree program regulations below.

## 2. Threshold Requirements

The following requirements must be met:

- a. Students must work primarily on site at the Master's Externship. Students may not receive master's externship credit if their work is done by telecommuting.
- b. Externships cannot be substituted for distributional requirements or required courses. No exceptions are allowed other than with prior written approval of the Director of the Environmental Law Center or the Director's designee.
- c. The maximum number of credits a student may earn in one or more master's externship(s) is ten credits.
- d. The minimum number of credits a student may earn in a master's externship is four credits.

## 3. Eligibility Requirements

- a. Students in good academic standing may elect to enroll in a master's externship.
- b. Students may not earn JD credit through a master's externship.
- c. Students will not be allowed to enroll in an externship where they have previously worked as a volunteer or an employee unless the externship will provide a qualitatively different or more in depth learning experience.
- d. Without prior approval from the Director of the Master's Externship Program, students enrolled for six or more credits in a master's or JD externship during a given semester may not subsequently continue in that placement and receive credit toward a master's externship as a consequence of that extended placement. Students seeking to extend such long-term experiences shall petition the Director of the Master's Externship Program in writing with supporting materials that demonstrate the following:

The student's experience during the subsequent master's externship will be substantially different from the experience as a consequence of additional (and more difficult) responsibilities, new subject areas, or new skills to be developed.

## 4. Procedures for Enrolling in a Master's Externship

- a. Fill out in its entirety, including all signatures, the contract form available at [www.vermontlaw.edu/MastersExternships](http://www.vermontlaw.edu/MastersExternships).
- b. Submit the fully executed contract to the Director of the Master's Externship Program for approval of the externship opportunity.
- c. All fully executed contracts must be submitted to the Director of the Master's Externship Program by the first day of classes of the semester in which the student will be doing her or his externship.
  - (1) The contract, once submitted to the Director of the Master's Externship Program, will be copied and distributed to the Mentor and the Faculty Supervisor.

- (2) Students who do not submit final, signed contracts by this deadline will not be enrolled in the master's externship and will not receive credit for their work.
        - d. The Director of the Masters Externship Program may decline any master's externship contract or opportunity described therein that does not conform to these regulations.
  5. Grades
    - a. All master's externships are pass/fail.
    - b. Faculty Supervisors assign the grade based on the student's journals, the Mentor's letter of evaluation and other information such as work product, emails, telephone conversations and/or meetings and site visits with the student and Mentor.
- C. INDEPENDENT RESEARCH PROJECTS
1. Students who elect to undertake independent research projects shall follow the guidelines set forth in regulation III.C.
  2. Independent research projects cannot be substituted for distributional requirements or required courses. No exceptions are allowed other than with prior written approval of the Director of the Environmental Law Center or the Director's designee.
- D. DIRECTED STUDY
1. Students who elect to undertake directed study shall follow the guidelines set forth in regulation III.D.
  2. Directed study cannot be substituted for distributional requirements or required courses. No exceptions are allowed other than with prior written approval of the Director of the Environmental Law Center or the Director's designee.
- E. GRADES AND ACADEMIC STANDARDS
- See Regulation II.C. for grading standards and procedures.
1. Good Standing

To be in good academic standing, a student must have an overall average of at least 2.20.
  2. Academic Probation<sup>18</sup>
    - a. A student will be placed on academic probation if, after the completion of 6 credits and before completion of 12 credits, the student's cumulative average is between 1.00 and 1.90.
    - b. A student will be placed on academic probation if, at any time after the completion of 12 or more credits, the student's cumulative average is between 1.90 and 2.20.
    - c. A student who is on academic probation may not enroll in more than nine credits or audit any course except with the written permission of the Director of the Environmental Law Center or the Director's designee.

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<sup>18</sup> For purposes of regulations E.2. and E.3., "completion" includes grades of F. and F.Wd. but not Wd.

- d. A student who is on academic probation is not permitted to run for election to, or serve on the executive board of, the Student Bar Association. A student who is on academic probation is not permitted to run for election to, or serve in a leadership position (such as an officer or chair) of, any other co-curricular or extra-curricular student group.

### 3. Academic Dismissal

- a. A student will be dismissed if:
- (1) the student has a cumulative average of 1.0 or below at the completion of 6 credits; or
  - (2) the student's cumulative average is below 1.90 at any time after the completion of 12 credits; or
  - (3) the student's cumulative average is below 2.20 at any time after the completion of 15 credits and if, at the end of any previous semester, the student was placed on academic probation; or
  - (4) the student's cumulative average is below 2.20 at the completion of the program.
- b. A student who would otherwise be dismissed under subparagraph 3.a.(3) will be allowed to continue for a second semester<sup>19</sup> on academic probation if the student's grade point average for the first semester on academic probation, if repeated for the second semester on academic probation with a credit load of 12 credits, is sufficient to achieve the required cumulative average of 2.20 at the end of the second semester on academic probation.
- c. A student who would otherwise be dismissed under subparagraph 3.a. (4) may petition the Committee on Standards to be allowed to continue on academic probation. No such petition will be granted absent clear and convincing evidence of (1) extraordinary circumstances beyond the student's control and unlikely to continue or recur prevented the student from maintaining a cumulative average of at least 2.20 and (2) a realistic and specific academic plan to raise the cumulative average to 2.20 or above in one additional academic term.
- d. Except as provided in subsection 3.c., a student who is academically dismissed cannot petition the Committee on Standards for readmission earlier than one year after the date of academic dismissal. The Committee will grant readmission only if it finds that the student has satisfactorily addressed the factors that contributed to the academic dismissal. If the Committee grants a petition for readmission, it may impose any conditions it deems appropriate. This regulation may not be waived by the Committee on Standards.

## F. MASTER OF ENVIRONMENTAL LAW AND POLICY DEGREE (MELP)

### 1. REQUIRED CURRICULUM<sup>20</sup>

- a. MELP students must satisfy the following requirements:<sup>21</sup>

Requirement	Courses that Satisfy the Requirement
Legislation and	REQ7186 Reg/Leg (3)

<sup>19</sup> For purposes of this regulation, the summer session shall be considered as a "semester."

<sup>20</sup> Students enrolled in the distance learning program are required to satisfy the same degree requirements, but the availability of elective courses is limited. Students should consult the Program Planning Guidelines for the distance learning program to ensure that all graduation requirements are met.

<sup>21</sup> Students who matriculated in the MELP program prior to May 2013 must satisfy the following requirements: Environmental Law, Administrative Law, Science for Environmental Law, an Environmental Ethics/Philosophy distributional requirement, and a Dispute Resolution distributional requirement. Students who matriculated in the MELP program prior to August 2012 may satisfy the Science for Environmental Law requirement with any of the following courses: ENV5112 Science for Environmental Law, ENV5430 Ecology, or ENV5110 Ecology of Food and Agriculture.

Regulation Survey	
Environmental Law	ENV5115 Environmental Law (3)
Communications, Advocacy, and Leadership	ENV5122 Communications, Advocacy, and Leadership (3)

- b. In addition to the above, each student must satisfactorily complete at least three of the following five core courses:

Requirement	Courses that Satisfy the Requirement
Natural Resources Law	ENV5235 Natural Resources Law (3)
Science for Environmental Law	ENV5112 Science for Environmental Law (3)
Environmental Economics and Markets	ENV5220 Environmental Economics and Markets (3)
Environmental Ethics (minimum of 2 credits)	DIV7628 Indian Tribes as Governmental Stewards of the Environment (2) ENV5406 Animal Rights Jurisprudence (2) ENV5305 Environmental Ethics Seminar (2) ENV5375 Global Energy Justice (2) ENV5385 Global Food Security (2) ENV5478 Global Food Security & Social Justice (3) ENV5408 The Law of Animals in Agriculture (3) ENV5446 Environmental Justice (2) ENV5521 Earth Law (2) JUR7330 Moral Philosophy for Professionals (2) JUR7333 Animal Law & Ethics (3)
Dispute Resolution (minimum of 2 credits)	ADR6410 Alternative Dispute Resolution (3) ADR6415 Environmental Dispute Resolution (3) ADR6425 Interviewing, Counseling & Negotiation (only JD/MELPs) (3) ADR6405 Arbitration (2) ADR6412 Mediation (2) ADR6412 Mediation Advocacy (2) ADR6420 Negotiation (2) ADR6450 Advanced Dispute Resolution Writing Seminar (2) ADR9405 Dispute Resolution Clinic

Any MELP student having completed a JD degree or enrolled in a JD degree program may have the Public Law requirement waived. Although the requirement may be waived, the total number of credits required for degree completion remains unchanged.

- c. Any remaining electives must be chosen from the courses and experiential options listed above and from the following list of approved courses.

ADR6405	Arbitration
ADR6410	Alternative Dispute Resolution
ADR6412	Mediation
ADR6415	Environmental Dispute Resolution
ADR6420	Negotiation
ADR6425	Interviewing, Counseling and Negotiation (JD students only)
ADR6450	Dispute Resolution Writing Seminar
ADR6450	Advanced Dispute Resolution Writing Seminar



BUS6262	Social Enterprise Law
BUS6305	Nonprofit Organizations
BUS6350	Nonprofit Management
CLI9302	Envl & Natural Resources Law Clinic (JD or LLM students only)
CLI9326	Advanced Envl & Natural Resources Law Clinic (JD or LLM only)
CLI9405	Dispute Resolution Clinic I
CLI9427	Energy Clinic
CLI9428	Food and Agriculture Clinic
CLI9429	CAFS Clinic Seminar
CLI9437	Advanced Energy Clinic
CLI9450	Land Use Clinic (JD or LLM students only)
DIV7620	Native Americans & the Law
DIV7628	Indian Tribes as Gov'l Stewards of the Environment
ENV5105	Administrative Law
ENV5108	Law & Policy of Agriculture, Food & Environment
ENV5110	Ecology of Food & Agriculture
ENV5112	Science for Environmental Law
ENV5115	Environmental Law
ENV5125	Land Use Regulation
ENV5205	Air Pollution
ENV5209	CERCLA Law & Policy
ENV5210	CERCLA Liability & Cleanup
ENV5212	Climate Change & the Law
ENV5214	Climate Change Mitigation
ENV5218	International Climate Change Law (COP)
ENV5220	Environmental Economics & Markets
ENV5226	Energy Law & Policy in a Carbon-Constrained World
ENV5228	Energy Regulation, Markets & the Environment
ENV5235	Natural Resources Law
ENV5239	Land Transactions & Finance
ENV5245	Water Resources Management
ENV5246	Water Quality
ENV5250	Watershed Management
ENV5303	Advanced Energy Writing Seminar
ENV5304	Comparative Environmental Law Research
ENV5305	Environmental Ethics
ENV5310	Environmental Health Law
ENV5335	Extinction & Climate Change
ENV5336	Climate Change, Extinction & Adaptation
ENV5342	Legal Adaptations to Global Warming Impacts
ENV5343	Climate Change Adaptation in Human Systems

ENV5344	Alternative Fuels & Renewable Energy
ENV5346	New Frontiers in Environmental Policy
ENV5349	Regulating the Marine Environment
ENV5350	Risk Assessment
ENV5356	Scientific Controversies
ENV5365	Climate Change: the Power of Taxes
ENV5375	Global Energy Justice
ENV5380	Food Regulation & Policy
ENV5381	Agriculture & Food Entrepreneurial Law
ENV5383	Food System Justice & Sustainability
ENV5401	Agricultural Environmental Law
ENV5405	Ecosystem Conservation Strategies
ENV5406	Animal Rights Jurisprudence
ENV5408	Law of Animals in Agriculture
ENV5410	The Modern Farm Bill
ENV5411	Federal Regulation of Food & Agriculture
ENV5423	Ocean and Coastal Law
ENV5430	Ecology
ENV5446	Environmental Justice
ENV5449	Environmental Litigation Workshop
ENV5462	Public Lands Management: Montana Field Study
ENV5468	Oil and Gas Production and the Environment
ENV5469	Oil & Gas Development & the Environment
ENV5474	Land Conservation Law
ENV5476	Nuclear Power and Public Policy
ENV5478	Global Food Security and Social Justice
ENV5479	Law and Policy of Local Food Systems
ENV5492	Renewable Energy Law & Policy
ENV5498	America's Energy Crisis
ENV5500	Environmental Aspects of Business Transactions
ENV5510	Three Essentials of the Electric Grid
ENV5521	Earth Law
ENV5540	Public Health Implications of US Ag & Food Policy
ENV5561	Environmental Enforcement and Compliance
ENV5564	Peace, War & the Environment
XAD7819	Envl Issues in Business Transactions (JD students only)
INT7412	Law of the EU
INT7413	EU Law Trento
INT7421	International Environmental Law
INT7440	Comparative US-China Environmental Law
INT7446	International Trade and the Environment

INT7448	Comparative U.S.-France Land Use Field Study
INT7450	Intl Investment Arbitration & the Environment
JUR7307	Culture & the Environment
JUR7330	Moral Philosophy Seminar
JUR7333	Animal Law and Ethics
PUB7510	Legislation
PUB7525	Legislative Clinic
WRI7344	Adv Legal Research (JD or LLM students only, must be env'l topic)
WRI7380	Advanced Environmental Legal Research

## 2. EXTERNSHIPS

The Master's Externship Program provides students with a field experience to test and develop their environmental law, policy, management, and /or science knowledge and skills. MELP externships are by definition environmental in their subject focus, so students must assure that their work on-site relates to environmental issues. See regulation IV.B. for externship requirements and procedures.

## G. MASTER OF ENERGY REGULATION AND LAW DEGREE (MERL)

### 1. REQUIRED CURRICULUM<sup>22</sup>

a. MERL students must satisfy the following requirements:

Requirement	Courses that Satisfy the Requirement
Energy Law and Policy	ENV5226 Energy Law & Policy in a Carbon-Constrained World (3)
Energy Regulation	ENV5228 Energy Regulation, Markets, and the Environment (3)
Environmental Economics	ENV5220 Environmental Economics and Markets (3)
Legislation and Regulation Survey	REQ7186 Reg/Leg (3)
Project/Writing Requirement	CLI9427 Energy Clinic (4) CLI9437 Advanced Energy Clinic (4) ENV5303 Advanced Energy Writing Seminar (2) Independent Research Project or AWR on an energy topic MERL Externship (4-10) Participation in the Institute for Energy and the Environment research associate program
Energy Electives (minimum of 6 credits)	ENV5344 Alternative Fuels & Renewable Energy (3) ENV5375 Global Energy Justice (2) ENV5498 America's Energy Crisis (2) ENV5476 Nuclear Power and Public Policy (2) ENV5468 Oil & Gas Production & the Environment (2) ENV5469 Oil & Gas Development & the Environment (3) ENV5492 Renewable Energy Law & Policy (2) ENV5497 End Use Energy Efficiency (2) ENV5550 Renewable Energy Project Finance & Development (2) ENV5510 Three Essentials of the Electric Grid - Engineering (1)

<sup>22</sup> Students enrolled in the distance learning program are required to satisfy the same degree requirements, but the availability of elective courses is limited. Students should consult the Program Planning Guidelines for the distance learning program to ensure that all graduation requirements are met.

ENV5511 Three Essentials of the Electric Grid - Business (1)
ENV5512 Three Essentials of the Electric Grid - Legal (1)

- b.. Any remaining electives must be chosen from the courses and experiential options listed above and from the list of approved courses in regulation IV.F.1.c.
- c. The Director of the Environmental Law Center or Director's designee has the authority to waive any of these course requirements provided the student has had comparable experience or course work. Although requirements may be waived, the total number of credits required for degree completion remains unchanged.

## 2. EXTERNSHIPS

The MERL Externship Program provides students with a field experience to test and develop their energy law and policy knowledge and skills. MERL externships are by definition energy-related, so students must assure that their work on-site relates to energy issues. See regulation IV.B. for externship requirements and procedures.

## H. MASTER OF FOOD AND AGRICULTURE LAW AND POLICY DEGREE (MFALP)

### 1. REQUIRED CURRICULUM<sup>23</sup>

- a. MFALP students must satisfy the following requirements:

Requirement	Courses that Satisfy Requirement
Required Courses	
ENV5180	Law and Policy of Agriculture, Food, and the Environment (3)
REQ7186	Legislation and Regulation Survey (3)
ENV5112	Communications, Advocacy and Leadership (3)
Food and Agriculture Electives (minimum of 9 credits)	
ENV5401	Agricultural Environmental Law (3)
ENV5381	Agriculture and Food Entrepreneurial Law (3)
ENV5110	Ecology of Food and Agriculture (3)
ENV5411	Federal Regulation of Food and Agriculture (3)
ENV5380	Food Regulation and Policy (3)
ENV5383	Food System Justice and Sustainability (2)
ENV5385	Global Food Security (2)
ENV5478	Global Food Security and Social Justice (3)
ENV5408	Law of Animals and Agriculture (3)
ENV5479	Law and Policy of Local Food Systems (3)
ENV5410	Modern Farm Bill (2)
ENV5540	Public Health Implications of U.S. Agriculture and Food Policy (2)
General Electives (minimum of 3 credits)	
ENV5105	Administrative Law (3)
ENV5115	Environmental Law (3)
ENV5125	Land Use Regulation (3)
ENV5246	Water Quality (3)
ENV5245	Water Resources Law (3)
ENV5250	Watershed Management and Protection (3)
Experiential/Writing Requirement (at least one of the following; zero credit minimum)	

<sup>23</sup> Students enrolled in the distance learning program are required to satisfy the same degree requirements, but the availability of elective courses is limited. Students should consult the Program Planning Guidelines for the distance learning program to ensure that all graduation requirements are met.

	Independent Research Project or AWR on a food/agriculture topic (1-6)
	Master's externship in food/agriculture law and policy (4-10)
	Semester in Practice in food/agriculture law and policy (13)
	Center for Agriculture and Food Systems research associate program
CLI9428	Food and Agriculture Clinic (4)
ENV 5301	Advanced Food Writing Seminar (2)

- b. Any remaining electives may be chosen from the courses and experiential options listed above and from the list of approved courses in regulation IV.E.1.c.
- c. The Director of the Environmental Law Center or Director's designee has the authority to waive any of these course requirements provided the student has had comparable experience or course work. Although requirements may be waived, the total number of credits required for degree completion remains unchanged.

## 2. EXTERNSHIPS

The Master's Externship Program provides students with a field experience to test and develop their food and agriculture law and policy knowledge and skills. MFALP externships are by definition food and agriculture -related, so students must assure that their work on-site relates to food and agriculture issues. See regulation IV.B. for externship requirements and procedures.

## V. JOINT DEGREES

### A. JOINT JD/MASTER'S DEGREES

Vermont Law School awards joint JD/MELP, joint JD/MERL, and joint JD/MFALP degrees. The requirements in regulation V.A.1. apply to all three joint degrees.

1. Requirements for the Joint Degree
  - a. The joint JD and Master's degrees are awarded for the satisfactory completion of a program, which includes the requirements of the JD program as well as those of the specific Master's program. The regulations in sections III and IV above apply to joint degree students.
  - b. A joint-degree student may share credits between the two degree programs. A joint-degree student must take a minimum of 21 non-shared Master's degree credits at Vermont Law School. A joint-degree student may take a maximum of 36 Master's degree credits for completion of the joint degree; however, if a student has reached 30 credits and satisfied all degree requirements at the end of any semester, the degree must be awarded. All credits must be selected from the list of courses approved for the specific Master's degree program.
  - c. A joint-degree student's course load may not exceed a total of 18 credits during the fall and spring semesters.
  - d. No exceptions are allowed other than with prior written approval of the Director of the Environmental Law Center or the Director's designee.
2. JOINT JD/MASTER OF ENVIRONMENTAL LAW AND POLICY (MELP) DEGREE

The joint JD and MELP degrees are awarded for the satisfactory completion of a program which includes the requirements of the JD program as well as those of the MELP program.<sup>24</sup>

<sup>24</sup> Students who matriculated in the MELP program prior to May 2013 must satisfy the following requirements: Environmental Law, Administrative Law, Science for Environmental Law, an Environmental Ethics/Philosophy distributional requirement, and a Dispute Resolution

3. JOINT JD/MASTER OF ENERGY REGULATION AND LAW (MERL) DEGREE

The joint JD and MERL degrees are awarded for the satisfactory completion of a program which includes the requirements of the JD program as well as those of the MERL program.

4. JOINT JD/MASTER OF FOOD AND AGRICULTURE LAW AND POLICY (MFALP) DEGREE

The JD and MFALP degrees are awarded for the satisfactory completion of a program which includes the requirements of the JD program as well as those of the MFALP program.

B. JOINT JD/LLM DEGREE

Vermont Law School awards joint JD/LLM in Environmental Law, joint JD/LLM in Energy Law, and joint JD/LLM in Food and Agriculture Law degrees. The requirements in regulation V.B.1. apply to all three joint degrees.

1. Requirements for the Degree

- a. The joint JD and LLM degrees are awarded for the satisfactory completion of a program which includes the requirements of the JD program as well as those of the LLM program. The regulations in sections III and IX apply to joint degree students.
- b. Joint JD/LLM students must finish all requirements for the JD degree before beginning the LLM degree.
- c. A joint JD/LLM student may transfer up to nine credits from the Vermont Law School JD program to the LLM program. A JD/LLM student must take a minimum of 21 LLM credits at Vermont Law School. All credits must be selected from the list of courses approved for the LLM program. All credits to be transferred must be approved by the Director of the Environmental Law Center or the Director's designee.
- d. No exceptions are allowed other than with prior written approval of the Director of the Environmental Law Center or the Director's designee.

2. JOINT JD/LLM IN ENVIRONMENTAL LAW DEGREE

Joint JD/LLM in Environmental Law degree students must satisfy all the requirements in section B.1.

3. JOINT JD/LLM IN ENERGY LAW DEGREE

Joint JD/LLM in Energy Law degree students must satisfy all the requirements in section B.1.

The Energy Electives and General Electives requirements shall not be waived for courses completed prior to matriculation in the LLM program. All LLM candidates must take four credits of Energy Electives and nine credits of General Electives from the above list provided they do not duplicate prior course work. If an LLM candidate is unable to fulfill this requirement without duplicating prior coursework, the candidate must submit an alternative coursework plan to be approved by the Director of the Environmental Law Center or the Director's designee.

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distributional requirement. Students who matriculated in the MELP program prior to August 2012 may satisfy the Science for Environmental Law requirement with any of the following courses: ENV5112 Science for Environmental Law, ENV5430 Ecology, or ENV5110 Ecology of Food and Agriculture.

The Project requirement shall not be waived because of prior completion of one of the listed options. LLM candidates who have completed one of the listed projects as part of a prior program must choose a different project to meet the LLM requirement.

#### 4. JOINT JD/LLM IN FOOD AND AGRICULTURE LAW DEGREE

Joint JD/LLM in Food and Agriculture Law degree students must satisfy all the requirements in section B.1.

The Food and Agriculture Electives and General Electives requirements shall not be waived for courses completed prior to matriculation in the LLM program. All LLM candidates must take four credits of Food and Agriculture Electives and nine credits of General Electives from the above list provided they do not duplicate prior course work. If an LLM candidate is unable to fulfill this requirement without duplicating prior coursework, the candidate must submit an alternative coursework plan to be approved by the Director of the Environmental Law Center or the Director's designee.

The Project requirement shall not be waived because of prior completion of one of the listed options. LLM candidates who have completed one of the listed projects as part of a prior program must choose a different project to meet the LLM requirement.

## VI. DUAL DEGREES – JD PROGRAM

Vermont Law School, in conjunction with other institutions, offers the following dual degree options for JD students:

- JD/MEM (Yale School of Forestry and Environmental Studies)
- JD/Master I/II (Université de Cergy-Pontoise (Cergy))
- JD/LLM in French and European Law (Université de Cergy-Pontoise (Cergy))
- JD/MPhil (University of Cambridge)

Students are required to satisfy the graduation requirements of both institutions. The JD degree requirements, as described in regulation III. above, govern except as modified by this regulation.

### A. ADMISSION

Each program has different criteria for admission. See Program Requirements, below.

The first school that the applicant applies to will be termed the “domicile” of the student, and the original admissions documents will be filed at that school. The other school will be termed the “secondary school” for that student. Vermont Law School and its partner institutions have agreed to share supporting documentation, such as transcripts, L.S.A.T. and G.R.E. reports, letters of recommendation, writing samples, personal statements, and the like. Photocopies of those documents, certified by the Registrar of the institution holding the original documents, will be deemed adequate for admissions purposes.

### B. REGISTRATION AND RECORDS

The Registrar of each school will register dual degree candidates for courses taken at that school according to the academic schedule of each school. Each Registrar will also certify completion of courses and the assignment of credit. Transcripts of students in the program will bear a notation that the student is enrolled in the dual degree program.

Students are entitled to attend graduation at both schools. Students will receive separate diplomas.

### C. REQUIREMENTS FOR THE DEGREE



Students are required to satisfy the graduation requirements of both institutions. The Vermont Law School JD degree requirements govern except as modified by each program's specific regulation. See below.

#### D. RESIDENCE REQUIREMENT

Regulation III.A.6. requires that a student must be in residence at Vermont Law School for the last four semesters of the JD degree. For purposes of this regulation, one semester at the partner institution will count towards satisfaction of this residence requirement. Students enrolled in the dual degree programs with the University of Cergy-Pontoise may apply two semesters towards satisfaction of this requirement.

#### E. ACADEMIC PERFORMANCE AND CONDUCT

A candidate for a dual degree is expected to comply fully with all academic and other applicable requirements of both Vermont Law School and the partner institution, even if they are different. Issues concerning academic performance or student conduct will be subject to the regulations and procedures of the school where the matter arose. See regulations II., III. D., and XI.

Students must be in good academic standing at both schools to remain in the program.

#### F. WITHDRAWAL FROM A DUAL DEGREE PROGRAM

Except as provided by regulations VI.G.2.c. and VI.G. 3.c., if a student leaves a dual program or fails to complete the program requirements for the degree at the partner institution, the student will no longer be considered a dual degree student. As a result, the student will be required to meet the residence requirements of regulation III.A.6. Credits earned at the partner institution will not be transferred to the Vermont Law School transcript.

#### G. PROGRAM REQUIREMENTS

##### 1. DUAL JD/MEM

Vermont Law School and the Yale School of Forestry and Environmental Studies offers a dual JD/MEM program to students from both institutions. The program enables students to earn both degrees concurrently over a four year period.

##### a. ADMISSION

A candidate for the dual degree must apply separately to, and be accepted by, both Vermont Law School and the Yale School of Forestry & Environmental Management (Yale). Information on application requirements and procedures for admission to the Yale School of Forestry & Management are available from Yale. Each school will admit students according to its own criteria for admission. Joint applications may be discussed and coordinated by admissions officials at both schools.

##### b. REQUIREMENTS FOR THE DEGREE

- (1) The JD requires 87 credits. A candidate for the dual JD/MEM degree must satisfactorily complete all the requirements for the JD degree as described in regulation III. above. A dual degree candidate may share a total of 12 (twelve) credits between the JD and MEM programs. This means that a Vermont Law School candidate for a dual JD/MEM degree may apply the equivalent of 12 (twelve) Vermont Law School credits of course work successfully completed at Yale to the JD degree, thereby reducing to 75 the number of JD credits taken at Vermont Law School required for the JD degree.



- (2) A dual-degree candidate may not satisfy either the perspective requirement or the experiential requirement with courses taken at Yale without the prior permission of the Deputy Vice Dean for Academic Affairs.
- (3) With the permission of the Committee on Standards, a dual-degree candidate may receive residency credit for classes taken during one summer session.
- (4) No credit toward the JD degree will be given for courses taken at Yale prior to the student's matriculation into the JD program at Vermont Law School.

## 2. DUAL JD/MASTER I and JD/MASTER II DEGREE

Vermont Law School and l'Université de Cergy-Pontoise (Cergy) offer to students from both institutions a dual JD/Master I and JD/Master II degree program in three areas of concentration: the law of business organizations (DJCE); the law of business ethics (DEA); and the law of international and European economic relations (DREIE). The program enables students to earn the JD/Master I concurrently over a three-year period and the JD/Master I and JD/Master II over a four-year period. Graduates of the program will be able to sit for the bar examination in the United States and France, according to each country's requirements.

### a. Admission/Eligibility

- (1) Vermont Law School students must begin the dual degree program at Vermont Law School.
- (2) Vermont Law School applicants must be in the top half of their class at the end of the semester preceding their application to the program and continue to be in the top half of their class through the completion of the semester prior to taking courses at Cergy.
- (3) Students must have a sufficient mastery of French to take courses and examinations in French. Level of competence in French will be determined by oral and written examination to the satisfaction of the Director of International and Comparative Law Programs.
- (4) A maximum of four Vermont Law School students will be admitted to either program during any one academic year.

### b. Requirements for the Degree

- (1) The JD requires 87 credits. A candidate for a dual JD/MI or JD/MII degree may apply to the JD degree up to the equivalent of one third or 29 Vermont Law School credits of course work successfully completed at Cergy, thereby reducing to 58 the minimum number of JD credits that must be completed at Vermont Law School. The total credits that may be applied to the JD degree from study abroad is governed by regulation III.A.4.
- (2) A dual-degree candidate may satisfy the perspective requirement during study at Cergy.
- (3) Program participants beginning their studies at Vermont Law School must satisfactorily complete the following courses at Vermont Law School before beginning course work in France:
  - (a) Corporations;
  - (b) Income Taxation; and
  - (c) At least one course in each of the following categories:
    - (i) Corporate Finance or Securities Regulation;
    - (ii) Bankruptcy, Business Planning, Commercial Arbitration, Employment Law, Environmental Issues in Business Transactions, International Business

Transactions, International Intellectual Property, International Trade and the Environment, International Regulation of Trade, Sales, Secured Transactions;

- (4) Program participants beginning their studies at Vermont Law School must also satisfactorily complete courses that include the following subjects before matriculating in France:
- (a) A course in Introduction to the French Legal System, the French Civil Code, or French Legal Method
  - (b) French Corporate Law

Courses satisfying these requirements may be offered at Vermont Law School or at Cergy. These requirements may, with the prior permission of the Director of International and Comparative Law Programs, also be satisfied by summer study at another ABA-approved law school.

Other appropriate courses may be substituted for the courses listed in subpart (3) and (4) of this regulation with the prior permission of the Director of International and Comparative Law Programs.

- (5) Program participants beginning their studies at Cergy will be admitted to the Vermont Law School JD degree program with advanced standing. Advanced standing and credit hours granted for foreign study may not exceed one-third (1/3) of the total credits required by Vermont Law School for its JD degree (i.e., 29 credits). Courses that qualify for application to the JD degree for these students shall be determined by the Deputy Vice Dean for Academic Affairs at Vermont Law School in consultation with the Director of International and Comparative Law Programs.

Program participants beginning their studies at Cergy will ordinarily be required to complete the required first-year JD curriculum at Vermont Law School. Exceptions will be granted by the Deputy Vice Dean for Academic Affairs at Vermont Law School in consultation with the Director of International and Comparative Programs.

c. Withdrawal from the Program

If a student leaves the program or fails to complete the program requirements for either the Vermont Law School JD degree or the Cergy Master I or Master II degree, the student will no longer be considered a dual-degree student. As a result, the student will be required to meet the residence requirements of regulation II.A.6. above. Credits earned at Cergy will not be transferred to the Vermont Law School transcript unless the student has earned a Cergy Master I or unless the credits may be transferred according to the usual rules applicable to transfer of foreign credits earned by participation in Vermont Law School study abroad programs. In advance of withdrawal, Vermont Law School students should consult with the Vermont Law School Office of Financial Aid to determine the impact of withdrawal on financial aid awards.

3. DUAL JD/LLM IN FRENCH AND EUROPEAN UNION LAW

Vermont Law School and the Université de Cergy-Pontoise (Cergy) offer this dual degree program which enables VLS students to earn both a JD and LLM degree in French and European Law.

a. Admission/Eligibility

- (1) Vermont Law School students must begin the dual degree program at Vermont Law School.

- (2) Vermont Law School applicants must be in the top half of their class at the end of the semester preceding their application to the program and continue to be in the top half of their class through the completion of the semester prior to taking courses at Cergy.
- (3) Vermont Law School students must apply for admission to this program through Vermont Law School.

b. Requirements for the Degree

- (1) The JD requires 87 credits. In accordance with ABA regulations, students may apply to the JD degree the equivalent of one third, or 29 Vermont Law School credits, from course work successfully completed at foreign law institutions, thereby reducing to 58 the minimum number of JD credits that must be completed at Vermont Law School.
- (2) A dual degree candidate in this program may satisfy the perspective requirement through courses taken in the LLM portion of the program of study.
- (3) Program participants must satisfactorily complete the following course work at Vermont Law School before beginning course work at Cergy:  
Comparative Law: Comparative Legal Systems; or  
Both French Legal Method and French Corporate Law

Other appropriate courses may be substituted for the courses listed above with the prior permission of the Director of International and Comparative Law Programs.

c. Withdrawal from the Program

If a student leaves the program or fails to complete the program requirements for either the Vermont Law School JD degree or the Cergy LLM degree, the student will no longer be considered a dual-degree student. As a result, the student will be required to meet the residence requirements of regulation III.A.6. Credits earned at Cergy will not be transferred to the Vermont Law School transcript unless the credits may be transferred according to the usual rules applicable to transfer of foreign credits earned by participation in Vermont Law School study abroad programs. In advance of withdrawal, Vermont Law School students should consult with the Vermont Law School Office of Financial Aid to determine the impact of withdrawal on financial aid awards.

4. DUAL JD/M.Phil.

Vermont Law School and the University of Cambridge offer this dual degree program which enables VLS students to earn both a JD and a Master's degree in one of the following fields: Real Estate Finance; Environmental Policy; and Planning, Growth and Regeneration.

a. Admission/Eligibility

- (1) Vermont Law School students must begin the dual degree program at Vermont Law School. A Vermont Law School candidate wishing to enroll in the program must apply in writing to the Director of the Environmental Law Center during the fall semester of the candidate's second year of law school.
- (2) Vermont Law School applicants must be in the top half of their class at the end of the semester preceding their application to the program and continue to be in the top half of their class through the completion of the semester prior to taking courses at Cambridge.

- (3) Students will be notified of acceptance before the conclusion of the fall semester in which they apply. A maximum of two Vermont Law School students will be admitted to the program during any one academic year. Applications may be discussed and coordinated by admissions officials at both schools.
- b. Requirements for the Degree
- (1) The JD requires 87 credits. A candidate for the dual JD/Master's degree may apply to the JD degree the equivalent of 14 Vermont Law School credits of course work successfully completed at Cambridge, thereby reducing to 73 the minimum number of JD credits that must be completed at Vermont Law School. The total number of credits that may be applied to the JD degree from study abroad is governed by regulation III.A.4.
  - (2) With the permission of the Committee on Standards, a dual-degree candidate may receive residency credit for classes taken during one summer session.
  - (3) No credit toward the JD degree will be given for courses taken at the University of Cambridge prior to the student's matriculation into the JD program at Vermont Law School.

## VII. DUAL DEGREES – MELP PROGRAM

### A. ADMISSION

A candidate for a dual degree must apply separately to, and be accepted by, both Vermont Law School and the school conferring the second degree. Students may apply for admission to these dual degree programs at any time prior to the awarding of the degrees.

Each school will admit students according to its own criteria for admission. Joint applications may be discussed and coordinated by admissions officials at both schools.

The first school that the applicant applies to will be termed the "domicile" of the student, and the original admissions documents will be filed at that school. The other school will be termed the "secondary school" for that student. Vermont Law School and its partner institutions have agreed to share supporting documentation, such as transcripts and G.R.E. reports, letters of recommendation, writing samples, personal statements, and the like. Photocopies of those documents, certified by the Registrar of the institution holding the original documents, will be deemed adequate for admissions purposes.

### B. REGISTRATION AND RECORDS

The Registrar of each school will register dual degree candidates for courses taken at that school, according to the academic schedule of each school. Each Registrar will also certify completion of courses and the assignments of credit. Transcripts of students in the program will bear a notation that the student is enrolled in the dual degree program.

Credits and grades for courses taken at the secondary school will appear on the Vermont Law School transcript; however, grades will not be included in the computation of the Vermont Law School grade point average.

Students are entitled to attend graduation at both schools. Students will receive separate diplomas

### C. REQUIREMENTS FOR THE DEGREE

Students are required to satisfy the graduation requirements of both institutions. The Vermont Law School MELP degree requirements govern except as modified by each program's specific regulations. See below.

#### D. ACADEMIC PERFORMANCE AND CONDUCT

A candidate for a dual degree is expected to comply fully with all academic and other applicable requirements of both Vermont Law School and the partner institution, even if they are different. Issues concerning academic performance or student conduct will be subject to the regulations and procedures of the school where the matter arose.

Students must be in good academic standing at both schools to remain in the program.

#### E. WITHDRAWAL FROM A DUAL DEGREE PROGRAM

If a student leaves a dual program or fails to complete the program requirements for the degree at the partner institution, the student will no longer be considered a dual degree student. Credits earned at the partner institution will not be transferred to the Vermont Law School transcript, except as allowed by regulation IV.A.4.

#### F. PROGRAM REQUIREMENTS

##### 1. DUAL MELP/MBA (Tuck School of Business)

Vermont Law School and the Tuck School of Business at Dartmouth College offer a dual MELP/MBA degree program to students from both institutions. The program enables students to earn both degrees concurrently.

The MELP is a 30 credit degree. A dual degree candidate may share a total of nine credits between the MELP and MBA programs. This means that a Vermont Law School candidate for a dual MELP/MBA degree may apply the equivalent of nine Vermont Law School credits of course work successfully completed at Tuck to the MELP degree, thereby reducing to 21 the number of credits required for the MELP degree.

Tuck courses that are relevant and important to the MELP candidate's overall course of study may be applied to the MELP degree. Courses that qualify for application to the MELP degree shall be determined by the Director of the Environmental Law Center, in consultation with the Dean of the Tuck School. A list of approved courses is available from the Environmental Law Center. A MELP candidate may request approval of a Tuck course that is not on the list by demonstrating how the course will enhance the candidate's course of study.

##### 2. DUAL MELP/MS (Natural Resources)

Vermont Law School and the University of Vermont School of Natural Resources offer a dual MELP/MS degree program to students from both institutions. The program enables students to earn both degrees concurrently.

The MELP is a 30 credit degree. A dual degree candidate may share a total of nine credits between the MELP and MS (Natural Resources) programs. This means that a Vermont Law School candidate for a dual MELP/MS (Natural Resources) degree may apply nine credits of course work successfully completed at the University of Vermont School of Natural Resources, thereby reducing to 21 the number of MELP credits required for the MELP degree.

University of Vermont courses that are relevant and important to the MELP candidate's overall course of study may be applied to the MELP degree. Courses that qualify for application to the MELP degree shall be determined by the Director of the Environmental Law Center, in consultation with the program coordinator at the University of Vermont School of Natural Resources. A list of approved courses is available from the Environmental Law Center. Upon petition to the Director of the Environmental Law Center, or the Director's designee, an MELP candidate may seek approval

of a University of Vermont course that is not on the list by demonstrating how that course will significantly enhance the candidate's course of study.

### VIII. DUAL JD/MELP DEGREE PROGRAMS WITH OTHER LAW SCHOOLS

#### A. ADMISSION

A candidate for a dual degree must apply separately to, and be accepted by, both Vermont Law School and the school conferring the second degree.

#### B. REGISTRATION AND RECORDS

Registration for dual degree students at either school is according to the academic schedule of each school.

An official from each school must be provided to the Registrar of the other school. Credits and grades for courses taken at the other school will appear on the Vermont Law School transcript; however, grades will not be included in the computation of the Vermont Law School grade point average.

Students are entitled to attend commencement at both schools. Students will receive separate diplomas.

#### C. REQUIREMENTS FOR THE DEGREE

Students are required to satisfy the graduation requirements of both institutions. The Vermont Law School MELP degree requirements govern except as modified by each program's specific regulations. See below.

#### D. ACADEMIC PERFORMANCE AND CONDUCT

A candidate for a dual degree is expected to comply fully with all academic and other applicable requirements of both Vermont Law School and the partner institution, even if they are different. Issues concerning academic performance or student conduct will be subject to the regulations and procedures of the school where the matter arose.

Students must be in good academic standing at both schools to remain in the program.

#### E. WITHDRAWAL FROM A DUAL DEGREE PROGRAM

If a student leaves a dual program or fails to complete the program requirements for the degree at the partner institution, the student will no longer be considered a dual degree student. Credits earned at the partner institution will not be transferred to the Vermont Law School transcript, except as allowed by regulation IV.A.4. above.

#### F. PROGRAM REQUIREMENTS

Vermont Law School offers a dual JD/MELP with the following law schools:

- The University of South Carolina School of Law
- The University of South Dakota School of Law
- Northeastern University School of Law
- Quinnipiac University School of Law
- Elon University School of Law
- Boston College Law School

Except as noted below in this subsection, the requirements in subsection F.1. apply to all dual JD/MELP programs

1. Requirements
  - a. Students are required to begin the dual degree program at the law school conferring the JD degree.
  - b. A candidate for the dual JD/MELP degree must satisfactorily complete all the requirements for the MELP degree as described in regulation IV above. A dual degree candidate may transfer a total of 9 (nine) credits from his/her JD program to the MELP program.
  - c. Vermont Law School will accept 9 (nine) credits of course work completed in the JD program at the law school conferring the JD degree. Courses taken at the law school that are to be applied toward the MELP degree must be approved by the Director of the Environmental Law Center or the Director's designee. Courses taken at law school will not be applied toward the MELP degree if they substantially duplicate a course taken at Vermont Law School.
  - d. The total maximum number of credits a student enrolled in this dual degree may earn toward a MELP Externship is ten credits.
  - e. The courses taken, the grades awarded, and the credits earned for courses transferred from the law school conferring the JD degree will be noted on the Vermont Law School transcript, but the course grades will not be included in the student's Vermont Law School grade average. All passing grades (i.e., a grade of C or better) will be accepted.

2. Dual JD/MELP with the University of South Carolina

Vermont Law School and the University of South Carolina School of Law offer a dual JD/MELP degree program that enables students to earn both degrees concurrently over a three-year period.

3. Dual JD/MELP with the university of South Dakota

Vermont Law School and the University of South Dakota School of Law offer a dual JD/MELP degree program that enables students to earn both degrees concurrently over a three-year period.

4. Dual JD/MELP with Northeastern University

Through a combination of transfer credits and an environmental law co-op work placement that provides internship credit, Northeastern University School of Law (Northeastern) and Vermont Law School (VLS) will allow students who meet degree requirements at both schools to receive a dual degree of Juris Doctor (JD) and Master of Environmental Law and Policy (MELP) within the three year term of the JD degree.

Northeastern will accept 12 credits toward the completion of the JD.

MELP Externships and Co-op Work Quarters: Students may use one of Northeastern co-op experience as an MELP externship. Students must follow both Northeastern co-op and VLS Externship guidelines and application deadlines.

5. Dual JD/MELP with Quinnipiac University

Vermont Law School and Quinnipiac University School of Law offer a dual JD/MELP degree program that enables students to earn both degrees concurrently over a three-year period.

6. Dual JD/MELP with Elon University

Vermont Law School and Elon University School of Law offer a dual JD/MELP degree program that enables students to earn both degrees concurrently over a three-year period.



7. Dual JD/MELP with Boston College Law School

Vermont Law School and the Boston College Law School offer a dual JD/MELP degree program that enables students to earn both degrees concurrently over a three-year period.

## IX. MASTER OF LAWS (LLM) DEGREE PROGRAMS

Except for the Master of Laws in American Legal Studies in regulation IX.G., the requirements in subsections A, B, C, and D of this regulation apply to all Master of Laws degrees.

### A. GENERAL REQUIREMENTS

1. General Limitation

A student may only obtain one master of laws degree from Vermont Law School.

2. Requirements for the Degree

The degree of Master of Laws is granted for regular attendance and satisfactory completion of the prescribed course of study. A minimum of 30 credits is required for the LLM degree. These credits must be selected from courses approved for the LLM program. A cumulative grade point average of 2.20 is required for successful completion of the LLM degree.

3. Credits and Course Load

- a. A minimum of 30 credits is required for the LLM degree. An LLM candidate may take a maximum of 36 credits from courses approved for the LLM degree; however, if a student has reached 30 credits and satisfied all degree requirements at the end of any semester, the degree must be awarded.
- b. For students taking residential classes, the minimum course load for full-time LLM students is 6 credits per semester. The maximum course load in the fall or spring semester is 14 credits per semester. The maximum course load in the summer program is 11 credits. No exceptions are allowed other than with the prior approval of the Director of the Environmental Law Center or the Director's designee.
- c. For students taking distance learning classes, the recommended course load is 3 credits per term. The distance learning program offers 6 terms per academic year.

4. Transfer of Credits - Non-Vermont Law School JD Graduates

A student enrolled in the LLM program may be granted credit for courses satisfactorily completed in an LLM program at an ABA-approved law school. A student may transfer a maximum of 6 such credits to the LLM program with the approval of the Director or the Director's designee. Before granting such approval, the Director of the Environmental Law Center or his or her designee must determine that the course is relevant and important to the student's overall program of study. Only courses with environmental content are eligible for transfer credit. The Registrar must receive an official transcript showing that the course has been completed and that a grade of C or better has been awarded. Pass/Fail grades and grades for externships will not transfer. Transcripts from a foreign institution must be accompanied by a WES or AACRAO evaluation. Grades earned from transferred courses will be noted on the student's transcript, other than pass/fail and externships grades, but will not be used in computing the student's grade average. Once a student has enrolled as an LLM candidate, prior approval must be obtained from the Director of the Environmental Law Center or the Director's designee to obtain credit for courses taken at another institution. No transfer



credit will be given for a course completed more than 5 years prior to matriculation into the LLM program.

5. Duration of Program

- a. To obtain the LLM degree, a student must complete the degree requirements within a period of 5 years from matriculation.
- b. Residential students may enter the LLM program in either summer or fall semester.
- c. Distance Learning Students may enter the LLM degree program in any term offered throughout the academic year.

6. Add/Drop and Withdrawal Policies

See regulations II.B.3., II.B.4., and II.B.5.

B. EXTERNSHIPS

1. Threshold Requirements for an LLM Externship

The following requirements must be met:

- a. Students must work primarily on site at the LLM externship. Students may not receive LLM externship credit if their work is done by telecommuting.
- b. Externships cannot be substituted for distributional requirements or required courses. No exceptions are allowed other than with prior written approval of the Director of the Environmental Law Center or the Director's designee.
- c. LLM externships must be supervised by an attorney.
- d. The maximum number of credits a student may earn in one or more LLM externships is ten credits.
- e. The minimum number of credits a student may earn in an LLM externship is four credits.<sup>25</sup>

2. Eligibility Requirements

The eligibility requirements for an LLM externship are the same as for a Master's externship. See regulation IV.B.

3. Procedures for Enrolling in an LLM Externship

The procedures for enrolling in an LLM Externship are the same as for a Master's externship. See regulation IV.B.

4. Grades

- a. All LLM externships are pass/fail.

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<sup>25</sup> Students who matriculated into the LLM program prior to May 2012 may earn a minimum of two and a maximum of nine LLM externship credits.

- b. Faculty Supervisors assign the grade based on the student's journals, the Mentor's letter of evaluation and other information such as work product, emails, telephone conversations and/or meetings and site visits with the student and Mentor.

#### C. DIRECTED STUDY

1. Students who elect to undertake directed study shall follow the guidelines set forth in regulation III.D.
2. Directed study cannot be substituted for distributional requirements or required courses. No exceptions are allowed other than with prior written approval of the Director of the Environmental Law Center or the Director's designee.

#### D. GRADES AND ACADEMIC STANDARDS

See Regulation II.C. for grading standards and procedures.

##### 1. Good Standing

To be in good academic standing, a student must have an overall average of at least 2.20.

##### 2. Academic Probation<sup>26</sup>

- a. A student will be placed on academic probation if, at any time after the completion of 6 credits and before completion of 12 credits, the student's cumulative average is between 1.00 and 1.90.
- b. A student will be placed on academic probation if, at any time after the completion of 12 or more credits, the student's cumulative average is between 1.90 and 2.20.
- c. A student who is on academic probation may not enroll in more than nine credits or audit any course except with the written permission of the Director of the Environmental Law Center or the Director's designee.

A student who is on academic probation is not permitted to run for election to, or serve on the executive board of, the Student Bar Association. A student who is on academic probation is not permitted to run for election to, or serve in a leadership position (such as an officer or chair) of, any other co-curricular or extra-curricular student group.

##### 3. Academic Dismissal

- a. A student will be dismissed if:
  - (1) the student has a cumulative average of 1.0 or below at the completion of 6 credits; or
  - (2) the student's cumulative average is below 1.90 at any time after the completion of 12 credits; or
  - (3) the student's cumulative average is below 2.20 at any time after the completion of 15 credits and if at the end of any previous semester, the student was placed on academic probation; or
  - (4) the student's cumulative average is below 2.20 at the completion of the program.

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<sup>26</sup> For the purposes of regulations D.2. and D.3., "completion" includes grades of F. and F.Wd. but not Wd.

- b. A student who would otherwise be dismissed under subparagraph 3.a.(3) will be allowed to continue for a second semester<sup>27</sup> on academic probation if the student's grade point average for the first semester on academic probation, if repeated for the second semester on academic probation with a credit load of 12 credits, is sufficient to achieve the required cumulative average of 2.20 at the end of the second semester on academic probation.
- c. A student who would otherwise be dismissed under subparagraph 3.a. (4) may petition the Committee on Standards to be allowed to continue on academic probation. No such petition will be granted absent clear and convincing evidence of (1) extraordinary circumstances beyond the student's control and unlikely to continue or recur prevented the student from maintaining a cumulative average of at least 2.20 and (2) a realistic and specific academic plan to raise the cumulative average to 2.20 or above in one additional academic term.
- d. Except as provided in subsection 3.c., a student who is academically dismissed cannot petition the Committee on Standards for readmission earlier than one year after the date of academic dismissal. The Committee will grant readmission only if it finds that the student has satisfactorily addressed the factors that contributed to the academic dismissal. If the Committee grants a petition for readmission, it may impose any conditions it deems appropriate. This regulation may not be waived by the Committee on Standards.

#### E. MASTER OF LAWS IN ENVIRONMENTAL LAW DEGREE (LLM)

##### 1. Requirements for the Degree<sup>28</sup>

- a. Each student must satisfy the following requirements for the LLM degree:<sup>29</sup>

Requirement	Courses that Satisfy the Requirement
Graduate Seminar	ENV9606 LLM Graduate Seminar (3 credits)
Environmental Law	ENV5115 Environmental Law (3 credits)
Administrative Law	ENV5105 Administrative Law (3 credits)

- b. With the approval of the Director of the Environmental Law Center or the Director's designee, an LLM candidate may waive Environmental Law or Administrative Law if the candidate has successfully completed equivalent course work in a JD program at an ABA accredited law school or comparable international academic institution. Although requirements may be waived, the total number of credits required for degree completion remains unchanged.
- c. Any remaining electives may be chosen from the courses and experiential options listed above and from the list of approved courses in regulation IV.E.1.c.

##### 2. Optional LLM Thesis or Project

- a. Thesis

<sup>27</sup> For purposes of this regulation, the summer session shall be considered as a "semester."

<sup>28</sup> Students enrolled in the distance learning program are required to satisfy the same degree requirements, but the availability of elective courses is limited. Students should consult the Program Planning Guidelines for the distance learning program to ensure that all graduation requirements are met.

<sup>29</sup> Students who matriculated in the LLM in Environmental Law program prior to May 2013 must satisfy the following requirements: the LLM Graduate Seminar, Environmental Law, Administrative Law, Science for Environmental Law, and Natural Resources Law. Students who matriculated in the LLM program prior to August 2012 may satisfy the Science for Environmental Law requirement with any of the following courses: ENV5112 Science for Environmental Law, ENV5430 Ecology, or ENV5110 Ecology of Food and Agriculture.

An LLM candidate may choose to write a thesis. Six credits will be given for the satisfactory completion of an LLM thesis. The thesis must be a substantial piece of written work of publishable quality. A 10-15 page thesis proposal must be approved by the LLM candidate's faculty supervisor and the Director of the Environmental Law Center before the thesis is begun.

A student will have three terms to complete the thesis. A student will register in the term in which the thesis project is begun. A student who writes a thesis must make an oral presentation to the Vermont Law School community of the thesis work and must deposit a copy of the thesis in the Vermont Law School Library. The grade will be entered on the transcript in the semester the thesis is completed. Ordinarily, an LLM student will begin the thesis in the spring semester. If a student extends the thesis project beyond three terms, regulation II.C.2. "Temporarily excused from completion of a requirement" applies.

b. Teaching Project

An LLM candidate may choose to undertake a teaching project. A minimum of 4 and a maximum of 6 credits will be given for a teaching project. To receive credit for teaching, a candidate must satisfactorily complete a teaching practicum under the guidance of a faculty supervisor and the appropriate number of hours of actual teaching in the classroom. A five-page teaching project proposal must be approved by the LLM candidate's faculty supervisor and the Director of the Environmental Law Center before the project is begun.

- c. An LLM candidate who is a Fellow of the Environmental and Natural Resources Law Clinic (ENRLC) may elect to undertake a second teaching project with the approval of the ENRLC Director. Each teaching project will be for a minimum of 4 credits and a maximum of 6 credits. The second teaching project must provide a qualitatively different experience from the first. The ENRLC Fellow must satisfactorily complete all aspects of each teaching project in accordance with the teaching project plan, subject to the ENRLC Director's approval.

d. Research Project

An LLM candidate may choose to undertake a research project, either alone or as part of a joint effort with other LLM candidates. A minimum of 2 and a maximum of 6 credits will be given for a research project. An LLM project must be a substantial undertaking, involving significant legal and policy research. A five-page research project proposal must be approved by the LLM candidate's faculty supervisor and the Director of the Environmental Law Center before the project may be commenced. Students engaged in a joint project will be graded on their individual contribution to the project and on their teamwork skills.

A student will have two terms to complete the research project. A student will register in the term in which the project is begun. The grade will be entered on the transcript in the semester the project is completed. If a student extends the research project beyond two terms, regulation II.C.2. "Temporarily excused from completion of a requirement" applies.

3. EXTERNSHIPS

The LLM in Environmental Law Externship Program provides students with a field experience to test and develop their environmental law, policy, management, and/or science knowledge and skills. LLM externships are by definition environmental in their subject focus, so students must assure that their work on site relates to environmental issues.

F. MASTER OF LAWS IN ENERGY LAW DEGREE (LLM)

1. Requirements for the Degree<sup>30</sup>
  - a. Each student must satisfactorily complete the following requirements as part of the requirements for the LLM degree:

Requirement	Courses that Satisfy Requirement
Energy Law and Policy	ENV5226 Energy Law & Policy in a Carbon-Constrained World (3)
Energy Regulation	ENV5228 Energy Regulation, Markets and the Environment (3)
Administrative Law	ENV5105 Administrative Law (3)
Graduate Seminar	LLM9606 LLM Graduate Seminar (3)
Project/Writing Requirement	CLI9427 Energy Clinic (4) CLI9437 Advanced Energy Clinic (4) ENV5303 Advanced Energy Writing Seminar (2) LLM thesis or research project on an energy topic (4-6) LLM externship in energy law (4-10) Participation in the Institute for Energy and the Environment's research associate program
Energy Electives (minimum of 4 credits)	ENV5344 Alternative Fuels & Renewable Energy (3) ENV5375 Global Energy Justice (2) ENV5498 America's Energy Crisis (2) ENV5476 Nuclear Power and Public Policy (2) ENV5468 Oil and Gas Production and the Environment (2) ENV5469 Oil & Gas Development & the Environment (3) ENV5492 Renewable Energy Law & Policy (2) ENV5497 End Use Energy Efficiency (2) ENV5550 Renewable Energy Project Finance & Development (2) ENV5510 Three Essentials of the Electric Grid - Engineering (1) ENV5511 Three Essentials of the Electric Grid - Business (1) ENV5512 Three Essentials of the Electric Grid - Legal (1)

- b. Any remaining electives may be chosen from the courses and experiential options listed above and from the list of approved courses in regulation IV.F.1.c.
- c. With the approval of the Director of the Environmental Law Center or the Director's designee, an LLM candidate may waive any of the required courses if the candidate has successfully completed equivalent course work in a JD program at an ABA accredited law school or comparable international academic institution. Although requirements may be waived, the total number of credits required for degree completion remains unchanged.

The Energy Electives and General Electives requirements shall not be waived for courses completed prior to matriculation in the LLM program. All LLM candidates must take four credits of Energy Electives and nine credits of General Electives from the above list provided they do not duplicate prior course work. If an LLM candidate is unable to fulfill this requirement without duplicating prior coursework, the candidate must submit an alternative coursework plan to be approved by the Director of the Environmental Law Center or the Director's designee.

The Project requirement shall not be waived because of prior completion of one of the listed options. LLM candidates who have completed one of the listed projects as part of a prior program must choose a different project to meet the LLM requirement.

<sup>30</sup> Students enrolled in the distance learning program are required to satisfy the same degree requirements, but the availability of elective courses is limited. Students should consult the Program Planning Guidelines for the distance learning program to ensure that all graduation requirements are met.

## 2. LLM Thesis or Project

## a. Thesis

The provisions of regulation IX.D.2.a. apply

## b. Research Project

The provisions of regulation IX.D.2.d. apply.

## 3. EXTERNSHIPS

The LLM Externship Program provides students with a field experience to test and develop their energy law and policy knowledge and skills. LLM externships are by definition focused on energy issues, so students must assure that their work on-site relates to energy issues.

## G. MASTER OF LAWS IN FOOD AND AGRICULTURE LAW DEGREE (LLM)

1. Requirements for the Degree<sup>31</sup>

- a. Each student must satisfactorily complete the following requirements as part of the requirements for the LLM degree:

Requirement	Courses that Satisfy Requirement
Required Courses	
ENV5105	Administrative Law (3)
ENV5180	Law and Policy of Agriculture, Food, and the Environment (3)
LLM9606	LLM Graduate Seminar (3)
Food and Agriculture Electives (minimum of 6 credits)	
ENV5380	Food Regulation and Policy (3)
ENV5381	Agriculture and Food Entrepreneurial Law (3)
ENV5383	Food System Justice and Sustainability (2)
ENV5385	Global Food Security (2)
ENV5401	Agricultural Environmental Law (3)
ENV5408	Law of Animals and Agriculture (3)
ENV5410	Modern Farm Bill (2)
ENV5411	Federal Regulation of Food and Agriculture (3)
ENV5478	Global Food Security and Social Justice (3)
ENV5479	Law and Policy of Local Food Systems (3)
ENV5540	Public Health Implications of U.S. Agriculture and Food Policy (2)
General Electives (minimum of 3 credits)	
ENV5115	Environmental Law (3)
ENV5125	Land Use Regulation (3)
ENV5246	Water Quality (3)
ENV5245	Water Resources Law (3)
ENV5250	Watershed Management and Protection (3)
Experiential/Writing Requirement (at least one of the following; zero credit minimum)	
	LLM thesis or research project on a food/agriculture topic (2-6)
	LLM externship in food/agriculture law (4-10)

<sup>31</sup> Students enrolled in the distance learning program are required to satisfy the same degree requirements, but the availability of elective courses is limited. Students should consult the Program Planning Guidelines for the distance learning program to ensure that all graduation requirements are met.

	Center for Agriculture and Food Systems research associate program
CLI9428	Food and Agriculture Clinic (4)
ENV5301	Advanced Food Writing Seminar (2)

- b. Any remaining electives may be chosen from the courses and experiential options listed above and from the list of approved courses in regulation IV.F.1.c.
- c. With the approval of the Director of the Environmental Law Center or the Director's designee, an LLM candidate may waive any of the required courses if the candidate has successfully completed equivalent course work in a JD program at an ABA accredited law school or comparable international academic institution. Although requirements may be waived, the total number of credits required for degree completion remains unchanged.

The Food and Agriculture Electives and General Electives requirements shall not be waived for courses completed prior to matriculation in the LLM program. All LLM candidates must take four credits of Food and Agriculture Electives and nine credits of General Electives from the above list provided they do not duplicate prior course work. If an LLM candidate is unable to fulfill this requirement without duplicating prior coursework, the candidate must submit an alternative coursework plan to be approved by the Director of the Environmental Law Center or the Director's designee.

The Project requirement shall not be waived because of prior completion of one of the listed options. LLM candidates who have completed one of the listed projects as part of a prior program must choose a different project to meet the LLM requirement.

## 2. LLM Thesis or Project

### a. Thesis

The provisions of regulation IX.D.2.a. apply.

### b. Research Project

The provisions of regulation IX.D.2.d. apply.

## 3. EXTERNSHIPS

The LLM Externship Program provides students with a field experience to test and develop their food and agriculture law and policy knowledge and skills. LLM externships are by definition focused on food and agriculture issues, so students must assure that their work on-site relates to food and agriculture issues.

## H. MASTER OF LAWS IN AMERICAN LEGAL STUDIES (LLM)

### 1. Eligibility

The Master of Laws in American Legal Studies is specifically designed for students who hold a law degree from an institution outside of the United States.

### 2. Requirements for the Degree

- a. A minimum of 28 credits is required for the LLM degree. An LLM candidate may take a maximum of 33 credits.
- b. Course load: The minimum course load for full-time LLM students is 10 credits. The maximum course load is 16 credits in the fall and 17 credits in the spring semester.

- c. Each LLM candidate must satisfactorily complete the following courses: Constitutional Law, Civil Procedure I and II, Contracts, Torts, Criminal Law, Property, Legal Analysis and Writing I, and Legal Research. With the approval of the Director of International and Comparative Law Programs or the Director's designee, an LLM candidate may substitute a different course for Contracts, Torts, Criminal Law, or Property if the candidate has successfully completed a comparable course at another law school. Although course requirements may be waived, the total number of credits required for degree completion remains unchanged.
  - d. LLM candidates have the option of enrolling in additional courses during their second semester, with prior approval of the Director of International Programs.
  - e. A cumulative average of 2.20 is required for successful completion of the LLM degree.
  - f. Residence requirement: To obtain this degree, students must be in residence at Vermont Law School for two semesters.
3. Grades and Academic Standards

See regulation II.C. for grading standards and procedures.

a. Good Standing

To be in good academic standing, a student must have an overall average of at least 2.20.

b. Academic Probation

A student will be placed on academic probation if, at the end of the first semester, the student's cumulative average is between 1.5 and 2.20.

c. Academic dismissal

A student will be dismissed from the law school if:

- (1) the student has failed a total of eight credit hours; or
- (2) the student's cumulative average at the end of the first semester is at or below 1.50; or
- (3) the student's cumulative average is below 2.20 at the end of any semester and if, at the end of any previous semester, the student was placed on academic probation; or
- (4) the student's cumulative average is below 2.20 at the completion of the LLM program.

## X. CERTIFICATE PROGRAMS

All certificates for JD students must be declared by the end of their 4th semester. For all other residential students the declaration must be made by the end of their first semester or after 12 credits for online students. Please see <http://www.vermontlaw.edu/academics/certificates> for more information.

### A. GENERAL

1. A student may only obtain one certificate<sup>32</sup>

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<sup>32</sup> This regulation is effective for students matriculating after May 1, 2016.



2. All certificates require a cumulative grade point average of 3.00 in all courses that count toward the certificate.
3. Students must declare their intention to pursue a certificate by filing a written declaration with the Registrar. The declaration must be signed by the student and by the director of the certificate program.

All certificates for JD students must be declared by the end of their fourth (4th) semester.

All certificates for other residential students must be declared by the end of the second semester or after 12 credits for online students.

4. Prior to filing the certificate declaration, the student must meet with and obtain the permission of the director of the certificate program or the director's designee.
5. Completion of the certificate requirements will be noted on the student's transcript.

## B. CERTIFICATE IN DISPUTE RESOLUTION<sup>33</sup>

### 1. General

The Certificate in Dispute Resolution seeks to provide students with the skills and substantive knowledge valuable to legal practice as well as a wide variety of problem-solving careers. The certificate requires coursework in arbitration, and mediation and/or negotiation, to build competency, writing skills, and practical experience.

### 2. Requirements

The Certificate in Dispute Resolution requires 15 credits. For non-VLS students, four credits can come from non-VLS courses. Certificate courses may also be used to satisfy course requirements in the JD, MELP, and LLM degree programs.

Requirement 15 credits	Courses that Satisfy Requirement
Competency: 9 Credits	
Choose one:	ADR 6410 Alternative Dispute Resolution (3) OR ADR 6415 Environmental Dispute Resolution (3)
Choose one:	ADR 6405 Arbitration (2) OR ADR 6406 International Commercial Arbitration (2) OR INT 7450 International Investment Arbitration and the Environment (2)
Choose four credits from this list:	ADR 6415 Negotiation (2) ADR 6410 Mediation (2) ADR 6413 Mediation Advocacy (2) ADR 6425 Interviewing, Counseling, and Negotiation (3) CLI 9405 Dispute Resolution Clinic I (4)
Writing: 2 Credits	
Choose One:	WRI 1205 Independent Research (2) OR ADR 6450 Advanced Dispute Resolution Writing Seminar (2)
Practicum: 4 Credits	
Choose One:	CLI 9405 Dispute Resolution Clinic I (4) OR ADR 6490 Externship in Dispute Resolution (4) OR An equivalent clinical experience

<sup>33</sup> This certificate will not be available for students entering the JD program after May 1, 2017.

## C. EXPERIENTIAL ADVOCACY PROGRAM CERTIFICATE

## 1. General

The Experiential Advocacy Program Certificate is a formal recognition that a student has pursued a concentrated course of study in the field of experiential advocacy.

## 2. Requirements

The Experiential Advocacy Certificate requires 16 credits. Certificate courses may also be used to satisfy course requirements in the JD, MELP, MERL, MFALP, and LLM degree programs.

At the discretion of the Director, there may be additional non-curricular requirements that students must meet in order to receive the Certificate. These requirements may include but are not limited to attendance at professional and related events, keeping of journals, submission of Practice of Law Memos and other reflective work.

## 3. Director Discretion

For good cause shown, the Director retains discretion to substitute equivalent course(s) or to alter the distribution, but not the number, of credits required for the Certificate.

Requirement	Courses that Satisfy the Requirement
Course Options (minimum of 16 credits) <sup>34</sup>	ADR6425 Interviewing, Counseling & Negotiation (2)* ADR6424 Interviewing and Counseling (2)* ADR6413 Mediation Advocacy (2)* ADR6420 Negotiation (2)* BUS6226 Corporate Finance (2)** CRI7307 Criminal Practice & Procedure (2)* CRI7331 Impaired Driving (2)** FAM7715/7717 Family Law w/Optional Lab (2)** XAD7823 Bankruptcy, Collections, & Foreclosure/Landlord-Tenant (2) XAD7810 Commercial Transactions (2) XAD7817 Criminal Procedure: Bail to Jail/Criminal Law (2) XAD7816 Employment Law/Pre-Trial Litigation (2) XAD7819 Environmental Issues in Business Transactions (2) XAD7821 Estate Planning (2) XAD7814 International Intellectual Property (2) XAD7815 Municipal Law (2) XAD7812 Real Estate Transactions (2) XAD7818 Representing Entrepreneurial Business (2) XAD7830 Legal Activism: Lawyering for Social Change (2)** LIT7220 Trial Practice (2)* BUS6372.A Hactivist Boot Camp (2)** Enrollment in any VLS clinic or participation in an Externship/SiP may be substituted for one semester of XAd courses (4)

## D. INTERNATIONAL AND COMPARATIVE LAW CERTIFICATE

## 1. General

<sup>34</sup> \*Credit accepted for 2014-2015 academic year forward

\*\*Credit accepted for 2015-2016 academic year forward

The International and Comparative Law (ICL) Certificate formally acknowledges a student's academic concentration in international and comparative law.

## 2. Requirements

To earn the International and Comparative Law Certificate, each student must satisfactorily complete the following requirements in addition to those noted in regulation X.A.:

- a. Minimum of 18 credits in international, foreign and comparative law courses.

In the minimum 18 credits of courses, the following courses are required:

- (1) International Law;
- (2) a Comparative or Foreign Law course, from the list of approved courses designated in the table below in subsection D.7. as meeting this requirement; and
- (3) a Study Abroad course, from the list of courses designated in the table below in subsection D.7. as meeting this requirement.

The remainder of the 18 credits may be taken from a list of international and comparative law courses approved for this purpose by Director of International and Comparative Law Programs; a list of courses that satisfy this requirement is published each year in the registration materials.

- b. Grade of B or above in both International Law and in the course that is used to meet the Comparative or Foreign Law course requirement of the certificate.
3. Pass/fail credits: No more than 10 credits taken on a pass/fail basis may be used to satisfy the Certificate's credit requirement.
  4. No more than 10 credits from a qualifying Semester-in-Practice may be used to satisfy the Certificate's credit requirement.
  5. Courses taken at an ABA-approved summer study-abroad program must have the prior approval of the Director of International Programs for the course to be used to satisfy the study-abroad requirement, and prior approval of the Registrar to determine that VLS will accept the credits.
  6. Number of credits for courses taken at foreign institutions: Many foreign law schools determine the number of credits differently than U.S. law schools. The number of credits earned for courses taken at a foreign institution will be determined in accordance with the ABA regulation for determining course credits.
  7. List of courses meeting the certificate requirements.

INT7425 International Law (must earn B or above in this course)	
Take at least one course from each of the following two categories	Courses that satisfy the requirement
Comparative or Foreign Law Course (must earn B or above)	INT7407 Comparative Law INT7426 Comparative Constitutional Law INT7412 European Union Law INT7437 Introduction to Chinese Law INT7440 Comparative US-China Environmental Law INT7448 Comparative US-France Land Use Study
Study Abroad Course	INT7426 Comparative Constitutional Law

	INT7414 European Union Law –Trento
	ENV5218 International Climate Change Law
	International SiP <sup>35</sup> (max. 10 credits towards Certificate)
	Semester Study at McGill University <sup>36</sup>
	Semester Study at University of Trento <sup>27</sup>
	Semester Study at Renmin University <sup>27</sup>
	Semester Study at the University of Cergy-Pontoise <sup>27</sup>
	ABA-approved Summer Course <sup>37</sup>
	An independent research project (IRP) conducted abroad, if based upon international work experience during law school, including summers, as long as prior approval of the project for this purpose is obtained from the Director of International and Comparative Law Programs
	Other such courses approved by the Director of International and Comparative Law Programs
Additional courses to meet the 18-credit requirement	Courses meeting this requirement are produced each year and are found in the web-based registration materials.

8. Official transcripts and translations or foreign evaluations as required must be submitted prior to the credits being accepted and noted on the transcript.

#### E. CERTIFICATE IN CLIMATE LAW

##### 1. General

The Certificate in Climate Law is a formal recognition that a student has pursued a concentrated course of study in the field of climate law.

##### 2. Requirements

The Certificate in Climate Law requires 14 credits. Certificate courses may also be used to satisfy course requirements in the JD, MELP, MERL, MFALP, and LLM degree programs.

Requirement	Courses that Satisfy the Requirement
Required Courses (minimum of 6 credits)	ENV5212 Climate Change and the Law (3) ENV5226 Energy Law & Policy in Carbon-Constrained World (3)
Climate Electives (minimum of 4 credits)	ENV5205 Air Pollution Law & Policy (3) ENV5214 Climate Change Mitigation (3) ENV5218 International Climate Change Law (3) ENV5335 Extinction & Climate Change (2) ENV5342 Legal Adaptations to Global Warming Impacts (2) ENV5336 Climate Change, Extinction & Adaptation (3) ENV5343 Climate Change Adaptation in Human Systems (3) ENV5365 Climate Change: The Power of Taxes (2)
General Electives (minimum of 3 credits)	ENV5112 Science for Environmental Law (3) ENV5228 Energy Regulation, Markets & the Env (3) ENV5346 New Frontiers in Environmental Policy (3)

<sup>35</sup> Credit maximum: A maximum of 10 credits from this course may be used to satisfy the course credit requirements for the Certificate in International and Comparative Law; however, all of the credits earned may apply to satisfy the J.D. requirements.

<sup>36</sup> Number of credits for courses taken at foreign institutions: The number of credits earned for courses taken at a foreign institution will be determined in accordance with the ABA regulation for determining course credits.

<sup>37</sup> Courses taken at an ABA-approved summer study-abroad program must have the prior approval of the Director of International Programs for the course to be used to satisfy the study-abroad requirement, and of the Registrar to determine that VLS will accept the credits.

	ENV5375 Global Energy Justice (2) ENV5468 Oil & Gas Production & the Environment (2) ENV5469 Oil & Gas Development & the Environment (3) ENV5476 Nuclear Power and Public Policy (2) ENV5492 Renewable Energy Law & Policy (2) ENV5498 America's Energy Crisis (2) ENV5510 Three Essentials of the Electric Grid (3) ENV5550 Renewable Energy Project Finance & Development (2)
Experiential/Writing Requirement (minimum of 1 credit)	Advanced Writing Requirement on a climate topic Independent Research Project on a climate topic LLM thesis or research project on a climate topic Master's or JD externship on a climate topic

## F. CERTIFICATE IN ENERGY LAW

### 1. General

The Certificate in Energy Law is a formal recognition that a student has pursued a concentrated course of study in the field of energy law.

Students in the Master of Energy Regulation and Law (MERL) and LLM in Energy Law degree programs may not pursue the Certificate in Energy Law.

### 2. Requirements

The Certificate in Energy Law requires 14 credits. Certificate courses may also be used to satisfy course requirements in the JD, MELP, MFALP, LLM in Environmental Law, and LLM in Food and Agriculture Law degree programs.

Requirement	Courses that Satisfy the Requirement
Required Courses (minimum of 6 credits)	ENV5226 Energy Law & Policy in a Carbon-Constrained World (3) ENV5228 Energy Regulation, Markets and the Environment (3)
Energy Electives (minimum of 4 credits)	CLI9427 Energy Clinic (4) CLI9437 Advanced Energy Clinic (4) ENV5344 Alternative Fuels and Renewable Energy (3) ENV5468 Oil and Gas Production and the Environment (2) ENV5469 Oil & Gas Development & the Environment (3) ENV5476 Nuclear Power and Public Policy (2) ENV5492 Renewable Energy Law & Policy (2) ENV5498 America's Energy Crisis (2) ENV5510 Three Essentials of the Electric Grid (1-3) ENV5550 Renewable Energy Project Finance & Development (2)
General Electives (minimum of 3 credits)	ENV5105 Administrative Law (3) ENV5205 Air Pollution Law & Policy (3) ENV5210 CERCLA Liability & Cleanup (2) ENV5212 Climate Change & the Law (3) ENV5365 Climate Change: The Power of Taxes (2) ENV5375 Global Energy Justice (2) ENV5497 End Use Energy Efficiency (2) BUS6226 Corporate Finance: Mergers & Acquisitions (3) BUS6235 Corporations (4) ENV5125 Land Use Regulation (3) PUB7550 National Security Law (3)
Experiential/Writing	ENV5303 Advanced Energy Writing Seminar (2)

Requirement (minimum of 1 credit)	Advanced Writing Requirement on an energy topic Independent Research Project on an energy topic LLM thesis or research project on an energy topic Master's or JD externship on an energy topic
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## G. CERTIFICATE IN LAND USE LAW

### 1. General

The Certificate in Land Use Law is a formal recognition that a student has pursued a concentrated course of study in the field of land use law.

### 2. Requirements

The Certificate in Land Use Law requires 14 credits. Certificate courses may also be used to satisfy course requirements in the JD, MELP, MERL, MFALP, and LLM degree programs.

Requirement	Courses that Satisfy the Requirement
Required Courses (minimum of 6 credits)	ENV5125 Land Use Regulation (3) ENV5239 Land Transactions and Finance (3)
Land Use Electives (minimum of 4 credits)	ENV5345 Land & the Law of Takings (2) ENV5430 Ecology (3) ENV5405 Ecosystem Conservation Strategies (2) ENV5472 Law of Ecosystem Management (2) ENV5474 Land Conservation Law (2) ENV5462 Public Lands Management: Montana Field Study ENV5250 Watershed Management & Protection (3) INT7448 Comparative US-France Land Use Field Study (3)
General Electives (minimum of 3 credits)	ENV5105 Administrative Law (3) ENV5401 Agricultural Environmental Law (3) ENV5235 Natural Resources Law (3) ENV5423 Ocean & Coastal Law (3) PUB7580 State & Local Government (2)
Experiential/Writing Requirement (minimum of 1 credit)	Advanced Writing Requirement on a land use topic CLI9450 Land Use Clinic (LLM or JD) Independent Research Project on a land use topic LLM thesis or research project on a land use topic Master's or JD externship on a land use topic

## H. CERTIFICATE IN WATER RESOURCES LAW

### 1. General

The Certificate in Water Resources Law is a formal recognition that a student has pursued a concentrated course of study in the field of water resources law.

### 2. Requirements

The Certificate in Water Resources Law requires 14 credits. Certificate courses may also be used to satisfy course requirements in the JD, MELP, MERL, MFALP, and LLM degree programs.

Requirement	Courses that Satisfy the Requirement
Required Course (6 credits)	ENV5245 Water Resources Law (3) ENV5246 Water Quality (3)
Water Electives	ENV5250 Watershed Management & Protection (3)

(minimum of 4 credits)	ENV5349 Regulating the Marine Environment (2) ENV5405 Ecosystem Conservation Strategies (2) ENV5423 Ocean and Coastal Law (3) ENV5472 Law of Ecosystem Management (2) ENV5561 Environmental Enforcement & Compliance (2)
General Electives (minimum of 3 credits)	ENV5235 Natural Resources Law (3) ENV5401 Agricultural Environmental Law (3) ENV5430 Ecology (3) ENV5474 Land Conservation Law (2)
Experiential/Writing Requirement (minimum of 1 credit)	Advanced Writing Requirement on a water topic Independent Research Project on a water topic LLM thesis or research project on a water topic Master's or JD externship on a water topic

## I. CERTIFICATE IN CRIMINAL LAW

### 1. General

The Certificate in Criminal Law is a formal recognition that a student has pursued a concentrated course of study in the field of criminal law.

### 2. Requirements

The Certificate in Criminal Law requires 18 credits.

Requirement 18 credits	Courses that Satisfy Requirement
Doctrinal Requirements (10-11 credits)	
	REQ7140 Criminal Law (3 credits) CRI7262 Constitutional Criminal Procedure (3 credits) or CRI7307 Criminal Practice & Procedure (4 credits) LIT7210 Evidence (4 credits)
Skills/Experiential Requirements (8-16 credits)	
	LIT7220 Trial Practice (3 credits) or LIT7318 Intensive Trial Practice (2 or 3 credits depending on whether students are selected to compete in the Texas Young Lawyers' Association Trial Competition).  CRI7350 Criminal Law Clinic or a part-time externship or full-time SIP in a prosecutor's or defender's office or part-time or full-time judicial externship where 50% or more of student's time is spent on criminal matters (6-13 credits depending on whether placement is part-time or full-time).
Writing Requirement (0-3 credits)	
	A law review note written on a criminal law topic and submitted for AWR credit (2 credits) or a seminar, to be chosen from the following list, in which the student fulfills his/her AWR requirement (2-3 credits):  CRI7305 Advanced Criminal Law Seminar CRI7313 Capital Punishment Seminar CRI7319 Juvenile Justice Seminar CRI7314 Narcotics Law and Policy Seminar CRI7304 Sex Crimes Seminar Or

	An Accepted Brief in conjunction with the Criminal Law Clinic
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## J. CERTIFICATE IN BUSINESS LAW

### 1. General

The Certificate in Business Law is a formal recognition that a student has pursued a concentrated course of study in the field of business law.

### 2. Requirements

The Certificate in Business Law requires 15 credits.

Requirement 15 credits	Courses that Satisfy Requirement
Required: 7 Credits	
Take both:	BUS6235 Corporations (4) BUS6290 Securities Regulation (3)
General Electives: 7 Credits	
Take seven credits from this list. Refer to <a href="http://vermontlaw.edu/registrar">vermontlaw.edu/registrar</a> for current list.	ADR6410.A Alternative Dispute Resolution (3) ADR6405.A Arbitration (2) ADR6412 Mediation (2) ADR6420.A Negotiation (2) BUS6280.A Sales (2) BUS6285.A Secured Transactions (3) BUS6262.A Social Enterprise Law (2) BUS6255.A Income Taxation (4) BUS6260.A Intellectual Property (2) BUS6305.A Non-Profit Organizations (3) BUS Digital Drafting (3) BUS6245.A Employment Law (3) BUS Bankruptcy (3) CRI7318 White Collar Crime (3) ENV5365 Climate Change and the Power of Taxes (2) ENV5239 Land Transactions and Finance (3) ENV5220.A Environmental Economics and Markets (3) FAM7710.A Estates (4) INT7411.A French Corporate Law (1) INT7416.A International Business Transactions (3) XAD7819.A Environmental Issues in Business Transactions (XAD) (2) XAD7814.A International Intellectual Property (XAD) (2) XAD7823.A Bankruptcy/Landlord-Tenant (XAD) (2) XAD7810.A Commercial Transactions (XAD) (2) XAD7816 Employment Law/Pretrial Litigation (XAD) (2) XAD7812 Real Estate Transactions (XAD) (2) XAD7818 Representing Entrepreneurial Business (XAD) (2)
Students must complete a business law-related IRP or AWR	

## K. CERTIFICATE IN FOOD AND AGRICULTURE LAW



## 1. General

The Certificate in Food and Agriculture Law is a formal recognition that a student has pursued a concentrated course of study in the field of food and agriculture law.

## 2. Requirements

The Certificate in Food and Agriculture Law requires 14 credits. Certificate courses may also be used to satisfy course requirements in the JD, MELP, MERL, and LLM in Environmental Law, and LLM in Energy Law degree programs.

Requirement	Courses that Satisfy the Requirement
Required Courses (3 credits)	ENV5108 Law & Policy of Agriculture, Food & the Environment (3)
Food & Agriculture Electives (minimum of 7 credits)	ENV5110 Ecology of Food and Agriculture (3) ENV5380 Food Regulation and Policy (3) ENV5381 Agriculture and Food Entrepreneurial Law (3) ENV5383 Food System Justice and Sustainability (2) ENV5385 Global Food Security (2) ENV5401 Agricultural Environmental Law (3) ENV5408 Law of Animals and Agriculture (3) ENV5410 Modern Farm Bill (2) ENV5411 Federal Regulation of Food and Agriculture (3) ENV5478 Global Food Security & Social Justice (3) ENV5479 Law and Policy of Local Food Systems (3) ENV5540 Public Health Implications of U.S. Ag & Food Policy (2)
General Electives (minimum of 3 credits)	ENV5125 Land Use Regulation (3) ENV5235 Natural Resources Law (3) ENV5245 Water Resources (3) ENV5246 Water Quality (3) ENV5250 Watershed Management & Protection (3) ENV5310 Environmental Health Law (3) ENV5405 Ecosystem Conservation Strategies (2) ENV5406 Animal Rights Jurisprudence (2) ENV5474 Land Conservation Law (2) ENV5561 Environmental Enforcement & Compliance (2) JUR7333 Animal Law & Ethics (3)
Experiential/Writing Requirement (minimum of 1 credit)	CLI9428 Food and Agriculture Clinic (4) Advanced Writing Requirement on a food and agriculture topic Independent Research Project on a food and agriculture topic LLM thesis or research project on a food and agriculture topic Master's or JD externship on a food and agriculture topic

**XI. VERMONT LAW SCHOOL HONOR CODE****ARTICLE I. AN HONOR CODE FOR ACADEMIC INTEGRITY & HONESTY****A. Statement of Principles**

Vermont Law School is a community of adults and professionals committed to the principles of academic integrity and honesty which are the underpinnings for the responsible exercise of academic freedom. As an expression of this commitment, Vermont law School has developed this Honor Code with attendant procedures to deal with instances of academic dishonesty and misconduct which may occur in connection with any aspect of a student's work and performance in curricular (e.g. courses, experiential programs) or co-curricular (e.g. law review, moot court) endeavors. It is the duty and responsibility of all members of

the Vermont law School community to report any known or suspected violations of this Honor Code. The Honor Code seeks to preclude the following forms of academic dishonesty and misconduct.<sup>38</sup>

1. Any conduct pertaining to academic matters that evidences fraud, deceit, dishonesty, or an intent to obtain unfair advantage over other students, and
2. Any conduct that violates Vermont Law School academic regulations or written policies not inconsistent with this Honor Code, and
3. Any other conduct pertaining to academic matters that raises serious doubts about the accused student's honesty, integrity, or fitness to practice law.

#### B. Prohibited Conduct

This Honor Code recognizes two classes of violations which may attract the sanctions described in Article V below. To assist students in understanding their responsibilities under the Honor Code, the following is a list of conduct pertaining to academic matters which violates this Honor Code.

##### CLASS ONE VIOLATIONS:

The following offenses shall qualify as Class One Violations under Article V:

1. A student shall not plagiarize. Plagiarism is knowingly appropriating another's words or ideas and representing them in writing as one's own. Whenever a student submits written work, including an examination, as his or her own, the student shall not use the words of another without acknowledging the source. If the words of another are paraphrased or the ideas of another are used, there must be a clear attribution of the source.
2. A student shall not invade the security maintained for the preparation and storage of examinations.
3. While taking an examination, a student shall neither possess nor refer to any material not authorized by the instructor for use during the examination.
4. In connection with an examination or an academic assignment, a student shall neither give, receive, nor obtain information or help in any form not authorized by the instructor or the person administering the examination or assignment.
5. A student who is taking or has taken an examination shall not discuss any part of that examination with another student who is taking the examination or will be taking a deferred examination when such a discussion is likely to endanger the security of the examination questions.
6. A student shall not submit any written work, or part thereof, prepared, submitted or used by him or her for any other purpose (such as work prepared for or submitted in another course, work prepared for a law journal, clinic, law firm, government agency, or other organization), or prepared by another, except upon specific disclosure of the facts and receipt of permission from the instructor to whom the work is submitted.
7. A student shall not take or copy materials of an academic nature belonging to another student without the express consent of the latter.

##### CLASS TWO VIOLATIONS:

The following offenses will qualify as Class Two Violations under Article V:

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<sup>38</sup> Non-academic matters are governed by a separate Code of Non-Academic Conduct.

1. A student shall not make a false statement regarding an academic matter to a law school faculty member, administrator or to the Honor Committee.
2. With respect to the Law School Library, a student shall not knowingly (a) mark, mutilate or destroy library material; (b) hide, misshelve, or misfile library material; or (c) remove library material from the library without authorization.
3. A student shall not obstruct the Honor Code process.
4. A student shall not engage in any other conduct which in determination of the Deputy Vice Dean and the Honor Committee evidences dishonesty or a manifest lack of fitness to practice law.

#### C. Standard of Proof

Before a student may be found to have violated this Honor Code, there must be clear and convincing evidence that the accused committed the acts constituting the violation. This burden of proof shall apply in both the informal and the formal processes.

Unless otherwise specified in the examples above, a student is guilty of a violation of the Honor Code if she or he acted purposely, knowingly or recklessly. A student acts purposely if it is the student's conscious object to engage in prohibited conduct or to cause a prohibited result. A student acts knowingly when that student knows that such conduct is prohibited or knows that his or her conduct will cause a prohibited result. A student acts recklessly when that student consciously disregards a substantial and unjustifiable risk that his or her conduct will fall within prohibited conduct or cause a harmful result.

It is not a defense to charges of violating this Honor Code for a student to claim he or she has not received, read or understood this Honor Code, or is otherwise ignorant of its provisions. A student is held to have notice of this Honor Code by enrolling in a Vermont law school class.

### ARTICLE II. ADMINISTERING THE HONOR CODE

- A. Principal responsibility for administering the policies and procedures of this Honor Code shall lie with the Deputy Vice Dean for Academic Affairs and/or an Honor Committee duly constituted as described below.
- B. The Honor Committee consists of six members who shall represent the student body, the faculty and the Administration and which shall act according to procedures as set forth below in Article IV.
- C. The makeup of the Honor Committee shall be as follows: (a) the Deputy Vice Dean for Academic Affairs as Ex Officio member<sup>39</sup>; (b) Four students, one elected from each of the JD classes and one from the MELP, MERL, and LLM classes combined; (c) Two faculty members appointed by the President and Dean of the Law School.

### ARTICLE III. TERM OF OFFICE

- A. All student members shall be elected to serve one year terms with no bar to reelection for a subsequent term. If for any reason a student member is unable to complete his or her term or to participate in the resolution of a particular matter (See, Article III, Paragraph 3) an alternate student member shall complete the term or participate as necessary. The alternate student member shall be appointed by the President of the Student Bar Association (SBA), or by the Vice-President of the SBA, or by the Treasurer of the SBA, or by the Secretary of the SBA, if the President already serves on the Honor Committee.

<sup>39</sup> Ex Officio in this context means the Deputy Vice Dean for Academic Affairs participates, but does not vote, on matters before the Honor Committee. The Deputy Vice Dean participates in hearings before the Honor Committee under the Formal Process as described in IV (C).

- B. All faculty members shall be appointed for one year terms. If for any reason a faculty member is unable to complete his or her term or to participate in the resolution of a particular matter (See, Article III, Paragraph 3), an alternate faculty member, appointed by the President and Dean of the Law School, shall complete the term or participate as necessary.
- C. Any member of the Honor Committee (including the chair) who believes that he or she may be unable to render an impartial decision in any case shall excuse himself/herself from such case; alternatively, the Honor Committee may remove any Honor Committee member from a case if a majority of the remaining Honor Committee members believes that member may be unable to render an impartial decision in the case. Because Vermont Law School is a small community, knowledge of or acquaintance with the accused student and/or witnesses in a hearing, awareness of a case, participation in campus issues related to the subject matter of a case, or participation in the disciplinary process prior to the hearing of the case shall not automatically be grounds for disqualification. Any concern an accused student may have about the ability of any Honor Committee member or alternate to render an impartial decision in his or her case must be submitted in writing to the chair. This submission must include any supporting materials and must be submitted at least 72 hours in advance of the formal hearing.

#### ARTICLE IV. PROCEDURES

##### A. Initial Charge

1. A person who wishes to make a charge of a violation of the Honor Code against a student must report the violation to the Deputy Vice Dean for Academic Affairs. Such a report must be made in writing. An anonymous report of a violation will not be sufficient to initiate an investigation or hearing under this Honor Code.
2. As soon as practicable, but no later than fifteen working days (defined as periods during which all administrative offices of the Vermont Law School are open and operating under regular business hours) after receiving the written report of the violation, the Deputy Vice Dean shall notify the accused student in writing that a complaint has been filed. In addition, the Deputy Vice Dean will inform the accused student of his/her rights under the Honor Code, including the appointment of an advocate for the accused student. The Deputy Vice Dean will also inform the student that a preliminary investigation into the matter will be conducted by a named investigator whose report will be submitted to the Deputy Vice Dean.
3. At the same time as the Deputy Vice Dean notifies the accused student of the complaint, the Vice Dean shall notify the remaining Honor Committee members of the alleged violation and shall provide the Honor Committee with a preliminary timetable whether the matter proceeds under the formal or informal process.
4. The Deputy Vice Dean for Academic Affairs shall appoint an investigator from among the faculty, staff administration, or students. When the investigator appointee may be a student, this appointment shall be made in consultation with the President of the SBA (unless s/he is serving on the Honor Committee, in which case the consultation may be with the Vice-President of the SBA, or the Treasurer of the SBA, or the Secretary of the SBA). The investigator may speak with the accused student, and other witnesses, and may obtain statements and any evidence or facts necessary to report to the Deputy Vice Dean for Academic Affairs. The investigator shall submit a report about the matter to the Deputy Vice Dean within twenty-one (21) calendar days following his/her appointment as investigator unless good cause exists to warrant a reasonable extension of time.
5. The Deputy Vice Dean for Academic Affairs shall appoint an advocate for the accused student from among the faculty, staff, administration, or student body. When the advocate appointee may be a student, this appointment shall be made in consultation with the President of the SBA (unless s/he is serving on the Honor Committee, in which case the consultation may be with the Vice-President of the SBA, or Treasurer of the SBA, or Secretary of the SBA). The advocate will serve as advisor to the accused. The advocate may also speak for the accused to the Honor Committee and act on the

accused's behalf at the formal hearing. The accused student may prefer to have an advocate other than the appointed person in which event, the appointed advocate shall serve as an advisor on Honor Code procedure to the advocate of choice.

#### B. Informal Process

1. After receiving the investigator's report, the Vice Dean for Academic Affairs may: (a) determine that even if the facts alleged are true, no violation of the Honor Code has taken place; or (b) determine that it is more probable than not that a violation has taken place and may proceed to take action as outlined in paragraph 2 below. Either determination shall be communicated to the accused student in writing within a reasonable time following the Deputy Vice Dean's receipt of the investigator's report.
2. If the Deputy Vice Dean for Academic Affairs determines that it is more probable than not that a violation of the Honor Code has occurred, the Deputy Vice Dean may proceed as follows. A discussion of the charges and the formal process as outlined below in Section C shall be held with the accused student. The student will be given the option of going forward with the formal process or agreeing in writing to abide by both the decision of the Deputy Vice Dean as to whether a violation of the Honor Code occurred and the penalty assessed by the President and Dean of the Law School upon recommendation of the Deputy Vice Dean. Such an agreement by the student will constitute a waiver of any right to the formal process including the right to appeal. The accused student does not waive the right to make public the outcome of the informal process. In this informal process, the President and Dean of the Law School retains the right to accept, reject or modify any recommendation which may be made by the Deputy Vice Dean. The decision of the President and Dean of the Law School is final.

#### C. Formal Process

1. If the Deputy Vice Dean for Academic Affairs concludes that the facts warrant a finding that it is more probable than not that a violation of the Honor Code has taken place and that the case is not one which will be dealt with informally above, the Deputy Vice Dean will notify the Honor Committee in writing of the nature of the complaint and of her or his conclusions. The Deputy Vice Dean will also notify the student accused in writing that the case is being referred to the Honor Committee for further proceedings. This notice shall include the names of all members of the Honor Committee.
2. The Deputy Vice Dean may request that the investigator conduct further investigation in preparation for the formal hearing.
3. The Honor Committee as described in Article II (3) shall conduct a formal hearing of this matter at a meeting scheduled not more than thirty (30) calendar days after the Deputy Vice Dean has reported a probable violation of the Honor Code to the Honor Committee. The Honor Committee shall meet to elect a chair for the hearing. It shall be the chair's responsibility, prior to the formal hearing, to (1) distribute a copy of the investigator's report to each member of the Honor Committee; and (2) to ensure that each member of the Honor Committee has received from the Deputy Vice Dean for Academic Affairs the written notice of the nature of the complaint and the Deputy Vice Dean's conclusions. The Deputy Vice Dean for Academic Affairs is not a member of the Honor Committee when it sits in formal hearing.
4. Formal Hearing

The Deputy Vice Dean, along with the appointed investigator, shall present the matter to the Honor Committee. This hearing is not intended to be adversarial in nature (e.g. a prosecution and defense role). Rather, the purpose of the hearing is for the Honor Committee to gather information to enable it to make a factual determination as to whether or not a violation of the Honor Code has occurred, and if so, to recommend a penalty. To that end, the Honor Committee will call and question

witnesses and receive any relevant documents. Because this is not a trial, rules of evidence may be more relaxed in the interest of gathering all relevant information. The accused student will be entitled to have counsel present at the hearing, in addition to his/her advocate. The accused student or any such counsel or advocate will also have the right to call and question witnesses, the right of access to any and all documents offered as evidence, and the right to examine such documents.

After hearing all witnesses and considering all evidence presented, the Honor Committee shall decide whether a violation of the Honor Code has occurred. A majority vote of the six Honor Committee members voting shall be necessary for a finding of violation and the imposition of any sanction. However, a recommendation of expulsion or a recommendation that an awarded degree be withdrawn shall require unanimity.

After the formal hearing is concluded, the chair of the Honor Committee shall assign one member of the Honor Committee to prepare a written report stating: (1) the essential findings of fact upon which the committee's determination of violation or no violation is based; (2) the conclusions of law which are necessary to support the determination; and (3) the recommended sanction if a determination of violation is made. Concurring and dissenting members may prepare reports explaining their positions. Copies of the report(s) shall be given to the accused student and to the President and Dean of the Law School.

The Honor Committee shall tape record the hearing in each case. The recording, documents received and the opinion of the Honor Committee shall be retained in the President and Dean's Office. This record may be referred to by the Honor Committee for any purpose and by the President and Dean of the Law School in the case of appeal, but the confidentiality of the record should otherwise be maintained. The accused student shall have the right to make public the results of the formal hearing. At any time after three years, the Honor Committee may destroy the record except for the final report/opinion of the Honor Committee and the opinion of the President and Dean of the Law School, if any.

If the accused student does not appeal the decision of the Honor Committee within seven days after receiving the written report of the Honor Committee pursuant to Article VI, the decision of the Honor Committee shall become final and binding upon all parties, and the President and Dean of the Law School shall proceed to consider implementation of the recommended penalty. In so doing, the President and Dean of the Law School shall have plenary power to accept, reject or modify the recommended penalty. The decision of the President and Dean of the Law School is final.

#### D. Resolution of the Case Without a Hearing

At any time the accused shall have the right to make a proposal for resolution of the matter to the Deputy Vice Dean for Academic Affairs or to the Honor Committee. Any such proposal shall include acknowledgment by the accused student of a violation, and shall include a waiver of all rights to the formal process including the right to appeal under the Honor Code with the understanding that the President and Dean of the Law School can modify all agreed to sanctions.

#### E. Time Limitation

No complaint may be filed more than sixty (60) days after the occurrence of the alleged violation or sixty (60) days after the day that the alleged violation and/or the identity of the accused student should have reasonably been discovered.

#### F. The Power to Appoint Alternates

Should it become necessary at any point during the informal or formal processes, the President and Dean of the Law School shall have the power to appoint alternates to serve the role(s) of the Deputy Vice Dean(s).



#### G. Notice

Notice to the accused student shall be given through the United States mail to the local address contained in the accused student's educational file. If there is no local address, notice will be sent to the accused student's permanent address.

Notice to members of the Honor Committee required by this Honor Code can be provided either through the Vermont Law School campus mail system (the notice is thereby placed in the individual's campus mailbox) or through the United States mail.

Notice will be considered given on the date the notice is placed in the mail.

### ARTICLE V. SANCTIONS

If through the informal or formal process it is determined that the accused student has violated one or more of the provisions of this Honor Code, the Honor Committee members or the Deputy Vice Dean shall recommend a sanction<sup>40</sup> in accordance with the provisions below:

Class One Sanctions: If the Honor Committee members or the Deputy Vice Dean conclude that the student has committed a Class One violation of the Honor Code as defined in Article III, Section B, the recommended penalty shall be suspension, expulsion or withdrawal of an awarded degree, unless the Honor Committee members or Vice Dean find substantially mitigating circumstances warrant a lesser penalty as set out in the following paragraph. A recommendation of expulsion or a recommendation that an awarded degree be withdrawn shall require unanimity

Class Two Sanctions: If the Honor Committee members or Deputy Vice Dean conclude that the student has committed a Class Two violation of the Honor Code as defined in Article III, Section B, the Honor Committee members or Deputy Vice Dean shall recommend such lesser penalty as they deem appropriate, including, but not limited to: a warning; a fine; probation; reference to counseling; or notation in the student's permanent file, unless the Honor Committee members or Vice Dean find substantially aggravating circumstances warrant a harsher penalty as set out in the preceding paragraph.

Notation on Official Transcript: The fact of a violation, whether subject to a Class One or Class Two sanction, shall in the usual case be noted on the student's official transcript. For purposes of this section, the official transcript means the official record of the student's academic history at Vermont Law School in all programs (e.g. JD, MELP, MERL, MFALP, LLM, or joint-degree) in which the student is enrolled at the time of the violation.

### ARTICLE VI. APPEALS

- A. The accused student may appeal the decision of the Honor Committee directly to the President and Dean of the Law School. Within seven days after receiving the written report of the Honor Committee, any accused student wishing to appeal shall give written notice of such intention to the President and Dean of the Law School. The accused student shall include a statement of the basis for such an appeal with the written notice. The review shall be on the record.
- B. The President and Dean of the Law School shall notify the Honor Committee and the involved faculty member, if any, of the appeal.
- C. The Honor Committee shall make available to the President and Dean of the Law School a copy of the tape recording of the hearing and copies of any documents received by the Honor Committee.

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<sup>40</sup> Grade adjustments have been excluded from the list of sanctions. Grading is solely a faculty function. A faculty member may consider a determination that a student violated the Honor Code, for example by cheating or plagiarism, in assigning a grade. The President and Dean of the Law School cannot, however, compel the faculty member to adjust a grade based on the result of an Honor Code determination.

- D. The President and Dean of the Law School shall schedule a meeting with the accused student within a reasonable time after receiving the written notice of appeal. The President and Dean of the Law School shall allow the accused student, the student's counsel or advocate, the Deputy Vice Dean for Academic Affairs and/or the investigator, to present arguments at that meeting.
- E. Factual findings of the Honor Committee shall not be overturned on appeal absent a showing that the findings are not supported by relevant evidence. Deference shall be accorded determinations of credibility made by the Honor Committee. Determinations of what constitutes relevant evidence shall be overturned only for abuse of discretion.

Conclusions of law, including interpretations and applications of this Honor Code, may be overturned upon a showing that the conclusions are erroneous.

The President and Dean of the Law School shall have the plenary power to accept, reject, or modify the recommended penalty. The decision of the President and Dean of the Law School is final.

#### ARTICLE VII. AMENDMENT OF THE HONOR CODE

- A. This Honor Code may be amended upon the initiative of (1) a majority vote of the members of the Honor Committee; (2) a majority vote of the faculty; or (3) a petition signed by 50 or more Vermont Law School students. Any amendment must be approved both by a majority of the student members of the Honor Committee together with the members of the Student Bar Association voting as one body and by the faculty. If a student is both a member of the governing body of the Student Bar Association and the Honor Code Committee, the student shall have only one vote.
- B. Amendments to this Honor Code shall be effective upon approval by the faculty and by the student members of the Honor Committee together with the Student Bar Association.

#### XII. COMMITTEE ON STANDARDS POLICIES AND PROCEDURES

The faculty has delegated responsibility for administration of the Academic Regulations to the Committee on Standards. Any student who seeks a discretionary decision provided for under the regulations, or the waiver of a regulation, must petition the Committee; students should not contact individual members of the Committee concerning any matter which may come before the Committee.

##### A. MEETINGS OF THE COMMITTEE

1. Regular meetings of the Committee are ordinarily held monthly. Special meetings are held at the discretion of the chair. The Committee may meet telephonically or electronically.
2. Three members of the Committee shall constitute a quorum for the Committee to take action upon student petitions.
3. The deadline for submission of petitions shall be on the Friday preceding the meeting of the Committee at which the student seeks a decision. The Committee may, in its discretion, consider late petitions or consider petitions telephonically or electronically outside a regularly scheduled meeting provided a quorum of Committee members acts on the petition(s).
4. The Registrar and Director of Academic Procedures or designee shall serve as Secretary to the Committee on Standards.

##### B. PETITIONS AND PERSONAL APPEARANCE



1. The student shall submit a typewritten petition to the Registrar via email, mail, or in person, setting forth in detail the student's request and the reasons why the Committee should make an exception to the Academic Regulations and grant the request.
2. In any case which may result or has resulted in suspension or dismissal from the school, the student has a right to a personal appearance before the Committee. Such personal appearance must be requested at the time of the student's original petition, and the student shall appear at the time the petition is being considered by the Committee. In any other case, the student may request a personal appearance, which shall be granted only by unanimous consent of the members of the Committee. Such requests should be made in writing and submitted to the Registrar no later than the Friday preceding the Committee meeting at which the student petition will be considered.

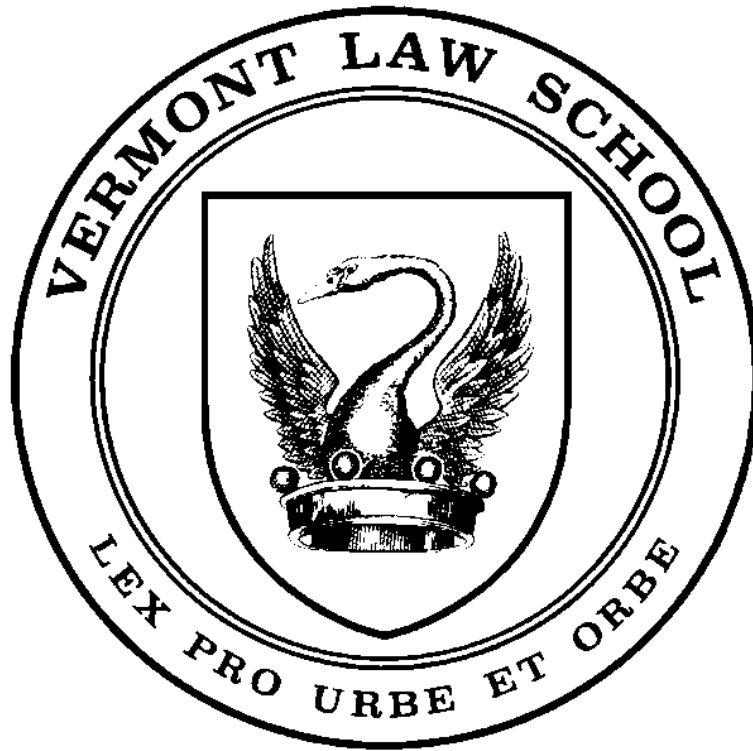
#### C. NOTICE OF ACTIONS

The Committee shall notify the students of its decisions in writing by mail or email. In addition, the Committee shall notify the following parties in writing of its action when appropriate: Registrar, President and Dean, student's instructor, Business Office.

#### D. PETITIONS FOR REHEARING

If a student's petition is denied in whole or in part, the student may request reconsideration of the petition. Such a request will ordinarily be granted only upon presentation of new information which was not available at the time of submission of the original petition. Students requesting rehearing shall make this request in writing by the Friday preceding the Committee meeting at which the student would like the petition to be reconsidered.

# CODE OF CONDUCT



The Code of Conduct may be amended at any time by the President and Dean after consultation with the Student Services Committee, the Deputy Vice Dean, and the Associate Dean for Student Affairs and Diversity. Notice of amendment shall be given by posting on the official campus bulletin board, email, and through the campus mail.

## CODE OF CONDUCT

Adopted 10/10/94

Amended 6/7/06

Amended 4/14/10

Amended 5/8/15

Amended 5/25/16

Effective Date May 25, 2016. *The policies, procedures and information outlined herein supersede previous Vermont Law School policies, procedures and information on the same topics.*

### ARTICLE I. STANDARDS OF CONDUCT

*"I pledge that I will uphold the highest standards of academic excellence, honesty, professionalism, and integrity. In my academic and professional life, I will treat others with dignity, respect, and courtesy. I commit myself to zealous advocacy for justice and to ethical service without prejudice."*

This oath is sworn before a Vermont Supreme Court justice by all Vermont Law School students upon their first morning of school. Vermont Law School students are citizens of an academic and social community whose members are expected to show respect for the person, property, and rights of others. Students seeking admission to the Vermont Bar, as well as most other state bars, must meet a standard of conduct set by the bar. Vermont Law School is required to certify a student's character and fitness for the bar and for clearance by the FBI and other investigators for positions with the federal government. Therefore, all students are expected to maintain the standards set in this Code of Conduct and to act with professionalism at all times. Professionalism is the strict adherence to courtesy, civility, honesty, and responsibility when interacting with other students, faculty, staff, or other individuals in the community.

### ARTICLE II. APPLICATION OF THE CODE OF CONDUCT

This Code governs all matters of conduct not covered by the Vermont Law School Honor Code. It applies to the conduct of all students of Vermont Law School (VLS) with regard to their actions in connection with the application and admissions process, educational activities, career services, employment, or other law school-related activities, when those actions occur on VLS property or in the use of VLS facilities (including the computer network and telephone and email systems). This Code applies to all students taking classes on campus, as well as all students taking distance learning classes and students participating in off-campus programs, such as externships or SIPs. This Code also applies when those actions occur off campus in connection with events sponsored by VLS or VLS-approved organizations, or in connection with official business undertaken for VLS, or in other circumstances where an action could have a significant impact on the educational or employment environment or the reputation or integrity of VLS or could pose a threat to the safety or other interests of VLS or members of the VLS community.

This Code of Conduct does not govern interactions between members of the Vermont Law School community that do not involve violations of its provisions. An employer-employee dispute, a contract dispute, a landlord-tenant dispute, a domestic dispute, or other civil dispute between two individuals who happen to be members of the Vermont Law School community is governed by local, state, or federal law rather than this Code except insofar as the dispute also involves actions by the parties that independently are violations of the Code.

Conduct covered by this Code may also violate local, state, and federal laws. This Code will not be used merely to duplicate the function of those laws, but where Vermont Law School's distinct interests as an academic community are involved, the Law School may pursue enforcement of its own policies whether or not legal proceedings involving the same incident are underway or anticipated. Vermont Law School may use information from third-party sources, such as law enforcement agencies and the courts, to initiate or adjudicate proceedings under this Code of Conduct. Conversely, Vermont Law School will not shield law students from the law, nor will it intervene as a party in legal proceedings against a law student. In general, this Code prohibits:

1. Any conduct that evidences fraud, deceit, dishonesty, any intent to harm or to obtain unfair advantage over another, or a gross disregard for the rights of others; and

2. any conduct that violates Vermont Law School regulations or policies contained in the Vermont Law School Student Handbook; and
3. any other conduct or activities that raise serious doubts about the student's honesty, integrity, professionalism, or fitness to practice law, regardless of whether the conduct occurred on campus or off campus, and regardless of whether classes were in session or during semester breaks.

A student violates this Code of Conduct if he or she acts purposely, knowingly, or recklessly. A student acts purposely if it is the student's conscious object to engage in prohibited conduct or to cause a prohibited result, whether or not the student knows the conduct is prohibited. A student acts knowingly when that student knows that such conduct is prohibited or knows that his or her conduct will cause a prohibited result. A student acts recklessly when that student consciously disregards a substantial and unjustifiable risk that his or her conduct will fall within prohibited conduct or cause a harmful result.

It is not a defense to charges of violating this Code of Conduct and related policies for a student to claim that she or he has not received, read or understood this Code, or is otherwise ignorant of its provisions. Students will be held accountable for policy violations that take place between the time they first arrive in South Royalton to begin their Law School career and their graduation, or the Law School's confirmation of their withdrawal. Distance learning students will be held to have notice of this Code of Conduct and to be bound by its provisions upon their enrollment in a VLS course or program. The Law School may also initiate charges with respect to alleged misconduct of the sort described herein that occurs before matriculation, if it appears that such alleged misconduct may have an effect on the student's fitness to remain a part of the Law School community or fitness to practice law, or that reflects negatively on the student's honesty or integrity. Further, the Law School reserves the right to pursue withdrawal of a degree, if it is determined that the degree was in part procured through academic dishonesty, fraud, or other misconduct. **Violations of the Code of Conduct include, but are not limited to:**

- Alcohol policy violation
- Alteration, misuse, or forgery of documents, records, ID's, or keys
- Any and all felonies and misdemeanors, excluding minor traffic violations
- Arson
- Attempting to improperly influence the decision of the VLS Disciplinary Board
- Conduct off campus that is incongruent with the mission and goals of VLS
- Deliberate tampering with fire safety equipment on campus
- Desecration, profanation, misuse of any VLS property
- Disruptive behavior
- Drug policy violation
- Failure to present proper identification of oneself or one's guest when asked by VLS personnel or campus security; failure to comply with the directives of VLS personnel, including Fitz Vogt staff, or knowingly furnishing false information to VLS personnel
- Harassment, Sexual Harassment, Discrimination, and Retaliation Policy violation
- Lewd, indecent, or obscene conduct
- Lying
- Misuse of VLS fire equipment, VLS ID card, the VLS computer network, the VLS email system or telephones (including pay phones)
- Obstruction or disruption of educational activities, administrative functions, or other activities of the Law School
- Physical assault
- Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Policy violation
- Theft, attempted theft, or sale of VLS property or property belonging to others
- Unauthorized entry into any VLS sponsored event or club/organization activity
- Unauthorized entry into or use of VLS or student facilities or property
- Use or possession of firearms, explosives, knives, ammunition, or other lethal devices on campus
- Verbal abuse
- Willful damage
- Reading, copying, altering, or deleting computer files in another user's account without permission of that user; willfully modifying or disabling computer files, programs, or equipment provided by the Computer Center for general use; using VLS computing facilities for outside business purposes
- Any of the behaviors listed above and exhibited in electronic form are also prohibited.

Each student is responsible for keeping informed of any changes in this Code. Ignorance of regulations and changes to regulations are not an excuse for violations of the VLS Code of Conduct.

### **ARTICLE III. STUDENT'S DUTY TO REPORT**

Vermont Law School is required to certify students' and graduates' good character and fitness to state bar examiners. Students are responsible for informing themselves on the character and fitness requirements of the bar in the state or states where they intend to practice. Students have a duty to promptly report to the Associate Dean for Student Affairs and Diversity any charges, arrests or convictions of a violation of any civil or criminal law, other than a minor parking violation or parking ticket. In their application to Vermont Law School, students are required to disclose such events, as well as any prior disciplinary action by an educational institution, government, or administrative agency (including any branch of the Armed Forces). Students who failed to disclose such in their application materials must report to the Associate Dean for Enrollment Management. A failure to disclose events which occurred prior to or during Law School may lead to more serious consequences than the event itself. Any failure to report is a violation of the Code of Conduct.

### **ARTICLE IV. PROCEDURE**

#### **A. GENERAL PROVISIONS**

1. The procedures for investigating and resolving complaints under this Code include voluntary informal resolution, mediation, informal process and formal process. Additional specific provisions governing the handling of alleged violations of the "Harassment, Sexual Harassment, Discrimination and Retaliation Policy" and the "Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Policy, Resources and Procedures" by students are set forth in those policies. Such specific provisions will apply to complaints that allege harassment, discrimination, retaliation, sexual misconduct, domestic violence, dating violence and stalking within the scope of those policies, to the extent that such specific provisions differ from the provisions outlined in these more general procedures. The availability of these procedures does not restrict the authority of the President and Dean to take whatever action he or she deems necessary to maintain good order within the Law School or to determine whether harassment or discrimination is occurring and ensure that any such action cease.

#### **B. COMPLAINT AND PRELIMINARY PROCEEDINGS**

1. Any person may initiate a proceeding under this Code by making a complaint to the Associate Dean for Student Affairs and Diversity (the Associate Dean) alleging a violation of the Code. The complaint may be oral or written. Upon receiving a complaint that this Code has been violated, the Associate Dean shall meet with the complainant, outline the possible courses of action, and explain the operation of these procedures. The Associate Dean shall discuss the allegations with the complainant to determine whether all pertinent facts have been alleged. The Associate Dean may conduct a further investigation.
2. If the Associate Dean determines that the facts alleged, if true, would not establish a violation of the Code, the Associate Dean shall dismiss the complaint. When a complaint is dismissed for this reason, the Associate Dean may ask the complainant and the student complained against to meet in an effort to resolve differences between them. The fact that a complaint has been filed and dismissed will not be publicly disclosed by the Associate Dean or any party unless all parties agree.
3. If the Associate Dean determines that the facts alleged, if true, would establish a violation of the Code, he or she shall notify the student complained against of the substance of the complaint, meet with the student, outline the possible courses of action, and explain the operation of the procedures. The Associate Dean at his or her discretion may appoint

advisors for the complainant and the student complained against. The appointed advisors serve as advisors only, and do not give legal advice. There is no attorney/client privilege between students and advisors. The students may retain legal counsel at their own expense. The Associate Dean shall give the student the opportunity to tell her or his side of the story. If it is appropriate in the circumstances, the Associate Dean may ask the parties to participate in voluntary informal resolution of the complaint as provided in subsection IV.C. and may take other actions designed to clarify and resolve issues for the parties and the Law School community.

4. If the Associate Dean does not request voluntary informal resolution, or that procedure does not result in resolution of the complaint, the Associate Dean shall appoint a Preliminary Investigator to conduct a preliminary investigation of the facts and submit a written report to the Associate Dean. When conducting a preliminary investigation, the Preliminary Investigator shall make every effort to avoid disclosing sensitive information, although full confidentiality cannot be guaranteed because some information may need to be shared with witnesses and otherwise as necessary in order to complete the preliminary investigation.
5. The Preliminary Investigator shall complete the investigation and submit her or his report within 30 working days after the date of appointment unless the time is extended by the Associate Dean for reasonable cause. Upon receipt of the Preliminary Investigator's report, the Associate Dean may direct such further investigation as he or she deems necessary. The report may be given, as appropriate, to the parties, to the mediator under subsection IV.D., to the Deputy Vice Dean for Academic Affairs (Deputy Vice Dean) under subsection IV.E. or to the Chair of the Disciplinary Board and the President and Dean of the Law School (President and Dean) under subsection IV.F. The report will be included in the President and Dean's confidential file under subsection IV.L., but will not otherwise be distributed or disclosed to anyone.
6. At the conclusion of the preliminary investigation, and after consulting with the complainant and the student complained against, the Associate Dean will determine whether there are reasonable grounds to believe that a violation of this Code has occurred. If there are not reasonable grounds to believe that a violation has occurred, the Associate Dean shall dismiss the complaint. If the complaint is dismissed on this ground, the Associate Dean may ask the parties to meet in an effort to resolve differences between them and may take other actions designed to clarify and resolve issues for the parties and the Law School community.
7. If the Associate Dean finds reasonable grounds to believe that a violation of this Code has occurred, he or she shall determine whether the complaint is to be resolved by mediation as provided in subsection IV.D., informal process as provided in subsection IV.E., or formal process as provided in subsection IV.F. and shall take the steps necessary to initiate the procedure selected. Pending resolution of the complaint by one of these procedures, the Associate Dean, or the President and Dean, is authorized to take whatever interim measures he or she deems necessary to maintain good order within the Law School or to ensure that any harassment or discrimination complained of ceases.
8. The Associate Dean shall issue a written statement of reasons for any decision that he or she makes under this subsection and shall provide a copy of that statement to the parties and to the President and Dean.

### **C. VOLUNTARY INFORMAL RESOLUTION**

With the agreement of the parties, the Associate Dean may work with them to reach an informal resolution of the complaint. Other members of the Law School community or outside individuals with appropriate experience or expertise may be asked to participate in an informal resolution process.

1. Voluntary informal resolution must be completed within 20 working days after the parties have signified their agreement to participate unless the Associate Dean extends the time for

reasonable cause. If the process does not result in a resolution satisfactory to the parties and approved by the Associate Dean within the allotted time, the Associate Dean shall resume the proceeding at the point at which voluntary informal resolution was undertaken.

2. A written report of a voluntary informal resolution that reaches a result satisfactory to the parties and approved by the Associate Dean shall be provided to the President and Dean and made part of the confidential file of the complaint. The resolution reached shall not be disclosed by the Associate Dean or any party unless the parties agree.
3. An informal resolution of the complaint by the parties does not affect the power and responsibility of Vermont Law School to take whatever action may be necessary to ensure past and future compliance with all policies and regulations of the Law School.

#### **D. MEDIATION**

1. If the Associate Dean determines that mediation is appropriate, then the Associate Dean, or another mediator selected by the Associate Dean, may undertake mediation with the complainant and the student complained against. Mediation shall not be undertaken unless both parties agree.
  - a. During mediation, each party may be accompanied by counsel or another person of his or her own choice and at his or her own expense.
  - b. Possible resolutions through mediation include, but are not limited to, an apology (public or private); promise to cease the behavior complained about; counseling; limitations on contact; assurance of no retaliation; and/or notation in the student's personal file.
  - c. Mediation will be completed within 30 working days after the parties have signified their agreement to participate unless the Associate Dean, on the representation of the mediator that a mediated resolution is probable, extends the time.
2. A complaint shall be deemed resolved by mediation when both parties have signed a settlement agreement indicating their acceptance of the resolution reached in the mediation procedure, the mediator has approved and signed the agreement, and the Associate Dean has approved the agreement and dismissed the complaint with any necessary conditions.
3. If a complainant believes that a mediated settlement agreement has been breached, she or he shall make a complaint to the Associate Dean. If the Associate Dean decides that the mediation agreement has been breached, he or she shall undertake appropriate further proceedings or may recommend an appropriate sanction or disciplinary action to the President and Dean. The President and Dean may accept, reject, or modify the recommended sanction or disciplinary action.
4. Either party may withdraw from mediation at any time before resolution. If a party withdraws from mediation, the mediator will report the status of the mediation to the Associate Dean. The Associate Dean may dismiss the complaint or may reopen the preliminary investigation or may determine that the complaint should be resolved in another resolution procedure under this Code.

#### **E. INFORMAL PROCESS**

1. If the Associate Dean finds that mediation is not appropriate or mediation has not resulted in an approved settlement agreement and that the violation is subject only to Class Two Sanctions (as set out in Article V), he or she shall proceed as follows. The Associate Dean shall discuss the charges, the potential consequences, and the operation of the informal process with the student complained against. After discussion with the student and deliberation, the Associate Dean shall make a decision as to whether a violation has occurred and shall make a recommendation concerning sanctions to the President and Dean. In this recommendation, the Associate Dean is limited to Class Two Sanctions.
2. The student may appeal the decision and recommendation of the Associate Dean to the President and Dean. No other appeal is available. If the student does appeal, the President and Dean may affirm, reverse, or modify the decision of the Associate Dean, and may accept, reject, or modify any recommended sanction that may be made by the Associate



Dean, provided that only a Class Two Sanction may be imposed. The President and Dean may confer with the Associate Dean during this process. The decision of the President and Dean is final.

3. If the student does not appeal, the President and Dean shall approve the recommended sanction.
4. The complainant will be informed of the final decisions and the sanctions, if any, that have been imposed upon the student complained against, to the extent permitted by applicable law.

#### **F. FORMAL PROCESS**

1. If the Associate Dean finds that mediation is not appropriate or has not resulted in an approved settlement agreement and that the violation is one the sanctions for which are not limited to Class Two Sanctions (as set out in Article V), he or she shall discuss the charges, the potential consequences, and the formal process with the student complained against. The student will be given the option of going forward with the formal process or agreeing in writing to abide both by the decision of the Associate Dean as to whether a violation of this Code of Conduct has occurred and by the sanction imposed by the President and Dean upon the recommendation of the Associate Dean. Such agreement by the student will constitute a waiver of any right to the formal process. In this process, the President and Dean may accept, reject, or modify any recommendation which may be made by the Associate Dean. The President and Dean may confer with the Associate Dean during this process. The decision of the President and Dean is final. In this process, the Associate Dean and the President and Dean are not limited to Class Two Sanctions.
2. If the student decides to proceed with the formal process, the Associate Dean will schedule a hearing before the Vermont Law School Disciplinary Board and shall give notice to all parties and the President and Dean. The hearing shall be held within 20 working days after notice is given unless the time is extended by the Associate Dean for reasonable cause. The notice shall include the date, time, and location of the hearing and a summary of the elements of the complaint.
3. The Vermont Law School Disciplinary Board shall be composed of the Associate Dean as a non-voting chair, three members of the Vermont Law School faculty committee on standards, administration or staff appointed by the President and Dean, and two of the five students elected by the student body during the fall elections.
4. The hearing shall not be a formal adversarial one in the sense that there will be a prosecution versus a defense. The purpose of the hearing is to gather information to enable the Disciplinary Board to make a factual determination and if necessary to recommend a sanction. To that end, the Associate Dean shall conduct the proceeding and shall have the right to call witnesses and present documents as evidence. The Associate Dean and all members of the Disciplinary Board shall have the right to question witnesses and examine documents offered as evidence. The Law School may have counsel present at the proceeding.
5. Because this is not a trial, rules of evidence may be more relaxed in the interest of gathering relevant information.
6. The student complained against will be entitled to have counsel or another person of his or her own choosing at the hearing. The student or any such counsel or person will also have the right to call and question witnesses and the right to introduce and examine documents offered as evidence. The Law School may also choose to have counsel present on its behalf to call and question witnesses and to introduce and examine documents offered as evidence.
7. After hearing all witnesses and considering all evidence presented, the Disciplinary Board shall decide whether a violation of the Code of Conduct has occurred. A majority vote shall be necessary for a finding of a violation and the recommendation of any sanction. However, a recommendation of expulsion or a recommendation that an awarded degree be withdrawn shall require unanimity. The Associate Dean shall appoint a member of the Disciplinary Board to prepare a written report stating: (1) the essential findings of fact upon which the Board's determination of violation or no violation is based; (2) the conclusions which are necessary to support the determination; and (3) the recommended sanction if a determination



of violation is made. Concurring and dissenting members may prepare reports explaining their positions. Copies of the report(s) shall be given to the student complained against and to the President and Dean.

8. The Disciplinary Board shall tape record the hearing in each case. The recording, the documents received, and the opinion of the Board shall be retained in the President and Dean's Office. This record may be referred to by the Board for any purpose, but the confidentiality of the record should otherwise be maintained. At any time after three years, the Board may destroy the record except for the final report/opinion of the Board and the opinion of the President and Dean, if any, unless there is a pending request for production of the record or some other reason why, in the Board's discretion, the record should be maintained.
9. If the student complained against does not appeal the decision of the Disciplinary Board within fourteen days after receiving the written report of the Board, the decision of the Disciplinary Board on the merits shall become final and binding upon all parties, and the President and Dean shall proceed to consider implementation of the recommended penalty. In so doing, the President and Dean may confer with the Associate Dean and shall have plenary power to accept, reject, or modify the recommended penalty. The decision of the President and Dean is final.
10. The student may appeal the decision of the Disciplinary Board directly to the President and Dean. If the student appeals, the President and Dean may affirm, reverse, or modify the decision of the Disciplinary Board and may accept, reject, or modify any recommended sanction. The President and Dean may confer with the Associate Dean during this process. The decision of the President and Dean is final.
11. The complainant will be informed of the final decisions and the sanctions, if any, that have been imposed upon the student complained against, to the extent permitted by applicable law.

#### **G. CONFIDENTIALITY**

1. All proceedings under this Code are confidential from the initial complaint through the final decision of the President and Dean. The identity of the complainant and other witnesses will be disclosed to the student complained against, unless the Associate Dean decides otherwise.
2. The Law School has the right to investigate incidents or situations brought to its notice.
3. All hearings and meetings are confidential and are not open to persons not directly involved in the proceedings.
4. The President and Dean has discretion to report violations of local, state, and federal law to the appropriate authorities. The President and Dean also has discretion to report the results to the Vermont Law School community, to the extent permitted by applicable law. The Associate Dean and the Disciplinary Board may recommend public acknowledgment of wrongdoing by an accused student as a sanction. The student complained against has the right to release only the results of the proceeding.
5. These confidentiality provisions cannot be waived except as provided in this subsection.

#### **H. RETALIATION**

“Retaliation” is defined as an adverse action taken against any person for making a good faith complaint of a violation of the Code of Conduct or of having participated in an investigation of such a complaint. Retaliation includes but is not limited to ostracizing the person, pressuring the person to drop or not support the complaint, or adversely altering that person's educational, living, or work environment. Retaliation may be unlawful and may constitute a violation of this policy depending on the circumstances, whether or not the complaint is ultimately found to have merit.

#### **I. STANDARD OF PROOF**

Before a student may be found to have violated this Code of Conduct, the Associate Dean or the Disciplinary Board must find that the student committed the acts constituting the violation by a preponderance of the evidence.

#### **J. TIME LIMITATION**

No complaint under this policy may be brought more than one hundred and eighty (180) days after the occurrence of the alleged violation or one hundred and eighty (180) days after the alleged violation should have reasonably been discovered by the Administration. If an individual has begun a proceeding under the Vermont Law School Honor Code, this time limitation shall be tolled during that proceeding.

#### **K. THE POWER TO APPOINT ALTERNATES**

Should it become necessary at any time during proceedings under this Code, the President and Dean shall have the power to appoint alternates to serve either in the role of the Associate Dean or as members of the Disciplinary Board. The President of the Student Bar Association also has the power to appoint alternate students to serve on the Disciplinary Board.

#### **L. NOTICE**

If written notice must be given to a student complained against, it shall be given by U.S. certified mail to the local address contained in the student's educational file. If there is no local address, notice will be sent by U.S. certified mail to the student's permanent address. Notice will be considered given on the date the notice is placed in the mail.

#### **M. RECORDS**

Records of all complaints and proceedings for their resolution shall be retained by the President and Dean in a confidential file and/or as described above.

### **ARTICLE V. SANCTIONS**

Following the determination that the student complained against has violated one or more of the provisions of this Code of Conduct, the Associate Dean or the members of the Disciplinary Board shall recommend a sanction in accordance with the provisions below:

#### **A. CLASS ONE SANCTIONS**

If the Associate Dean or the members of the Disciplinary Board conclude that the student has committed a serious violation of the Code of Conduct, the recommended sanction shall be suspension, expulsion, or that the President and Dean recommend to the Board of Trustees withdrawal of an awarded degree, unless there are substantially mitigating circumstances that warrant a lesser penalty as set out in the following paragraph.

#### **B. CLASS TWO SANCTIONS**

If the Associate Dean or the members of the Disciplinary Board conclude that the student has committed a lesser violation of the Code of Conduct, the recommended sanction shall be such lesser penalty as is deemed appropriate, including, but not limited to a warning, a fine, restitution, community service, probation, reference to counseling, or notation in the student's permanent file, unless there are substantially aggravating circumstances that warrant a harsher penalty as set out in the preceding paragraph.

#### **C. NOTATION IN THE STUDENT'S OFFICIAL FILE**

If the student complained against receives either a Class One sanction or a Class Two sanction the fact of the violation and the sanction shall be noted in the student's official file, unless the President and Dean decides otherwise.

**D. NOTATION ON OFFICIAL TRANSCRIPT**

If the student complained against receives a Class One sanction, the fact of the violation and the sanction shall be noted on the student's official transcript.

**E. STUDENT STATUS**

Ordinarily a student will not be permitted to graduate, or to withdraw with the expectation of returning to the Law School, while a disciplinary matter is pending. The disciplinary matter shall be held in abeyance until the matter is resolved. If a student withdraws with a disciplinary matter pending, the withdrawal will be considered a resignation from the Law School and the student will have given up any opportunity to return to the School. A notation to this effect will be made in the student's permanent record. The Law School reserves the right to adjudicate disciplinary matters even after a student has withdrawn with a disciplinary matter pending.

**ARTICLE VI. AMENDMENT**

This Code of Conduct may be amended at any time by the President and Dean after consultation with the Student Services Committee, the Deputy Vice Dean and the Associate Dean. Notice of amendments shall be given by posting on the official campus bulletin board, email, and/or through the campus mail.

**INVOLUNTARY WITHDRAWAL OR SEPARATION**

Vermont Law School is committed to providing a safe environment for students, staff, faculty, and community members. VLS reserves the right to involuntarily withdraw or separate a student whose conduct VLS reasonably believes, based upon a case-by-case objective assessment, poses a threat to the health or safety of the student or other members of the VLS community, or demonstrates medical or behavioral needs requiring a level of support that cannot reasonably be provided while participating in an academic program. This includes, but is not limited to:

Conduct that a student engages in, or is at significant risk of engaging in, that could reasonably be anticipated to result in physical or emotional harm to self or others;

Conduct that manifests an inability to attend to personal needs related to food, shelter, personal safety, medical and emotional care, and general well-being;

Conduct that poses a reasonable possibility of serious physical harm or property damage;

Conduct that demonstrates an abuse of alcohol or drugs on the Vermont Law School campus or at Vermont Law School sponsored events;

Conduct that interferes substantially with the regular daily activities of members of the VLS or South Royalton community;

Conduct that interferes substantially with the educational and employment environment or the orderly operation of the law school and activities conducted on its campus; or

Conduct that significantly or unreasonably burdens VLS's human and/or financial resources.

VLS also reserves the right to exclude at any time a student who poses a substantial risk to the health of others, for example, because of a contagious disease or similar condition.

A student will be involuntarily withdrawn or separated on the recommendation of two of the following administrators: the Vice Dean for Faculty, the Vice Dean for Students, the Associate Dean for Academic Affairs, the Associate Dean for Student Affairs and Diversity, the Associate Dean for Environmental Programs, and the President and Dean.

A student who is involuntarily withdrawn is terminated from all VLS academic programs. A student who is involuntarily separated may return to campus at the discretion of the Vice Dean for Students. Such decision shall only be made after the Vice Dean for Students or designee receives and accepts documentation demonstrating that the student no longer poses a threat to the health or safety of the law school community. The student must also agree in writing to abide by any conditions imposed by the Vice Dean for Students.

Vermont Law School financial aid and refund policies apply to a student who is involuntarily withdrawn or terminated.

**POLICY AGAINST HARASSMENT, SEXUAL HARASSMENT, DISCRIMINATION AND RETALIATION**

Adopted 10/28/94

Amended 6/7/06

Amended 7/1/13

Amended 5/8/15

Effective Date: 5/8/15. The policies, procedures and information outlined herein supersede previous Vermont Law School policies, procedures and information on the same topics.

**A. GENERAL PROVISIONS**

1. **Introduction:** This policy applies to all Vermont Law School (VLS) employees, officers, trustees, and students with regard to their actions in connection with the application or admissions process, educational activities, career services, employment, or other law school-related activities when those actions occur on VLS property or in the use of VLS facilities (including the computer network and telephone and email systems). This policy also applies when those actions occur off campus in connection with events sponsored by VLS or VLS-approved organizations, or in connection with official business undertaken for VLS, or when the alleged conduct of concern involves interactions between VLS employees, officers, trustees and/or students, or in other circumstances where an action could have a significant impact on the educational or employment environment or the reputation or integrity of VLS, and/or could pose a threat to the safety or other interests of VLS or members of the VLS community. This policy also applies to the actions of VLS agents and contractors in the circumstances set forth in this paragraph to the extent that VLS can control their conduct.

In addition to this Policy, VLS also maintains a Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Policy (“SMDVS Policy”). Sexual misconduct as defined by the Law School (which includes, for example, sexual exploitation and sexual assault) will usually also be a form of sexual harassment. Reports of sexual harassment that fit within the definition of sexual misconduct in the SMDVS Policy will be handled under the SMDVS Policy. Reports of sexual harassment that fit within the definition of sexual harassment in this Policy Against Harassment, Sexual Harassment, Discrimination and Related Retaliation (“HSHDR Policy”) but do not fit within the definition of sexual misconduct in the SMDVS Policy will be handled under this HSHDR Policy. In some cases, alleged behavior may violate both policies. In such cases, the procedures outlined in the SMDVS Policy will be followed in general, though some procedural variation may be necessary where deemed appropriate by the Title IX Coordinator, the Associate Dean for Student Affairs and Diversity, and/or the Deputy Vice Dean for Academic Affairs.

2. **Notice of Non-Discrimination:** Vermont Law School is committed to promoting an employment and educational environment free from unlawful harassment, sexual harassment, discrimination, and retaliation. Unlawful harassment or discrimination on the basis of age, race, color, creed, ethnicity, national origin, place of birth, ancestry, religion, sex/gender, gender identity/expression, sexual orientation, marital status of students, service in the armed forces of the United States, HIV-positive status, genetic information, or against qualified individuals with disabilities on the basis of disability, as defined by applicable law, or other characteristics as defined and protected by applicable law ("protected characteristics") is prohibited and will not be tolerated. In compliance with Title IX of the Education Amendments of 1972 (“Title IX”) and applicable state law, Vermont Law School does not discriminate on the basis of sex in its education programs and activities or in employment, and it is required by Title IX to not discriminate on that basis. Discrimination on the basis of sex prohibited by Title IX includes sexual harassment and sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion (sexual assault is addressed separately in VLS’s SMDVS Policy), as well as retaliation connected with a person’s exercise of any right or privilege secured by Title IX, defined more fully below. The Law School will take all necessary steps to end conduct prohibited by this policy, to prevent its recurrence, and to address its effects.

3. **Title IX Coordinator:** Pursuant to Title IX of the Education Amendments of 1972 and the U.S. Department of Education's implementing regulations at 34 C.F.R. Part 106, the Law School's Title IX Coordinator has primary responsibility for coordinating the Law School's efforts to comply with and carry out its responsibilities under Title IX. Sexual harassment against students and employees can be a form of sex discrimination under Title IX.

Vermont Law School has designated Shirley Jefferson, Associate Dean for Student Affairs and Diversity, (802) 831-1333, to serve as its Title IX Coordinator. Chantelle Blake, Director, Human Resources, (802) 831-1308, will act as Dean Jefferson's Deputy Title IX Coordinator when Dean Jefferson is unavailable, or in the event of a conflict of interest. The Title IX Coordinator is responsible for coordinating VLS's compliance with Title IX, including overseeing all complaints of sex discrimination and identifying and addressing any patterns or systemic problems that arise during the review of such complaints. The Law School's Title IX Coordinator also oversees, in collaboration with other Law School offices as necessary, the Law School's response to reports and complaints of sexual misconduct, domestic violence, dating violence and stalking involving Law School students and employees. Inquiries concerning Title IX may be referred to the Law School's Title IX Coordinator or to the United States Department of Education's Office of Civil Rights.

A student or employee should contact the Title IX Coordinator or Deputy Title IX Coordinator(s) in order to:

- seek information or training about students' rights and courses of action available to resolve reports or complaints that involve potential sex discrimination, including sexual misconduct,
- file a complaint or make a report of sex discrimination, including sexual misconduct,
- notify the Law School of an incident or policy or procedure that may raise potential Title IX concerns,
- get information about available resources (including confidential resources) and support services relating to sex discrimination, including sexual misconduct,
- ask questions about the Law School's policies and procedures related to sex discrimination, including sexual misconduct, and
- seek or provide information about any of these issues as they relate to domestic violence, dating violence or stalking involving Law School students or employees.

In the event that the incident, policy, or procedure about which the student or employee seeks to file a report or complaint creates the appearance of a conflict of interest with the Title IX Coordinator, students or employees may contact the Deputy Title IX Coordinator. If an individual perceives a conflict of interest with the Title IX Coordinator and the Deputy Title IX Coordinator, the individual may contact the President and Dean's Office. The President and Dean or designee will appoint another person to handle the Law School's Title IX-related responsibilities, as appropriate.

Inquiries or complaints that involve potential violations of Title IX may also be referred to the U.S. Department of Education's Office for Civil Rights, which can be reached at [contact information for regional office: <https://wdcrobcop01.ed.gov/cfapps/OCR/contactus.cfm>] or the Educational Opportunities Section of the Civil Rights Division of the U.S. Department of Justice (DOJ): <http://www.justice.gov/crt/complaint/#three>. See attached **Addendum A** for a detailed outline of the Title IX Coordinator's functions and responsibilities.

4. **Definitions:**

- a. "Unlawful Harassment" is defined as verbal or physical conduct that, on the basis of a protected characteristic, has the purpose or effect, from the point of view of a reasonable person, either of interfering with an individual's employment or educational performance or of creating an intimidating, hostile or offensive employment or educational

environment. Unlawful harassment may include, but is not limited to, the following actions if, as isolated acts or as part of a pattern, they have the prohibited purpose or effect on employment or educational performance or environment: jokes, derogatory expressions, or comments; the display of graphics, cartoons, or objects; sending or forwarding electronic mail messages; and other conduct offensive to a reasonable person possessing a particular protected characteristic.

- b. “Sexual Harassment” is defined as a particular type of unlawful harassment, defined generally as unwelcome conduct of a sexual nature. In addition to conduct described in the preceding paragraph that is of a sexual nature, sexual harassment includes conduct that a reasonable person would judge to be unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct explicitly or implicitly affects employment or educational decisions concerning an individual, or when the conduct has the purpose or effect of substantially interfering with an employee’s performance or a student’s educational experience, or creating an intimidating, hostile or offensive employment or educational environment because of the employee’s or student’s gender. Sexual harassment specifically includes: (a) statements or threats which imply a link between an individual’s sexual conduct and his or her academic or employment status, advancement potential, salary treatment, grading treatment, participation in VLS programs or activities, or other employment or educational actions; (b) basing an employment decision such as hiring, promotion, retention, or compensation, or an educational decision such as admission, a grade, or participation in any VLS program or activity, on whether an employee, a student, or an applicant submits to sexual advances. Sexual harassment may occur regardless of the genders of the individuals involved.
- c. “Discrimination” is defined as making a decision or taking an action that affects the terms or conditions of a person’s employment or education at VLS, or participation in or access to the benefits of any VLS program or activity, on the basis of a protected characteristic of that person.
- d. “Retaliation” is defined as an adverse action taken against any person for making a good faith complaint of unlawful harassment, sexual harassment, or discrimination or for having participated in an investigation of such a complaint. Retaliation includes but is not limited to ostracizing the person, pressuring the person to drop or not support the complaint, or adversely altering that person’s educational, living, or work environment. Retaliation may be unlawful and may constitute a violation of this policy depending on the circumstances, whether or not the complaint is ultimately found to have merit.
- e. “Complainant” is defined as a student, employee, or third party involved in some way in an academic or extracurricular program of the Law School who has allegedly been subjected to conduct in violation of this policy by a student or employee respondent. For ease of reference and consistency, the term “complainant” is used hereafter in this policy to refer to a person who believes that he or she has been subjected to harassment, sexual harassment, discrimination or retaliation, or who is believed by another to have been subjected to such conduct.
- f. “Respondent” is defined as an individual (student, faculty, staff, or third party over whom the Law School has some form of jurisdiction) who is reported to have violated the Law School’s Harassment, Sexual Harassment, Discrimination, and Retaliation Policy.
- g. “Responsible Employee” is defined as a Law School employee who has the authority to address conduct that violates this policy, or whom an individual could reasonably believe has this authority or duty. Law School administrators, staff, and student employees whose job responsibilities include working with students, and Law School faculty, are considered to be “responsible employees,” as are (where the complainant is an employee) supervisors, administrators, and individuals working in Human Resources.<sup>41</sup> Responsible employees are respectful of an individual’s wishes to the extent appropriate and are

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<sup>41</sup> “Responsible employee” does not include the confidential resources as defined in the Law School’s Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Policy.



discreet, but they need to convey information about reported conduct in violation of this policy to the Law School's Title IX Coordinator.

General inquiries or questions about this policy may remain private, do not have to be reported, and the Law School will strive to protect the privacy interests of individuals to the extent it can while maintaining its obligations to uphold relevant policies and regulations and/or to take reasonable steps to promote the safety of members of the Law School community. Otherwise, once any responsible employee learns of an incident that may violate this policy, written or unwritten, the responsible employee must immediately notify the Title IX Coordinator of such complaint. The responsible employee must report all relevant details about the incident (such as the name of the complainant and respondent, any witnesses, and other relevant facts, such as the date, time and specific location of the alleged incident). Such notice to the Law School generally obligates the Law School to investigate the incident and take appropriate steps to address the situation.

5. **Academic Freedom:** In the establishment and enforcement of this policy against unlawful harassment, VLS recognizes and affirms that free, honest intellectual inquiry, debate, constructive dialogue, and the open exchange of ideas are essential to the Law School's academic mission and must be respected even when the views expressed are unpopular or controversial. Respect for speech in all its forms is, therefore, an important element in the "reasonable person" standard to be used in judging whether harassment has occurred. This policy is meant neither to proscribe nor to inhibit discussions or presentations of differing points of view, in or out of the classroom, concerning complex, controversial, or sensitive matters, including sex, sexual orientation, gender identity or expression, race, ethnicity, religious orientation, age, physical ability, or other protected characteristics, when in the judgment of a reasonable person, those discussions or presentations are conducted appropriately and with respect for the dignity of others. VLS also recognizes, however, that verbal conduct can be used specifically to intimidate or coerce and to inhibit genuine discourse, free inquiry, and learning. Such abuses are unacceptable. If someone believes that another's speech or writing is offensive, wrong, or hurtful, he or she is encouraged to express that judgment in the exercise of his or her own freedom of speech or to seek an appropriate remedy under the Law School's procedures for enforcing this policy.
6. **Outside Agencies:** All members of the VLS community have the right to pursue discrimination and harassment complaints, including sexual harassment and sexual misconduct complaints, and complaints of retaliation, beyond the Law School. Such outside agencies include local, state and federal enforcement agencies, including local and state police as appropriate, as set forth below. Complainants may pursue an internal complaint under this policy or with an external agency, or pursue both at the same time.

The following agencies have jurisdiction over student complaints:

- Vermont Human Rights Commission, 14-16 Baldwin Street, Montpelier, VT 05633-6301, Tel: (800) 426-2010 ext. 25 (voice), TTY: (877) 294-9200, Fax: (802) 828-2481, Email: [human.rights@state.vt.us](mailto:human.rights@state.vt.us)
- United States Department of Education, Office of Civil Rights, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921, Tel: (617) 289-0111, Fax: (617) 289-0150, Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

Employees may contact the following agencies:

- Vermont Attorney General's Office, Civil Rights Unit, 109 State Street, Montpelier, Vermont 05609-1001; Tel: (802) 828-3171 or (888) 745-9195, TTY: (802) 828-3665, Fax: (802) 828-3187, Email: [civilrights@atg.state.vt.us](mailto:civilrights@atg.state.vt.us)
- Equal Employment Opportunity Commission (EEOC), Boston Area Office, John F. Kennedy Federal Building, Government Center, Room 475, Boston, MA 02203, Tel: (617) 565-3200, TTY: (617) 565-3204, Email: [info@ask.eeoc.gov](mailto:info@ask.eeoc.gov)



The Vermont Attorney General's Office and the EEOC can conduct investigations, facilitate conciliation, and, if either finds that there are reasonable grounds to believe that unlawful conduct has occurred, take the case to court. There are certain time deadlines for filing complaints with these state and federal agencies and/or in state or federal court.

7. **Other Resources:** There are many resources available to individuals affected by sexual harassment, inappropriate sexual misconduct, and/or sexual assault. A list of these resources is set forth in the Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Policy.
8. **Questions:** If any person has questions or concerns regarding this policy, he or she should talk with the VLS Title IX Coordinator, Director of Human Resources, the Associate Dean for Students Affairs and Diversity, and/or the Deputy Vice Dean for Academic Affairs.

## **B. PROCEDURES FOR HANDLING COMPLAINTS OF HARASSMENT, SEXUAL HARASSMENT, DISCRIMINATION, OR RETALIATION**

All information in the following sections applies to students, staff or faculty of Vermont Law School or covered third parties<sup>42</sup> who wish to report a complaint of harassment, sexual harassment, discrimination, or retaliation. Vermont Law School is committed, and required by law, to take action when it learns of potential harassment or discrimination. The Law School will take all necessary steps to ensure that complaints are promptly investigated and addressed, so it is important that such complaints or concerns be presented in a timely fashion. A person who feels harassed or discriminated against is primarily responsible for bringing these concerns to the Law School's attention, but employees and students are also encouraged, and supervisors and all other responsible employees are required, to report incidents or patterns of prohibited harassment or discrimination to appropriate Law School personnel.

1. **Complaints.** Any Vermont Law School student, faculty member or staff member who has reasonable cause to believe that a student, faculty member, staff member, officer, trustee, agent, or contractor of Vermont Law School has engaged in conduct prohibited by this policy or who believes that he or she has been subjected to retaliation for having brought or supported a good faith complaint covered by this policy, or for having participated in an investigation of such a complaint, is encouraged to bring this information to the immediate attention of the Title IX Coordinator, an employee's supervisor, the Director of Human Resources, any Dean or Vice President, or the President and Dean of the Law School (President and Dean). The complainant will be encouraged, though not required, to provide a written statement of the factual basis for the complaint and requested remedial action (if any). Any supervisor or responsible employee having first-hand knowledge of conduct prohibited by this policy shall immediately make such a complaint.
2. **Handling of Complaint.** When a complaint is made, the person receiving the complaint should assure the complainant that the complaint will be investigated promptly by the Law School, that appropriate corrective action will be taken, and that the complainant will not suffer retaliation as a result of making a good faith complaint of unlawful harassment, sexual harassment, discrimination or related retaliation. The person to whom a complaint has been made shall immediately inform the Deputy Vice Dean for Academic Affairs ("Deputy Vice Dean") of the complaint and transmit the written complaint or other material concerning the matter to the Deputy Vice Dean. The Deputy Vice Dean will inform the Title IX Coordinator of complaints that involve reports of sexual harassment, sex discrimination or related retaliation. The Deputy Vice Dean will appoint a Vice President, Associate or Assistant Dean, or Director to undertake the investigatory responsibilities set forth in paragraph 3. If a complaint involves the Deputy Vice Dean, the person

<sup>42</sup> Under Title IX, third parties are protected from sexual harassment arising out of the Law School's programs or activities. Accordingly, any third party who participates in any Vermont Law School program or activity ("covered third party") may report a complaint of sexual harassment and/or sexual violence under this Policy. Also, the Law School will take appropriate action, to the extent practicable, in response to a report or complaint that a third party has engaged in sexual harassment toward a VLS student, faculty member or staff member.

to whom it is made shall inform the President and Dean, who will appoint another dean or director to undertake those responsibilities. If a complaint involves the President and Dean or another officer or Trustee, the Deputy Vice Dean shall inform the Chair of the Board of Trustees, who will appoint a Trustee to undertake those responsibilities. If a complaint involves the Chair, the Vice Chair will appoint a Trustee to undertake those responsibilities. With the approval of the President and Dean, or the Chair or Vice Chair of the Board of Trustees if appropriate, a qualified individual from outside the Law School community may be appointed to undertake or assist in those responsibilities.

The Title IX Coordinator's responsibilities include overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints. The Title IX Coordinator or her or his designee will be available to meet with students as needed.

3. **Investigation.** The person appointed by the Deputy Vice Dean under paragraph 2 (the "Investigator") will promptly make an initial determination as to whether the complaint alleges conduct prohibited by this policy. Absent extenuating circumstances, this initial determination will occur within five business days of receipt of the complaint. The complainant and respondent will be provided with notice of the identity of the appointed Investigator, and will be informed that any objections to the service of the appointed Investigator on grounds of conflict of interest or a lack of impartiality should be submitted in writing to the Deputy Vice Dean within 3 days of notice of the appointment. The Deputy Vice Dean will decide promptly whether the appointed Investigator will or will not continue to conduct the investigation. Any materials collected or notes prepared by the Investigator during the objection period will be turned over to any replacement Investigator. The replacement Investigator will decide whether to use such materials or not. If the Investigator determines that the complaint falls within this policy, he or she will, individually or in conjunction with other Law School officers or individuals (including, if warranted, outside investigators), promptly and equitably conduct or supervise an investigation of the complaint, as appropriate under the circumstances. The investigation will be conducted in a thorough, impartial and expeditious manner. The parties will not be permitted to question or cross-examine each other directly during the course of the investigation. The nature and scope of the investigation is within the discretion of the Investigator. Absent extenuating circumstances, the investigation of a complaint under this policy will ordinarily be completed within 30 calendar days. If the complainant or respondent requests an extension of this general 30 day period, he or she should make a written request for an extension to the Investigator, who will make a decision on the request after having provided the other party notice of the request and an opportunity to respond.
4. **Intermediate Remedial Action.** The Title IX Coordinator, Investigator or other school official may take interim remedial action, including by way of example only, issuance of no contact orders or temporary changes in assignment of duties, classes or housing (where requested and reasonably available), as deemed necessary and appropriate to protect complainants on an interim basis.
5. **Informal Resolution.** The Investigator may recommend and participate in voluntary alternative dispute resolution such as informal meetings or mediation sessions with the parties. A complainant will not be required to participate in alternative dispute resolution and may end the alternate dispute resolution process at any time. The Law School may also decide, at its discretion, not to pursue or to discontinue informal resolution. Mediation between the complainant and the respondent will not be pursued in cases involving allegations of sexual assault (addressed below).
6. **Investigator's Report.** After the investigation is completed, the Investigator shall issue a report to the Deputy Vice Dean, together with recommended findings, based upon the preponderance of the evidence standard, *i.e.*, whether it is more likely than not that the policy was violated. The report may be issued orally or in writing, depending upon the nature and complexity of the information. The Investigator's report is advisory in nature.

7. **Determination.** The Deputy Vice Dean is not bound by the Investigator's report and may accept or reject the Investigator's recommended finding in whole or in part, and/or may request additional relevant information before making a final determination. The Deputy Vice Dean should avoid duplicating the efforts of the Investigator and should not accept the Investigator's recommended findings without first conducting a careful review of all of the evidence. Either party may choose to meet individually with the Deputy Vice Dean prior to his/her final determination. Equally, the Deputy Vice Dean may request an individual meeting with either party or any other person(s) as appropriate. After reviewing the Investigator's report and recommended finding, the Deputy Vice Dean shall issue a final determination as to whether conduct prohibited under this policy occurred. The final determination will be based on a preponderance of the evidence standard. Absent extenuating circumstances, the Deputy Vice Dean will issue the final determination within ten business days after receipt of the Investigator's report. The complainant and respondent will ordinarily be notified of the final determination of the Deputy Vice Dean as to whether this policy was violated. In sexual harassment or sexual misconduct cases involving student-complainants, both parties will be notified of the final determination concurrently in writing, to the extent permitted by law. However, information regarding discipline or sanctions will not be shared with any complainant under this policy except as required and/or permitted by law.
  
8. **Adjudication.** The Deputy Vice Dean will work with those Law School officials who have authority over the individuals involved in the matter and the Law School will promptly take any necessary and remedial action to prevent recurrence of any harassment, discrimination or retaliation and to correct its discriminatory effects on the complainant and others, as appropriate. If the Deputy Vice Dean determines that a staff or faculty member has engaged in conduct in violation of this policy, he/she will report the determination to the appropriate supervisory authority, in accordance with the applicable provisions of §§ II.G and H of the Vermont Law School Staff Handbook (July 1, 2005) and § V.F of the Vermont Law School Faculty Handbook (January 2011). The appropriate supervisory authority shall consider the initiation of disciplinary proceedings and/or action up to and including termination of employment. If the Deputy Vice Dean determines that the President and Dean, another officer or Trustee, or an agent or contractor of the Law School engaged in conduct in violation of this policy, he/she will make recommendations for action appropriate in the circumstances to the Chair or Vice Chair of the Board of Trustees, or to the administrative officer responsible for the relevant agency or contractual relationship. If the Deputy Vice Dean determines that a student has engaged in conduct in violation of this policy, he/she will refer the matter to the Associate Dean for Student Affairs and Diversity for disciplinary action, up to and including expulsion. The hearing procedures followed will be the same as the hearing procedures set forth in the "Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Policy, Resources and Procedures" at Article IV, Section C, §§ 7-11.

**SEXUAL MISCONDUCT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING POLICY, RESOURCES AND PROCEDURES**

Adopted: May 8, 2015

Effective Date: May 8, 2015. *The policies, procedures and information outlined herein supersede previous Vermont Law School policies, procedures and information on the same topic.*

**ARTICLE I. VLS SEXUAL MISCONDUCT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING POLICY****A. Purpose**

Sexual misconduct, domestic violence, dating violence and stalking violate Vermont Law School's Code of Conduct and often constitute a crime. The purpose of this Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Policy, Resources and Procedures ("SMDVS Policy") is to make clear that sexual misconduct, domestic violence, dating violence, and stalking, as defined herein, violate Vermont Law School's Code of Conduct, and to provide members of the VLS community who may have been subject to conduct that violates this policy with information about reporting incidents of prohibited conduct and available resources.

**B. Notice of Non-Discrimination**

Vermont Law School maintains and publishes in several publications a Notice of Nondiscrimination. For example, this Notice is included in the VLS Policy Against Harassment, Sexual Harassment, Discrimination and Related Retaliation ("HSHDR Policy"), available at <http://www.vermontlaw.edu/resources> and, in its printed handbook, as stated above. That Notice is incorporated into this Policy by reference. Any questions regarding sexual misconduct may be referred to the Law School's Title IX coordinator or to the Office of Civil Rights (contact information is provided in the HSHDR Policy).

**C. Title IX Coordinator**

Pursuant to Title IX of the Education Amendments of 1972 and the U.S. Department of Education's implementing regulations at 34 C.F.R. Part 106, the Law School's Title IX Coordinator has primary responsibility for coordinating the Law School's efforts to comply with and carry out its responsibilities under Title IX, which include the Law School's efforts to respond to reports of sexual misconduct. Vermont Law School has designated Shirley Jefferson, Associate Dean for Student Affairs and Diversity, (802) 831-1333, to serve as its Title IX Coordinator. Chantelle Blake, Human Resources and Payroll Manager, (802) 831-1308, will act as Dean Jefferson's alternate Title IX Coordinator when Dean Jefferson is unavailable. More detail about the duties the Title IX Coordinator and Deputy Title IX Coordinator is provided in the HSHDR Policy, which is incorporated herein by reference.

Reports or concerns regarding sexual misconduct, domestic violence, dating violence or stalking may also be reported to Stephanie Willbanks, Vice Dean for Administration and Student Affairs, 802-831-1277 and any safety concerns should be reported immediately, to Vice President of Finance, Lorraine Atwood, 802-831-1204.

In the event that the incident, policy, or procedure about which the student or employee seeks to file a report or complaint creates the appearance of a conflict of interest with the Title IX Coordinator, students or employees may contact the President and Dean's Office. The President and Dean or designee will appoint another person to handle the Law School's related responsibilities, as appropriate.

**D. Definitions**

"**Sexual Misconduct**" is a broad term that, as explained within this policy, encompasses sexual exploitation and sexual assault. Sexual misconduct usually constitutes a form of sexual harassment. Sexual harassment that does not fit within the definition of sexual misconduct stated

in this SMDVS Policy will be handled under the Law School's HSHDR Policy, unless reported incidents involve alleged sexual harassment that would fit into both policies, in which case the procedures outlined in this SMDVS Policy will be followed in general, though some procedural variation may be necessary where deemed appropriate by the Title IX Coordinator, the Associate Dean for Student Affairs and Diversity, and/or the Deputy Vice Dean for Academic Affairs. The Law School prohibits a broad range of inappropriate sexualized activity through this sexual misconduct policy. The prohibitions of this policy apply regardless of the sex, sexual orientation or gender identity of any involved individual.

**“Complainant”** is defined as a student, employee, or third party involved in some way in an academic or extracurricular program of the Law School who has allegedly been subjected to conduct in violation of this policy by a student or employee respondent. In some cases (such as, for example, cases in which a student, employee, or third party involved in an alleged incident of sexual misconduct, domestic violence, dating violence or stalking does not wish to participate in the process but the Law School decides that the alleged misconduct needs to be investigated and addressed), the Law School may move forward with an investigation and/or related disciplinary proceedings. In such cases, the Law School may extend the full rights of a complainant as defined in this policy to affected parties as deemed appropriate by the Law School. For ease of reference and consistency, the term “complainant” is used hereafter in this policy to refer to a person who believes that he or she has been subjected to harassment, sexual harassment, discrimination or retaliation, or who is believed by another to have been subjected to such conduct.

**“Respondent”** is defined as an individual (student, faculty, staff, or third party over whom the Law School has some form of jurisdiction) who is reported to have violated the Law School's SMDVS Policy.

**“Sexual exploitation”** occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person, without that person's consent. Examples of behavior that could rise to the level of sexual exploitation include but are not limited to: prostituting another person; recording images (e.g., video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent; distributing images (e.g., video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure and objects to such disclosure; and, viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent, and for the purpose of arousing or gratifying sexual desire. Sexual exploitation may occur regardless of whether sexual activity takes place.

**“Sexual assault”** is defined as engaging in a sexual act with another person by any of the following means:

- Without his or her consent; or
- By physically forcing, threatening, intimidating or coercing the other person; or
- By placing the other person in fear that any person will suffer imminent bodily injury; or
- When the person knows, or reasonably should know based on an objective standard, that the other person's ability to give or withhold consent is impaired: 1) by the consumption of drugs, alcohol or other intoxicants; or 2) because the other person is subject to a physical or mental incapacity such as sleep or unconsciousness.

**“Sexual Act”** is defined as conduct between persons consisting of:

- Contact between the penis and the vulva.
- Contact between the penis and the anus.
- Contact between the mouth and the penis.
- Contact between the mouth and the vulva.

- Any intrusion, however slight, by any part of a person's body or any object into the genital or anal opening of another.

“**Consent**” is defined under Vermont law as “words or actions by a person indicating a voluntary agreement to engage in a sexual act.” At the foundation of this policy is the understanding that in order to engage in behavior of a sexual nature there must be clear, knowing and voluntary consent prior to and during sexual activity. For purposes of the Law School’s SMDVS Policy, the following is true of consent:

- Consent is informed, active, and freely given and is grounded in rational and reasonable judgment. It requires clear communication between all persons involved in the sexual encounter.
- Consent can be communicated verbally or by action(s). Consent must be mutually understandable by all parties involved in the sexual experience, which a reasonable person would interpret as a willingness to participate in agreed-upon sexual conduct.
- The person initiating the sexual contact is always responsible for obtaining consent from their partner(s). It is not the responsibility of one party to resist or communicate “no” to the sexual advances of another.
- Consent is not the absence of resistance. Silence is an inactive behavior and does not constitute consent. If a partner is inactive (for example, silent or physically still) sexual activity must stop until both partners have communicated clearly with each other about what, if any, sexual activity is mutually desired.
- Consent to one form of sexual activity does not imply consent to another form of sexual activity. Each new sexual act requires new consent. Consent can be rescinded at any time.
- Consent at one time and to one sexual act does not imply consent at any other time to that or any other sexual act at a later date and regardless of previous relations.
- Consent to engage in sexual activity with one person does not imply to consent to engage in sexual activity with another;
- Consent cannot be given by minors, mentally disabled individuals, or by incapacitated persons. A person may be incapacitated as a result of alcohol or other drug use. A person who is unconscious, unaware, or otherwise physically helpless cannot give consent to sexual activity.
- A person will be considered unable to give valid consent, for example, if they cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing.
- Imbalance of power (supervisor- supervisee, faculty member-student, etc.) may lead to confusion about consent.
- Consent cannot result from force, or threat of force, coercion, fraud, intimidation, incapacitation (due to drunkenness for example), or imbalance of power. The Law School will use an objective standard when determining incapacitation-related questions; that is, the Law School will determine whether from the standpoint of a reasonable person, the respondent knew or should have known that the complainant could not effectively consent because he or she was incapacitated.

It should be noted that ignorance of the policy noted above, or the intoxication of the respondent, will not (particularly given the Law School’s objective standard) be considered an excuse for violating this policy.

As a matter of VLS policy, VLS strictly prohibits conduct that would constitute sexual misconduct under VLS policy as defined above, and as defined by Vermont law. The Law School encourages complainants who believe they are being or have been subjected to such conduct, and others with knowledge of such conduct, to report the conduct to the Law School through the procedures described below, and to seek the support of the Law School and/or external resources identified in this Policy.



**“Domestic violence”** includes violence committed (1) by a current or former spouse of the complainant, (2) by a person with whom the complainant shares a child in common, (3) by a person who is cohabitating with or has cohabitated with the complainant as a spouse, (4) by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of Vermont, or (5) by any other person against an adult or youth complainant who is protected from that person’s acts under the domestic or family violence laws of Vermont.

Under Vermont law, it is unlawful to attempt to cause or to willfully or recklessly cause bodily injury to a family or household member, or to willfully cause a family or household member to fear imminent serious bodily injury. “Household members” are defined as those persons who, for any period of time, are living or have lived together, are sharing or have shared occupancy of a dwelling, and are engaged in or have engaged in a sexual relationship, or minors or adults who are dating or have dated.

As a matter of VLS policy, VLS strictly prohibits conduct that would constitute domestic violence under VLS policy as defined above, and as defined by Vermont law. The Law School encourages complainants who believe they are being or have been subjected to such conduct, and others with knowledge of such conduct, to report the conduct to the Law School through the procedures described below, and to seek the support of the Law School and/or external resources identified in this Policy.

**“Dating violence”** is defined as violence by a person who is or has been in a social relationship of a romantic or sexual nature with the complainant. The factors that will be considered in determining whether a dating relationship exists or existed, include: (a) the nature of the relationship; (b) the length of time the relationship has existed; (c) the frequency of the interaction between the parties; (d) the length of time since the relationship ended, if applicable; and e) the complainant’s statement as to whether a dating relationship exists or existed. Under Vermont law, it is unlawful to attempt to cause or to willfully or recklessly cause bodily injury to a person one is dating or has dated, or to willfully cause such person to fear imminent serious bodily injury, and such conduct is prohibited by Law School policy.

As a matter of VLS policy, VLS strictly prohibits conduct that would constitute dating violence under VLS policy as defined above, and as defined by Vermont law. The Law School encourages complainants who believe they are being or have been subjected to such conduct, and others with knowledge of such conduct, to report the conduct to the Law School through the procedures described below, and to seek the support of the Law School and/or external resources identified in this Policy.

**Stalking**” as defined by federal law means engaging in a course of conduct (a pattern of conduct composed of two or more acts over a period of time, however short, evidencing a continuity of purpose) directed at a specific person that would cause a reasonable person to: fear for one’s safety or the safety of others; or suffer substantial emotional distress.

Under Vermont law, “stalking” is defined to mean engaging in a course of conduct which consists of one of the following, when such conduct serves no legitimate purpose and would cause a reasonable person to fear for one’s physical safety or health or would cause a reasonable person to suffer emotional distress.

- a. **Following** - defined as maintaining over a period of time a visual or physical proximity to another person in such a manner as would cause a reasonable person to have a fear of unlawful sexual conduct, unlawful restraint, bodily injury or death.
- b. **Lying in wait for** - defined as hiding or being concealed for the purpose of attacking or harming another person, or
- c. **Harassing** - defined as actions directed at a specific person, or a member of the person’s family, which would cause a reasonable person to fear unlawful sexual conduct, unlawful

restraint, bodily injury, or death, including but not limited to verbal threats, written, telephonic, or other electronically communicated threats, vandalism, or physical contact without consent.

When part of a pattern of behavior that falls within the definition of stalking described above, examples of stalking behaviors or activities may include, but are not limited to:

- a. Non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, text messages, written letters, gifts, or any other communications that are unwelcome.
- b. Use of online, electronic or digital technologies in connection with such communication, including but not limited to:
  - Posting of pictures or text in chat rooms or on websites;
  - Sending unwanted/unsolicited e-mail or talk requests;
  - Posting private or public messages on Internet sites, social networks, and/or school bulletin boards;
  - Installing spyware on a person's computer;
  - Using Global Positioning Systems (GPS) or similar technology to monitor a person.
- c. Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the person.
- d. Surveillance or other types of observation including staring or "peeping".
- e. Trespassing.
- f. Vandalism.
- g. Non-consensual touching.
- h. Direct verbal or physical threats.
- i. Gathering information about an individual from friends, family, or co-workers.
- j. Accessing private information through unauthorized means.
- k. Threats to harm self or others.
- l. Using a third party or parties to accomplish any of the above.

As a matter of VLS policy, VLS strictly prohibits conduct that would constitute stalking under VLS policy as defined above, and as defined by Vermont law. The Law School encourages individuals who believe that they are being or have been subjected to such conduct, and others with knowledge of such conduct, to report the conduct to the Law School through the procedures described below, and to seek the support of the Law School and/or external resources identified in this Policy.

**"Retaliation"** is defined as an adverse action taken against any person for making a good faith complaint of conduct that would violate this policy or for having participated in an investigation of such a complaint. Retaliation includes but is not limited to ostracizing the person, pressuring the person to drop or not support the complaint, or adversely altering that person's educational, living, or work environment. Retaliation may be unlawful and may constitute a violation of this policy depending on the circumstances, whether or not the complaint is ultimately found to have merit. Retaliation is strictly prohibited.

#### E. **Scope and Required Information**

The Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Policy applies to conduct on VLS property and/or in connection with VLS-sponsored programs and events, including student group events. The policy also applies in other circumstances where the alleged conduct: could have a significant impact on the educational or employment environment or the reputation or integrity of VLS; involves interactions between VLS employees, officers, trustees and/or students; or indicates that someone could pose a threat to the safety or other interests of VLS and its community. Further, because the Code of Conduct prohibits "any conduct that raises serious doubts about the student's honesty, integrity, or fitness to practice law" VLS may in certain cases investigate and address any sexual misconduct, domestic violence, dating violence or



stalking complaint against a law student, regardless of the circumstances of the alleged misconduct.

Disciplinary proceedings regarding reports of sexual misconduct, domestic violence, dating violence or stalking will involve prompt, fair and impartial investigations and resolutions, will be conducted by VLS officials and/or appointees who receive annual training on the issues related to domestic violence, dating violence, sexual misconduct and stalking, and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. VLS will not publish the name or other identifying information about a person who was reportedly subject to such misconduct when creating publicly-available records about criminal incidents, to the extent permissible by law. The Law School prohibits retaliation, intimidation, coercion, threats, coercion or other discrimination against any individual for exercising their rights or responsibilities as outlined in this SMDVS Policy.

**F. Reporting**

VLS strongly encourages any student or employee who feels that he or she has been subjected to sexual misconduct, domestic violence, dating violence or stalking to contact local authorities. Reporting the incident does not obligate you to prosecute, but helps preserve your options in the event that you choose to pursue criminal prosecution or an order of protection. Delayed reporting will diminish the possibility of collecting potentially crucial evidence. Nevertheless, VLS will accept reports when they are made, and it is never too late to seek support and medical attention.

**G. Leniency**

Sometimes, individuals are reluctant to come forward to report perceived violations of this policy out of fear that they may be charged with violations of Code of Conduct standards (for example, because they engaged in illegal drug use at the time of the incident). It is of paramount importance to the Law School that all perceived violations of this policy be reported, so that those affected can receive the support and resources needed. Therefore, in order to facilitate reporting, the Law School may choose to not charge students who report violations of this policy with violations of Code of Conduct standards.

**H. Confidentiality**

VLS will strive to maintain confidentiality in responding to a complaint under this policy, including inquiries regarding the investigation, the disciplinary process, and the final outcome of any disciplinary proceeding – although, by law, both the respondent and the complainant will be informed in writing of the outcome of disciplinary proceedings involving a report of sexual assault, domestic violence, dating violence or stalking.

Confidentiality is not absolute, however. Where criminal conduct has occurred, or where the health and/or safety of others in the community may be in danger, it may be necessary for VLS to take appropriate steps to protect the safety of its students and employees, including the person who has reported the misconduct. Please do not be discouraged to come forward: your reporting of misconduct covered by this policy may help prevent other misconduct, and information will be shared only to the extent necessary to protect our community's safety and facilitate investigations and adjudications.

Counselors and medical providers are confidential resources. This means that, in most cases, these confidential resources will not share the substance of any such communications or that such communications occurred with the complainant's consent. Individuals who wish to talk about sexual misconduct, domestic violence, dating violence or stalking-related issues confidentially, with the understanding that the Law School will not take any action based on such confidential communications, are encouraged to contact one of these confidential resources.

Confidential resources may, however, have an obligation to disclose otherwise-privileged information where they perceive an immediate and/or serious threat to a person and/or property. This is a limited exception to the privileged nature of communications with confidential resources.

Reports or records maintained by VLS (including the Counseling Service records), and other confidential, non-privileged records may, however, be subject to subpoena if civil or criminal charges are filed in court.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, these confidential resources **will not** report Clery crimes they learn about through confidential communications for purposes of the Law School's compilation of campus crime statistics. Even if a student wishes to maintain confidentiality, the confidential resources will still assist the individual in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working, transportation or academic accommodations.

Contact information for confidential resources is as follows:

- Vermont State Wide Emergency Number ..... 1-800-489-RAPE  
*This number automatically connects the caller with the local domestic violence/sexual assault program.*
- For victims with disabilities ..... 1-800-489-7273  
*Connect with local program for crisis intervention, peer counseling, court advocacy, referral and other services.*
- Legal Assistance
  - Vermont Legal Aid ..... 800-889-2047  
or <http://www.vtlegalaid.org>
  - Vermont Bar Association ..... <https://www.vtbar.org>
  - Clara Martin Center ..... 802-728-4466

#### I. **Non-Confidential Resources: Responsible Employees**

Many staff and faculty members are “responsible employees” for purposes of this policy and the Law School’s HSHDR Policy. As defined in more detail in the HSHDR Policy, a “responsible employee” is defined as a Law School employee who has the authority to address conduct that violates this policy or the HSHDR Policy, or whom an individual could reasonably believe has this authority or duty. Law School administrators, staff, and student employees whose job responsibilities include working with students, and Law School faculty, are considered to be “responsible employees,” as are (where the complainant is an employee) supervisors, administrators, and individuals working in Human Resources.<sup>43</sup> Responsible employees are respectful of an individual’s wishes to the extent appropriate and are discreet, but they need to convey information about reported conduct in violation of this policy to the Law School’s Title IX Coordinator.

General inquiries or questions about this policy may remain private, do not have to be reported, and the Law School will strive to protect the privacy interests of individuals to the extent it can while maintaining its obligations to uphold relevant policies and regulations and/or to take reasonable steps to promote the safety of members of the Law School community. Otherwise, once any responsible employee learns of an incident that may violate this policy, written or unwritten, the responsible employee must immediately notify the Title IX Coordinator of such complaint. The responsible employee must report all relevant details about the incident (such as the name of the complainant and respondent, any witnesses, and other relevant facts, such as the date, time and specific location of the alleged incident). Such notice to the Law School generally obligates the Law School to investigate the incident and take appropriate steps to address the situation.

#### J. **Vermont Law School Disciplinary Sanctions**

A student who violates the Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Policy will be subject to disciplinary proceedings under this Policy independently of whether legal

<sup>43</sup> “Responsible employee” does not include the confidential resources as defined above.

proceedings involving the same incident are underway or anticipated. See Article IV of this Policy.

An employee of VLS who violates either the Standards of Professional Conduct or who violates the Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Policy will be subject to disciplinary action up to and including the termination of employment. If the Associate Dean determines that the President and Dean, another officer or Trustee, or an agent or contractor of the Law School has engaged in conduct in violation of this policy, he/she will make recommendations for action appropriate in the circumstances to the Chair or Vice Chair of the Board of Trustees, or to the administrative officer responsible for the relevant agency or contractual relationship. VLS will encourage and assist a complainant in reporting any illegal conduct to the appropriate authorities, and may have to do so independently where it determines that the circumstances pose an ongoing threat to a member or members of the VLS community.

## **ARTICLE II. MATERIALS AVAILABLE REGARDING SEXUAL ASSAULT AND SEXUAL OFFENSES**

Educational materials concerning rape, sexual assault, and sexual harassment are available from the Associate Dean for Student Affairs and Diversity, the Title IX Coordinator, and the Deputy Title IX Coordinator. These materials are available for the purpose of creating awareness and prevention of sexual assault acts and to provide resources if you, a friend, or a relative become the victim of rape or sexual assault.

You can also obtain educational materials confidentially by contacting any of the rape crisis centers listed in Section III (D) of this document.

## **ARTICLE III. RESOURCES FOR VICTIMS OF SEXUAL MISCONDUCT, DOMESTIC VIOLENCE, DATING VIOLENCE OR STALKING**

The Law School will support individuals in making referrals to, contacting, and/or providing the options and support resources outlined below, regardless of whether an individual wishes to report covered misconduct to law enforcement authorities.

### **A. Obtaining Support**

You are in control to decide whether you want to talk with somebody about the incident and with whom you want to talk. The choice to report a crime to the police is also yours, though VLS may be required to report a crime to the police in contradiction to the complainant's wishes if VLS determines that the circumstances pose an ongoing threat to a member or members of the VLS community. If you are unsure about what to do immediately after an incident of sexual assault, domestic violence, dating violence or stalking, these are some of your options:

1. Call a rape-crisis hotline.
  - Safeline 1-800-639-7233
  - WISE (Women's Information Services) 603-448-5525 Safeline and WISE trained counselors are available 24 hours a day. They can who talk with you about your options, and they can accompany you through any or all stages of the process including going to the hospital and reporting to the police.
2. Go to a friend's house or any place where people can give you emotional support.
3. Call the Associate Dean for Student Affairs and Diversity at (802) 831-1333 or Deputy Vice Dean at 802-831-1226.
4. Call Clara Martin Center 24-hour Emergency Service at (800) 639-6360.
5. Call a domestic violence support provider
  - Vermont 211. Get Help. Give Help. Discover options. A free and confidential service.
  - SafeSpace Vermont 866-869-7341 or 802-863-0003 for LGBTQA survivors  
[www.rul2.org/safespace](http://www.rul2.org/safespace).
  - [www.rainn.org](http://www.rainn.org) Rape, Abuse, Incest National Network, lots of info 24/7 hotline.
  - Deaf Vermonters Advocacy Services, videophone or hearing 802-661-4091.
  - [www.mailsurvivor.org](http://www.mailsurvivor.org) overcoming sexual victimization for boys and men.

- Women Safe 24-hour hotline 1-800-388-4205 provides crisis intervention and emotional support to survivors of physical, sexual, and/or emotional abuse.

#### B. Obtaining Medical Attention

It is important to seek medical attention, even if you do not have visible injuries.

1. Seeking medical attention immediately or shortly after an assault provides the most options in the prevention of pregnancy and sexually transmitted infections.
2. You do not need to make a report or talk to the police in order to seek medical attention.
3. **Gifford Medical Center** (728-4441) in Randolph and **Dartmouth- Hitchcock** (603-650-5000) in Lebanon are the only area hospitals that possess necessary medical tests for rape/sexual assault incidents.
4. Do not bathe, shower, douche, brush your teeth, change your clothes or clean up before you obtain medical attention.
5. You will need to bring a change of clothes with you, because your clothing will be collected as evidence.
6. You can get evidence collected anonymously and have it kept for at least six months so you can decide whether filing a report with police is right for you.

#### C. Obtaining Emergency Contraception

Emergency contraception (EC) can prevent pregnancy after unprotected vaginal intercourse. It is also called "morning-after" contraception, emergency birth control, or backup birth control. EC dramatically reduces the risk of pregnancy when started within 72 hours (3 days) after unprotected intercourse. It must be started prior to 120 hours (five days) in order to reduce the risk of pregnancy. The sooner it is started, the better. The hospital may provide this upon your visit. If it does not, or if you do not wish to go the hospital, EC is available over-the-counter at local pharmacies and drug stores.

Pharmacies known to carry EC:

- Rite Aid Pharmacy, Gifford Family Health Center, Route 107, Bethel. Closed Saturday and Sunday (802) 234-5289.
- Walgreens Drug Store, 3 Airport Rd., W. Lebanon, NH (Exit 20 off I89S.) Open 24 Hours a Day (603) 298-5796.

#### D. Reporting the Rape or Assault

As a legal adult, the decision of whether or not to report the crime is yours, absent circumstances described above in A. Law enforcement may be reached at:

- State Police (Bethel office): (802) 234-9933.
- South Royalton Police Department: (802) 763-7776 or 911.

If you want assistance in making this report, see the Associate Dean for Student Affairs and Diversity who will be happy to talk with you about it, be there when you call, or accompany you, if you so choose. Your options include: notifying law enforcement authorities; being assisted by VLS in notifying law enforcement authorities, if you choose to have VLS's support in notifying law enforcement authorities; and declining to notify such authorities.

#### E. Seeking Counseling

1. VLS provides up to three free short-term confidential counseling service visits to Vermont Law School students. For evaluation, consultation and/or referral, contact our counseling service: Clara Martin Center 802-728-4466.
2. Alternatively, you may want to contact a community mental health center near you (see General Area Information).
3. Or you may prefer to use a specialized support line such as
  - Safeline 1-800-639-7233
  - WISE (Women's Information Services) 603-448-5525.
  - SafeSpace (for LGBTQQ survivors of violence) 1-866-869-7341.
  - Clara Martin Center 24-hour Emergency Service (800) 639-6360.

- F. Get assistance from the Law School
1. For initial counseling and referral to counseling and legal reporting sources, and/or if, in the aftermath of sexual assault, domestic violence, dating violence or stalking, you are having difficulty concentrating on your work at school or effectively dealing with various aspects of your life, see the Associate Dean for Student Affairs and Diversity or the Title IX Coordinator. The Law School may make reasonable accommodations to assist you, including issuance of no contact orders and assistance with changes in your academic schedule and/or living, working or transportation arrangements, should such changes be required and reasonably available. Depending on your needs, you may be eligible for academic accommodations such as leave of absence, reduced course load, or rescheduling of exams.
  2. If you feel close to another faculty or staff member at the Law School, talk to that person about what you are experiencing and what options may be available. They can assist you in completing a Sexual Assault Incident Report. You and/or that faculty or staff member (with your permission) can then consult with the Associate Dean for Student Affairs and Diversity. Please understand, though, that these individuals will be responsible employees as defined above so will be required to inform the Title IX Coordinator of information you provide; if you wish to have a confidential conversation, you should speak with a confidential resource (i.e., a medical or mental health provider), as described above.
  3. The Law School will assist complainants who wish to pursue the issuance of orders of protection (e.g., relief from abuse orders) in contacting appropriate authorities, will issue no-contact and no-trespass orders as necessary and appropriate, and will facilitate the implementation of judicially-ordered protective measures to the extent that it has the jurisdiction to do so on its campus and/or in connection with its programs.
- G. Preserving Evidence. In addition to preserving evidence of a sexual assault as described above, you should also, to allow you to preserve your options to seek criminal prosecution, an order of protection, or disciplinary action by the Law School, preserve any other physical, documentary, photographic or other evidence that might be relevant to an incident or incidents of sexual assault, domestic violence, dating violence or stalking. This would include electronically-stored information such as text messages, emails, or video and audio files.

#### ARTICLE IV. VERMONT LAW SCHOOL DISCIPLINARY ACTION

- A. Sexual misconduct, domestic violence, dating violence, and stalking are violations of the Vermont Law School Code of Conduct. The Code applies to conduct:
1. by students of VLS with regard to their actions in connection with the application and admissions process, educational activities, career services, employment, or other law school-related activities;
  2. by students of VLS with regard to their actions in connection with law school related activities when those actions occur on VLS property or in the use of VLS facilities (including the computer network, telephone, and email systems);
  3. that occurs off campus in connection with events sponsored by VLS or VLS approved organization, or in connection with official business undertaken for VLS or in other circumstances on campus or off campus, while classes are in session or during semester breaks; and
  4. in any circumstances where the reputation or policies of VLS would be involved or in other circumstances where an action could have a significant impact on the educational or employment environment or the reputation or integrity of VLS (such as, by way of example but not limitation, where alleged conduct involves interactions between VLS employees, officers, trustees and/or students).
- B. A person who believes she or he has been subjected to conduct that violates this policy by another member of the Law School community, may, in addition to any other available legal remedy, make a report about that conduct to the Law School.

- C. The following procedural rules apply to reported violations of this Policy:
1. **Complaint.** The Associate Dean for Student Affairs and Diversity (the Associate Dean) will meet with the complainant, who will make a written or oral complaint describing the incident. The complaint should include the date of the alleged assault, the name of the person who allegedly committed the assault (hereinafter, the respondent), and should describe the circumstances of the alleged assault. The complainant should also identify any witnesses who may have knowledge of the circumstances. The Associate Dean will make an initial determination as to whether or not the complaint alleges conduct prohibited by this policy. The complainant may request that charges be withdrawn at any time and the Law School will attempt to honor the wishes of the complainant. However, to accommodate cases where compelling evidence suggests significant individual or community safety concerns, the decision whether to discontinue an investigation or dismiss charges rests within the sole discretion of the Law School. Safety for the student and the campus community as a whole is of primary concern.
  2. **Advisors and Support Persons.** The Associate Dean may, at his or her discretion, appoint advisors for the complainant and respondent. The appointed advisors serve as advisors only, and do not give legal advice. There is no attorney/client privilege between the students and the advisors. The students may retain legal counsel at their own expense. The complainant and respondent are entitled to be accompanied by an advisor of their choice whenever meeting with the investigator or during any meetings related to the investigation. Such persons may, but need not, be the student's appointed advisor or retained legal counsel. Support persons can confer privately with the complainant or respondent, but cannot act as advocates or address the investigator.
  3. **Investigation Overview.** If the Associate Dean determines that the complaint as reported does fall within this policy, he/she will appoint an investigator to investigate the facts and prepare a written report. The Investigator may be a Vermont Law School employee or official or may be an external investigator with appropriate experience or expertise. The complainant and respondent will be provided with notice of the identity of the appointed Investigator, and will be informed that any objections to the service of the appointed Investigator on grounds of conflict of interest or a lack of impartiality should be submitted in writing to the Associate Dean within 3 days of notice of the appointment. The Associate Dean will decide promptly whether the appointed Investigator will or will not continue to conduct the investigation. Any materials collected or notes prepared by the Investigator during the objection period will be turned over to any replacement Investigator. The replacement Investigator will decide whether to use such materials or not. Absent extenuating circumstances, this initial determination and appointment of an Investigator will occur within five business days of receipt of the complaint. The Associate Dean will advise the respondent that charges have been filed against him/her and are being investigated. Should a respondent who has been notified of an investigation fail to cooperate with the investigator, the investigation may proceed, a finding may be reached, and a sanction may be imposed based upon the information available. The parties will be given periodic status updates throughout the investigation. At no point will the complainant be forced to be in contact or be in the same room as the respondent.
  4. **Interim Remedial Measures.** During the investigation, the Associate Dean or Title IX Coordinator may issue interim remedial measures, such as issuance of a no-contact order to restrict contact and communication between the complainant and the respondent. Other preventative measures may be taken where requested and reasonably available, such as room changes, class changes or, in particularly serious cases, interim removal of a student from campus.



5. **Additional Violations.** If, prior to or during the investigation, Vermont Law School becomes aware that additional violations have allegedly occurred or additional policies have allegedly been violated, additional charges may be added to and resolved through this investigation or separately, as determined at the discretion of the Associate Dean. In the event that additional charges are added to the investigation, the Associate Dean will notify the respondent of the additional charges promptly and in writing.
6. **The Investigation.** The investigation will be conducted in a prompt, thorough, impartial, and equitable manner. Absent extenuating circumstances, the investigation of a complaint under this policy will ordinarily be completed within 30 calendar days. If the complainant or respondent requests an extension of this general 30 day period, he or she should make a written request for an extension to the Investigator, who will make a decision on the request after having provided the other party notice of the request and an opportunity to respond.

The complainant and respondent will be asked to identify all relevant witnesses they would like the Investigator to interview. Both parties may provide, if they wish, a list of questions they would like the Investigator to ask of particular witnesses or of each other. The Investigator is not required to interview any particular witness, even if identified by one of the parties. Nor is the Investigator required to ask questions provided by either party. At the conclusion of the investigation, the Investigator will share the witness statements and relevant materials with both the complainant and the respondent. Both will have the opportunity to respond to this information in writing within five business days. The deadline for the receipt of such responses is also the deadline for receipt by the Investigator of character reference letters for each party. If new evidence is gathered at any stage, it will be shared with both the complainant and the respondent and each will have an opportunity to submit a written response within a time frame set by the Associate Dean. When the final responses, if any, have been received from the complainant and respondent, the Associate Dean will share each party's response with the other party. The Investigator will submit a final report to the Associate Dean. The final report will include all investigation materials, the responses from the complainant and respondent, any character references, and the Investigator's recommended finding of whether this SMDVS Policy (or, where the procedure is being used to adjudicate alleged violations of the Policy Against Harassment, Sexual Harassment, Discrimination, and Retaliation ("HSHDR Policy")) has been violated, based on a preponderance of the evidence standard, *i.e.* whether it is more likely than not that the policy was violated, along with the Investigator's rationale for this recommendation.

7. **Sexual Misconduct Review Panel.** Upon receipt of the Investigator's report, the Associate Dean will convene a Sexual Misconduct Review Panel. This Panel will ordinarily consist of five members drawn from a pool. The pool includes five faculty members selected by the Vice Dean for Faculty, five staff members selected by the Dean and President, and five students appointed by the President of the Student Bar Association. The Associate Dean will choose five panel members from this pool to attend the hearing and make determinations. Each panel will have at least one member from each of the three groups listed and, if possible, gender diversity will be considered when selecting the panel. All pool members will receive annual training by the Title IX coordinator or her alternate.

The claimant and/or respondent may challenge the participation of any member of the review panel for conflict of interest or other good cause. Familiarity alone does not create a bias issue. Only where there is a determination that a panel member will not be able to provide an unbiased and impartial decision should an alternate be selected by the Associate Dean.

8. **Hearing.** The Panel will be provided with the Investigator's complete report and supporting materials but is not bound by his/her recommended finding. Absent extenuating circumstances, the Sexual Misconduct Review Panel will hold a closed hearing on whether



the Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Policy (or, where this procedure is being used to adjudicate an alleged violation of the HSHDR Policy) has been violated. The Sexual Misconduct Review Panel will hold this hearing within fifteen business days after receipt of the Investigator's complete report. The complainant and respondent shall be notified concurrently of the date, time, and location of the hearing. The complainant and the respondent will have an equal opportunity to present relevant witnesses and other evidence, to have an advisor of their choice present, to access information to be used at the hearing, and to present character witnesses. The hearing shall not be a formal adversarial one in the sense that there will be a prosecution versus a defense. The purpose of the hearing is to gather information to enable the Sexual Misconduct Review Panel to determine whether SMDVS Policy (or, as applicable, the HSHDR Policy) has been violated. To that end, the Sexual Misconduct Review Panel, as well as the complainant and respondent, shall have the right to call witnesses, question witnesses and examine documents offered as evidence. Neither the complainant nor the respondent will be permitted to question or cross-examine each other, either directly or through counsel, but may submit questions to the Panel. Neither party's advisor person may address the Panel or the witnesses. The Panel shall have full discretion to decide whether to ask the requested questions or not. Either the complainant or the respondent may request physical separation from the other at the hearing, including visual separation, such as through the use of a screen, video-conferencing or other such technology. Because this is not a civil or criminal trial, the rules of evidence may be more relaxed in the interest of gathering relevant information. It should be noted that extraneous information such as the complainant's or the respondent's prior sexual history with others must not be included, and not considered by the Panel in its deliberations on whether the charged misconduct occurred. A respondent's involvement in other incidents may, however, be considered by the Panel in its determination of sanctions, as discussed below.

9. **Finding and Sanction.** The Panel will issue a finding regarding whether the SMDVS Policy (or as applicable, the HSHDR Policy) has been violated, based upon the preponderance of evidence standard. Absent extenuating circumstances, the Sexual Misconduct Review Panel will issue its findings, in writing, within 10 business days after the Hearing. A majority of the Panel members must find that a policy violation occurred for a finding of responsibility. The Associate Dean will notify the complainant and respondent concurrently and in writing of the finding to the extent permitted by law. If a finding is made that no policy has been violated, the respondent will have no record of the charge or its outcome in his/her permanent file. Complainants may appeal a finding of no responsibility and respondents may appeal a finding of responsibility, as set forth below. If the Panel determines that there has been a policy violation, the complainant may submit an Impact Statement to the Panel and the respondent may submit a Sanction Statement to the Panel, within three business days of the notification. The Panel will reconvene, consider the Impact Statement and Sanction Statement if any have been submitted, and determine a sanction.
10. **Sanctions.** A violation of the Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Policy will be subject to Class One sanctions. Class One sanctions include, expulsion or withdrawal of an awarded degree. A violation of the Harassment, Sexual Harassment, Discrimination, and Retaliation Policy will be subject to Class Two sanctions. Class Two sanctions include expulsion, suspension, or withdrawal of an awarded degree, a fine, restitution, community service, probation, reference to counseling, termination of employment, or other action as deemed appropriate under the circumstances. If the student complained against receives either a Class One sanction or a Class Two sanction the fact of the violation and the sanction shall be noted in the student's official file, unless the President and Dean decides otherwise. If the student complained against receives a Class One sanction the fact of the violation and the sanction shall be noted on the student's official transcript. Prior conduct and judicial history may be taken into account in determining a sanction. Respondents should also be advised that additional non-disciplinary outcomes, such as (by way of example but not limitation) extending and modifying no-contact orders, may also be

imposed regardless of the finding. The Associate Dean will notify the complainant and respondent simultaneously and in writing of any sanction to the extent permitted by law. Absent extenuating circumstances, the Sexual Misconduct Review Panel will issue a decision regarding sanctions, if applicable, within 5 business days after receipt of an Impact Statement and/or Sanction Statement, if any. If neither Statement is submitted, the Panel will issue a decision on sanctions within 8 business days of issuing its finding.

11. **Appeals.** The complainant and respondent both have the right to appeal the decision of the Sexual Misconduct Panel to the President and Dean. The purpose of the appeal is to review the adjudication process. Appeals may be made on the basis of one or more of the following: discovery of significant new factual material not available to the Sexual Misconduct Review Panel that could have affected the original outcome (but omission of factual information by the appealing party that was or should reasonably have been available to the appealing party before the hearing is not grounds for appeal), or violation of procedure where the violation prevented fundamental fairness. The right of appeal is only available to a complainant or respondent who participated in the investigative process. An appeal must be made in writing within 5 business days of receipt of the finding in cases where no violation is found and within 5 business days of receipt of the sanction in cases where a policy violation has been found. The appeal must include the grounds for appeal and provide an outline of supporting evidence. The President and Dean will notify the Associate Dean and the other student of the appeal and will request his or her response to the appeal. The Associate Dean and the other student may provide a written response within five business days of the request. The President and Dean may deny the appeal or, if the appeal grounds have been met, may return the case to the Sexual Misconduct Review Panel for reconsideration, or convene a new Sexual Misconduct Review Panel. If the case is returned to the Sexual Misconduct Review Panel, the President and Dean shall identify which aspects of the case merit further review. Absent extenuating circumstances, the President and Dean will notify the complainant and respondent concurrently, in writing, of his/her determination within 15 business days, to the extent permitted by law, and will notify the Associate Dean, in writing, with instructions for any further action. All decisions by the President and Dean are final.

The Law School will notify the parties of any change to the results of a disciplinary decision that occurs prior to the time that such results become final, and when such results become final.

12. **The Record.** The Sexual Misconduct Review Panel will tape record the hearing in each case. The recording, the documents received, and the findings and action shall be retained in the President and Dean's Office. This record may be referred to by the Panel for any purpose, but the confidentiality of the record will otherwise be maintained. At any time after 6 years, the President and Dean's Office may destroy the record except for the final determination, unless there is a pending request for the record or the President and Dean determines that there is some need to continue to maintain the record confidentially. Additional information on sanctions, notations in student files and status if a student withdraws while disciplinary action is pending is set forth in Article V of the Code of Conduct.

**Addendum A:**  
**Title IX Coordinator's Functions and Responsibilities**

The following is a non-exhaustive list of the Title IX coordinator's functions and responsibilities.

**(1) Training for Students, Faculty, and Staff**

The Title IX Coordinator provides or facilitates ongoing training, consultation, and technical assistance on Title IX for all students, faculty and staff, including:

- regular training for faculty and staff outlining their rights and obligations under Title IX, including the appropriate response to reports of sexual misconduct, the obligation to report sexual misconduct to appropriate Law School officials, and the extent to which counselors and advocates may keep a report confidential, and
- regular training for students outlining their rights under Title IX; with regard to sexual misconduct, this training will include what constitutes sexual misconduct and when it creates a hostile environment, the definition of consent, reporting options (including reports to responsible employees, campus and local law enforcement, and confidential reporting to counselors or advocates), the grievance procedures used to process complaints, applicable disciplinary code provisions relating to sexual misconduct and the consequences of violating those provisions, the role of alcohol and drugs in sexual misconduct, the effects of trauma, strategies and skills for bystander intervention, the offices or individuals with whom students can speak confidentially, the offices or individuals who can provide support services, the employees who must report incidents to the Title IX coordinator, and Title IX's protections against retaliation.

**(2) Investigations**

The Law School will conduct adequate, reliable, and impartial investigations of reports and complaints of sexual misconduct. The Title IX Coordinator oversees many aspects of this response, including:

- determining whether the report or complaint alleges conduct that may, upon investigation, constitute prohibited sexual misconduct,
- appointing an investigator or investigators upon such determination,
- making certain that individual reports and complaints are handled properly and in a prompt and timely manner,
- informing all parties regarding the grievance process,
- confirming that all parties have been notified of grievance decisions and of the right to, and procedures for, appeal,
- maintaining information and documentation related to the investigation in a secure manner, and
- monitoring compliance with timeframes specified in the grievance procedures.

The Title IX Coordinator evaluates requests for confidentiality by those who report or complain about sexual misconduct in the context of the Law School's responsibility to provide a safe and nondiscriminatory environment for all students and employees. Confidentiality issues are discussed in more detail in the Law School's Policy Against Harassment, Sexual Harassment, Discrimination and Related Retaliation, and its Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Policy.

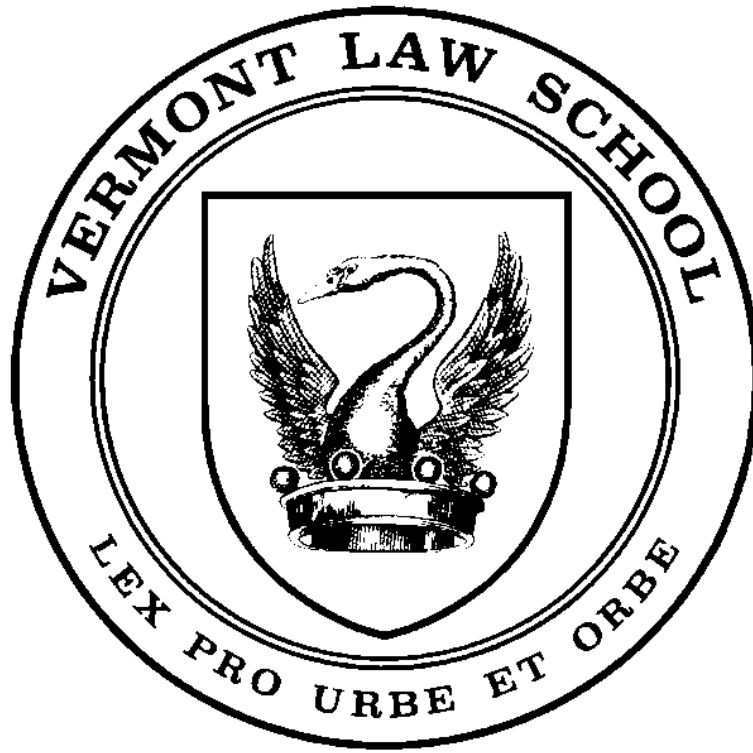
**(3) Remedies, Including Interim Measures**

Upon learning of a report or complaint of sexual misconduct, the Title IX Coordinator promptly takes steps to ensure the complainant's equal access to the Law School's programs and activities and protect the complainant as necessary. Such steps include taking interim measures before the final outcome of any investigation, providing remedial measures after the final outcome of an investigation, and making the complainant aware of all available resources, including resources such as victim advocacy, housing assistance, academic support, counseling, disability

services, health and mental health services, and legal assistance. Interim measures are discussed in more detail below.

Upon a finding of prohibited sexual misconduct, the Title IX Coordinator determines whether campus-wide remedies should be adopted in response, including, by way of example but not limitation, review and revision of the Law School's sexual misconduct policies, increased monitoring, supervision or security at locations where sexual misconduct is reported to occur, and increased education and prevention efforts, including to targeted populations.

# MISCELLANEOUS POLICIES AND PROCEDURES



## ACCIDENTS, SAFETY HAZARDS AND EMERGENCIES

Accidents occurring on the grounds of Vermont Law School should be reported to the Vice President for Finance, and a Campus Incident Report Form should be filed. Minor repairs, requests, and suspected safety hazards should be reported to Buildings and Grounds or a member of the VLS Safety Committee. Emergency information is posted on the *Safety Bulletin Board* in Oakes Hall and building specific emergency information is posted in each building.

The VLS campus is private property. Please note that all campus facilities are primarily for the use of our faculty, staff, and students. The law school reserves the right to ask people who are not members of the VLS community to leave. Under the VLS Code of Conduct, students may be asked to present their student identification card. Failure to present the proper ID may result in being asked to leave. Other campus visitors may be asked to identify themselves and provide identification. If you see someone using our facilities whose actions cause concern, please notify Associate Dean Shirley Jefferson at extension 1333, Human Resources Manager Chantelle Brackett at extension 1308, or Buildings and Grounds at extension 1260 (after hours at 802-356-4328).

## ALCOHOL POLICY

*Amended 4/14/2010*

*Amended 9/13/16*

### I. Introduction

Vermont Law School's Alcohol Policy is congruent with Vermont State Law, local regulations, and the Mission of Vermont Law School, and is promulgated to assure the appropriate distribution and consumption of alcoholic beverages on the campus. The administration and interpretation of the Alcohol Policy ultimately rests with the Dean or designee, who in this instance, are the Deans.

### II. Alcohol and Substance Abuse

Any student who feels he or she may have a problem with alcohol or drugs is encouraged to contact the VLS Counselor or the Associate Dean for Student Affairs and Diversity for a discussion of options. The Vermont Lawyers Assistance Program (VTLAP) provides confidential assistance to law students, lawyers, judges and their families in coping with alcoholism and other addictions, depression, or other personal or professional crisis. VTLAP is exempt from reporting professional misconduct under Rule 8.3. Information between VTLAP volunteers, and a lawyer, judge or law student who seeks assistance, is strictly confidential and will not be disclosed except upon express authority of the affected person. For more information, please see their website [www.lapvt.org](http://www.lapvt.org).

The Student Bar Association and/or the Student Ambassadors maintain a SafeRide program on Thursday, Friday and Saturday nights from 10pm to 3am. The SafeRide cell phone numbers are 802-299-1117 and 802-299-1116. SafeRide volunteers will pick students, staff, or faculty up from any location in South Royalton and take them to Bethel, Randolph, Royalton, South Royalton, and Tunbridge. If there is any doubt in your mind that you have had too much to drink, please call SafeRide at 802-299-1117 or 802-299-1116. No questions will be asked or judgments made, no records will be kept, and you will be taken home safely.

Students are responsible for informing themselves on the character and fitness requirements of the bar in the state or states they intend to practice. Vermont Law School is required to certify a student's character and fitness for the bar. Students have a duty to promptly report to the Associate Dean for Student Affairs and Diversity any charges, arrests or convictions of a violation of any civil or criminal law, other than a parking violation or parking ticket.

Students who attend classes, meetings, or any function hosted by VLS or any event funded by the SBA while intoxicated will be asked to leave by the professor or event sponsor. If the student resists, the professor or event organizer shall call the Associate Dean for Student Affairs or the local police at 763-7776 or 911. If the student is disruptive or violent, the Associate Dean or Campus Security will take the appropriate steps, including calling law enforcement for assistance. If the student is disruptive or violent, the incident will be investigated as a violation of the Code of Conduct and sanctions may be imposed.

### III. Alcohol on Campus

#### A. Basic Regulations

- (1) Consumption of alcoholic beverages on Vermont Law School property is a privilege accorded under specified conditions to individuals of legal age according to Vermont Law School.
- (2) Recognizing that not all individuals may choose to consume alcoholic beverages and recognizing the social emphasis of all events, any function providing an alcoholic beverage must also provide two non-alcoholic beverages.
- (3) The sponsoring individual or organization must furnish information concerning the program, facility arrangements, food service needs, and the type and amount of beverages to be served, as directed on the Student Organization Event Form and Alcohol Planning Document. Forms are available in the Dean's Office or on the K drive under <http://vermontlaw.edu/events>.
- (4) All recognized organizations and sponsors of registered social events are prohibited from providing alcohol to minors. Consistent with, and related to this restriction, the serving of kegs, beerballs, and alcoholic punch drinks/wine may only be served by our Food Services Director, a licensed caterer.
- (5) Any event which includes alcohol as part of its program should focus as much as possible upon the social nature of the event in its promotional campaign and not over emphasize the sale or availability of alcohol beverages at social events.
- (6) The safe occupancy level of the approved space must be determined and steps taken to insure compliance with the fire safety code of VLS and the state of Vermont.
- (7) No alcohol may be carried into or consumed in campus buildings, including outdoor areas at recreational events, (See Section I(A)(1) above) with the exception of approved designated areas, without the submission and approval of the Alcohol Event Planning Document and Student Organization Event Form.
- (8) Scheduled events must remain within the approved designated area (see Section III(C) for further requirements).
- (9) A charge of no less than \$100 will be billed to the organization/individual sponsoring an event if the facility used is not properly cleaned within eight hours after the function has ended.

#### IV. Organized Private Parties

- A. Organized private parties are considered events that involve an approved number of invited guests and have alcohol being served by the sponsors within an approved area in a manner consistent with applicable laws.
- B. Alcohol may not be sold under any conditions at private parties.
- C. The events require the submission and approval of the Alcohol Planning Document six (6) weeks prior to the event.

#### V. Campus-Wide, Licensed Events

- A. The sponsoring organization/individual must complete and have approved the Student Organization Event Form and Alcohol Planning Event Document at least six (6) weeks prior to the event. These forms are available from the Deans Office. Completion of the form indicates an understanding of the Alcohol Policy, and a responsibility to fulfill the regulations therein.
- B. The sponsoring organization or individuals must assume financial responsibility for all associated cost (*i.e.*, security, damages, etc.)
- C. The sponsoring organization or individuals must post easily visible signs that read "No alcohol beyond this point" to ensure that no alcohol may be carried into or consumed in campus buildings, including outdoor areas at recreational events, outside of the approved designated areas (see I(A)(7), (8) above).

#### VI. Responsibility and Liability

For any party or other event, the persons who sign the required application or registration forms are responsible for the safe conduct of the event. Staff persons involved in clearance procedures are responsible for ensuring that the event is conducted in a safe and acceptable fashion and for monitoring the event for the general safety of the participants. Situations determined to be in non-compliance with regulations of the Alcohol Policy may be immediately suspended by appropriate VLS staff. Responsibility for any adverse consequences that may occur as the result of a party or other event may implicate any person or group involved with that event, in particular, those planning and monitoring its outcome. Any violation of this policy shall be reported to the appropriate Dean.



## PROGRAM FOR THE ELIMINATION OF ALCOHOL AND SUBSTANCE ABUSE

The Federal Drug-Free Schools and Communities Act Amendments of 1989, requires that Vermont Law School implement a program for the elimination of drug and alcohol abuse. The federal law mandates that "...as a condition of receiving funds or any other form of financial assistance under any Federal program [including aid funds], an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees" on the Law School property or at school-sponsored activities. At a minimum, the law specifically requires that our program include:

1. Annual distribution in writing to each employee and student of:
  - Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use of distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.
  - A description of the applicable legal sanctions under local, state or federal law for the unlawful possession or distribution of illicit drugs and alcohol.
  - A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
  - A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with local, state and federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.
2. A biennial review by the institution of its program to:
  - Determine its effectiveness and implement changes, if needed.
  - Ensure that its disciplinary sanctions are consistently enforced.

## SANCTIONS

In compliance with federal requirements, the unlawful possession, use, or distribution of illicit drugs and alcohol by students or employees on Vermont Law School property or as a part of any Vermont Law School activity is a violation of not only the law but the Law School regulations. Possession, use, or distribution of certain non-prescription drugs, including marijuana, amphetamines, heroin, cocaine, and non-prescription synthetics procurement or distribution of alcohol if one is under 21 years of age; and provision of alcohol to anyone under 21 years of age are considered serious breaches of policy. Vermont Law School will respond to violations of its drug and alcohol abuse policy with action consistent with school disciplinary and personnel policies and local, state, or federal law. Sanctions may include: substance abuse counseling; referral to or mandatory participation in an appropriate drug assistance or rehabilitation program; disciplinary action including reprimand, probation, expulsion or termination of employment; and/or possible referral for prosecution. State penalties for illicit manufacture, use, and distribution of controlled substances are outlined in **Vermont Statutes (Title 18, Chapter 84) Possession and Control of Regulated Drugs** <http://www.leg.state.vt.us/statutes/fullchapter.cfm?Title'18&Chapter'084>. A copy of the complete federal regulations is available from the Associate Dean for Student Affairs and Diversity, who can respond to inquiries and clarify VLS policy.

## DRUG USE AND INELIGIBILITY FOR FEDERAL FINANCIAL AID

Students denied eligibility for an indefinite period can regain it after successfully completing a rehabilitation program (as described by law), passing two unannounced drug tests from such a program, or if a conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility.

The Law School is committed to educating students and employees about the implications of substance abuse; to promoting institutional programs with those objectives; and to supporting the efforts of individuals to overcome substance abuse problems. To this end, students and employees should familiarize themselves with the possible behavioral and medical consequences of substance abuse described below. The school counselor can provide confidential counseling and referrals to appropriate drug and alcohol counseling, treatment, and rehabilitation programs accessible in the vicinity of the Law School.

The Law School's current policy is intended to meet minimum legal requirements and to allow for modifications and refinement as necessary. It is not meant to restrain dissent of the free and open discussion of issues surrounding drug and alcohol use and abuse or of related Federal laws and policies. As an educational institution, we encourage

inquiry and dialogue. A truly workable approach to eliminating drug and alcohol abuse is based on fairness and information, not merely punishment.

### **SPECIFIC DRUGS AND THEIR EFFECTS**

*SOURCE: Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse*

#### **TOBACCO**

The smoking of tobacco products is the chief avoidable cause of death in our society. Smokers are more likely than nonsmokers to contract heart disease – some 170,000 die each year from smoking-related coronary heart disease. Lung, larynx, esophageal, bladder, pancreatic, and kidney cancers also strike smokers at increased rates. Some 30 percent of cancer deaths (130,000 per year) are linked to smoking. Chronic obstructive lung diseases such as emphysema and chronic bronchitis are 10 times more likely to occur among smokers than among nonsmokers.

Smoking during pregnancy also poses serious risk. Spontaneous abortion, preterm birth, low birth weights, and fetal and infant deaths are all more likely to occur when the pregnant woman or mother is a smoker. Cigarette smoke contains some 4,000 chemicals, several of which are known carcinogens. Other toxins and irritants found in smoke can produce eye, nose, and throat irritations. Carbon monoxide, another component of cigarette smoke, combines with hemoglobin in the blood stream to form carboxyhemoglobin, a substance that interferes with the body's ability to obtain and use oxygen.

Perhaps the most dangerous substance in tobacco smoke is nicotine. Although it is implicated in the onset of heart attacks and cancer, its most dangerous role is reinforcing and strengthening the desire to smoke. Because nicotine is highly addictive, addicts find it very difficult to stop smoking, of 1,000 typical smokers, fewer than 20 percent succeed in stopping on the first try. Although the harmful effects of smoking cannot be questioned, people who quit can make significant strides in repairing damage done by smoking. For pack-a-day smokers, the increased risk of heart attack dissipates after 10 years. The likelihood of contracting lung cancer as a result of smoking can also be greatly reduced by quitting.

#### **ALCOHOL**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

#### **CANNABIS**

All forms of cannabis have negative physical and mental effects. Several regularly observed physical effects of cannabis are a substantial increase in the heart rate, bloodshot eyes, a dry mouth and throat, and increased appetite. Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows that students do not retain knowledge when they are "high". Motivation and cognition may be altered making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco. Long-term users of cannabis may develop psychological dependence and require more of the drug to get the same effect. The drug can become the center of their lives.

#### **INHALANTS**

The immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain damage. Deeply inhaling the vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops. Long-term use can cause weight loss, fatigue, electrolyte imbalance, and muscle fatigue. Repeated sniffing of concentrated vapor over time can permanently damage the nervous system.

### **COCAINE**

Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can lacerate the mucous membrane of the nose. Injecting cocaine with contaminated equipment can cause AIDS, hepatitis, and other diseases. Preparation of freebase, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly. Crack or freebase rock is extremely addictive, and its effects are felt within 0 seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. The use of cocaine can cause death by cardiac arrest or respiratory failure.

### **OTHER STIMULANTS**

Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may experience sweating, headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause a rapid or irregular heartburn, tremors, loss of coordination, and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. In addition to physical effects, users report feeling restless, anxious, and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions, and paranoia. These symptoms usually disappear when drug use ceases.

### **DEPRESSANTS**

The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait, and altered perception. Very large doses can cause respiratory depression, coma, and death. The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety to convulsions and death. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result.

### **HALLUCINOGENS**

Phencyclidine (PCP) interrupts the functions of the neocortex, the section of the brain that controls the intellect and keeps instinct in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

The effects of PCP vary, but users frequently report a sense of distance and estrangement. Time and body movements are slowed down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent. Chronic users of PCP report persistent memory problems and speech difficulties. Some of these effects may last 6 months to a year following prolonged daily use. Mood disorders – depression, anxiety, and violent behavior – occur. In later stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations. Large doses may produce convulsions and coma, as well as heart and lung failure. Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline,

and psilocybin. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even after use has ceased.

### **NARCOTICS**

Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. Users also may experience constricted pupils, watery eyes, and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsion, coma, and possible death. Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in disease such as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms.

### **DESIGNER DRUGS**

Illegal drugs are defined in terms of their chemical formulas. To circumvent these legal restrictions, underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate. Many of the so-called designer drugs are related to amphetamines and have mild stimulant properties but are mostly euphorants. They can produce severe neurochemical damage to the brain. The narcotic analogs can cause symptoms such as those seen in Parkinson's disease: uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucinations, and impaired perception.

### **ANABOLIC STEROIDS**

Anabolic steroids are a group of powerful compounds closely related to the male sex hormone testosterone. Developed in 1930s, steroids are seldom prescribed by physicians today. Current legitimate medical uses are limited to certain kinds of anemia, severe burns, and some types of breast cancer. Taken in combination with a program of muscle-building exercise and diet, steroids may contribute to increase in body weight and muscular strength. Because of these properties, athletes in a variety of sports have used steroids since the 1950s, hoping to enhance performance. Today, they are being joined by increasing numbers of young people seeking to accelerate their physical development. Steroid users subject themselves to more than 70 side effects ranging in severity from liver cancer to acne and including psychological as well as physical reactions. The liver and the cardiovascular and reproductive systems are most seriously affected by steroid use. In males, use can cause withered testicles, sterility, and impotence. In females, irreversible masculine traits can develop along with breast reduction and sterility. Psychological effects in both sexes include very aggressive behavior—"roid and rage"—and depression. While some side effects appear quickly, others, such as heart attacks and strokes, may not show up for years. Signs of steroid use include weight and muscle gains (if steroids are being used in conjunction with a weight training program); behavioral changes, particularly increased aggressiveness and combativeness; jaundice; purple or red spots on the body; swelling of feet or lower legs; trembling; unexplained darkening of the skin; and persistent unpleasant breath odor. Steroids are produced in tablet or capsule form for oral ingestion, or as a liquid for intramuscular injection.

## BUSINESS OFFICE POLICIES

### Accessing Your Online Account:

Your tuition account history is available online through Campus Web. Transactions are posted periodically, so please check your account frequently. To access: <http://campusweb.vermontlaw.edu/>

Log in: (username)

Password:

At the left, you will see **My Profile**. Click on **Billing Account**. Your individual account history will come up.

All transactions since inception of the account will appear in order by date. If you have questions or concerns about your account, please contact the Accounts Receivable representative in the Business Office.

All amounts in parentheses are credits to your account. All positive amounts, those without parenthesis, are charges to your account. At the bottom of the history, you will find a **Total for all Accounts**. If this figure is in parentheses, you have a credit balance. If this figure is not in parentheses, you currently have a balance due that must be paid immediately. If the figure is **\$0**, then your account is currently paid in full.

Vermont Law School now offers the option to pay your student account online:

<https://secure.vermontlaw.edu/cashnetlogin/>

JD Students: are billed for tuition in the fall and spring semesters. JD credits taken during the Summer Session are billed on a per credit basis and do not count towards residency requirements.

Accelerated JD Students: are billed in the fall, spring and summer semesters.

Joint Degree Students (Master's Only Credits): are billed on a per credit basis at the prevailing per credit rate for 21 credits.

In addition to the 21 Master's-ONLY credits, Joint Degree students are permitted to "share" 9 credits from their JD program. The sharing must occur in the spring and/or fall semester, as the cost of these shared credits is assumed to be covered by the JD tuition rate for that semester. Joint Degree students must have a thorough understanding of their degree requirements. It is essential to read academic regulations and program guidelines relating to this degree, and to regularly apprise your advisor of any changes to your program plan.

Master's and LLM Programs (Excluding LLM in American Legal Studies): Students: are billed on a per credit basis at the prevailing per credit rate for 30 completed credits\*.

LLM in American Legal Studies (ALS) students: are billed on a per credit basis at the prevailing per credit rate for 29 credits.

**\*Any completed credits above the 30 required credits, up to 36, will be billed to the student's account at the prevailing per credit rate. Tuition charged for these credits will be fully offset by a tuition waiver. Any credits within the 30-36 range must be applicable to the student's degree. Student's whose degrees are conferred are not eligible to take additional credits free of tuition in a subsequent term.**

**Tuition & Fees****JD TUITION**

Annual Tuition	\$46,848
Tuition Deposit	\$750
Per Credit Tuition	\$1,615

**JOINT DEGREE TUITION (JD/MELP, JD/MERL, JD/LLM-ENERGY/ENVIRONMENTAL, JD/MFALP, JD/LLMFAL)**

Annual JD Tuition	\$46,848
Master's Program Per Credit Tuition	\$1,345

**LLM TUITION (AMERICAN LEGAL STUDIES)**

Annual LLM-ALS Tuition	\$40,339
LLM-ALS per credit	\$1,391
Tuition Deposit	\$750

**MASTER'S PROGRAM TUITION (MELP, LLM-Environmental, LLM-Energy, MERL, MFALP, LLMFAL)**

Annual Master's Program Tuition	\$40,345
Master's Program Per Credit Tuition	\$1,345
Tuition Deposit	\$750

**DISTANCE LEARNING (MASTER'S PROGRAM-EXCLUDING LLM-ALS)**

Annual Tuition	\$40,345	
Master's Program Per Credit	\$1,345	
Student Admin Fee	\$200	<i>(non-refundable, semester charge)</i>
Distance Learning Fee	\$250	<i>(non-refundable, one-time charge)</i>
Graduation Fee	\$110	<i>(non-refundable, one-time charge)</i>

**MISCELLANEOUS FEES**

Student Bar Association Fee	\$125	<i>(annual charge, non-refundable)</i>
On-Campus Student Admin Fee	\$450	<i>(non-refundable, semester charge)</i>
Off-Campus Student Admin Fee	\$200	<i>(non-refundable, semester charge)</i>
Summer Only Student Admin Fee	\$275	<i>(non-refundable)</i>
Summer Student Admin Fee	\$200	<i>(non-refundable)</i>
Graduation Fee	\$110	<i>(non-refundable, one-time charge)</i>
Audit- Per Credit (all programs)	\$400	
Audit- Per Credit Alumni (all programs)	\$200	
Parking Fine	\$5	
Transcript Fee	\$5	

**SUMMER 2018**

JD Per Credit	\$1,615	
Master's Program Per Credit	\$1,345	<i>(Excluding LLM-ALS)</i>



Residential students registered for 5 or more credits for any semester who, by August 15<sup>th</sup>, have not submitted either a **waiver request form\*** or **enrollment form\*** for health insurance will be assessed a \$1,000 non-compliance penalty fee. If a **waiver request form\*** or **enrollment form\*** is received after the non-compliance penalty fee is assessed, the penalty fee will be pro-rated on a daily basis (from the date the penalty fee is assessed until the date the form is received). The non-compliance penalty fee is only eligible to be refunded during the semester in which it is charged. No pro-rated refunds will be issued after the last day of class of the semester in which the non-compliance penalty fee is charged. The non-compliance penalty fee will also be pro-rated on a daily basis for any student approved for a medical leave of absence (from date penalty fee is assessed till date of withdrawal).

If at any point during the academic year a student is without health insurance coverage, the student will be assessed the non-compliance penalty fee for the period of time they are without coverage up to \$1,000.

*\*All forms should be submitted to Emily Parker in Student Accounts; ([studentaccounts@vermontlaw.edu](mailto:studentaccounts@vermontlaw.edu) Fax: 802-831-1171- 2<sup>nd</sup> Floor of Abbott House).*

### **Billing**

Bills will be distributed via your Vermont Law School email account and available through CampusWeb throughout the academic term. Hard copies of bills will only be generated if specifically requested. Students should view their account on Campus Web. A student becomes liable for his/her tuition upon registration. Students at Vermont Law School are expected to take responsibility for meeting payment deadlines and adhering to relevant policies. Failure to receive a statement of account is not sufficient cause for extending payment due dates.

Students may request third-party billing by completing and submitting a Third Party Billing Form online or requesting a form directly from the Business Office.

Please note that submitting a third-party billing request does not give Vermont Law School permission to talk to the third party. If you would like a third party (spouse, partner, parent, guardian, employer) to be able to discuss your account or financial aid with us, an Information Release form (online or available from the Business Office) must be completed and submitted to the Business Office.

### **TUITION PAYMENT POLICY**

**Residential Students:** All tuition and fees are due to Vermont Law School **seven (7) days prior to the first day of classes**

**Distance Learning Students:** All tuition and fees are due to Vermont Law School **two (2) business days prior to the start of classes**

The Business Office will work with the Financial Aid Office to verify the amount of loan money the student will be receiving. Upon verification of the loan proceeds, tuition that will be covered by the funds will be deferred until receipt of the funds. If a student wishes to have charges on their account other than tuition (health insurance, library fine, software charge, etc.) paid from Federal Loans, he/she will need to complete and submit a Non-allowable Charge Form ([www.vermontlaw.edu/students/x8257.xml](http://www.vermontlaw.edu/students/x8257.xml)). You may request this form directly from the Business Office. Payment for any portion not covered by loan disbursements is due seven (7) days prior to the first day of classes for Residential students. Payment, for any portion not covered by loan disbursements is due two (2) business days prior to the first day of classes for Distance Learning students.

Students may pay by check, cash, money order, cashier's check, credit card (online only; MasterCard, Discover, American Express or VISA), or wire transfers (please contact the Business Office for instructions). Checks should be mailed to: Vermont Law School, Attn: Business Office; PO Box 96, South Royalton, VT 05068, or submitted to the Business Office on the 2nd Floor of Abbott House. Students' account numbers and/or names must appear on all checks and money orders to ensure they are credited to the appropriate accounts.



**Transcript requests will not be released for any student who has an outstanding balance with Vermont Law School until the balance and any applicable interest is paid in full.**

### **Unpaid Tuition Drop Policy**

Any residential student who, by the last day of the add/drop period, still has a full tuition balance on their account will be notified through their Vermont Law School email account regarding outstanding tuition and fee delinquencies, and will be given seven (7) business days from the last day of add/drop period to make payment or make payment arrangements. After the seven (7) business days, if no payment or payment arrangements have been made, the student will be subject to academic dismissal from Vermont Law School. Appeals to this decision may be made in writing to the Comptroller in the Business Office.

Interest charges in the amount of 12% per annum will be charged to all accounts with an outstanding balance beginning 30 days after the due date. This applies to all residential students for whom financial aid has not fully covered the initial tuition charge, or charges that are incurred during the semester (IT software/repair, library fines, etc.). A hold will also be placed on all outstanding accounts for grades, transcripts, and diplomas (if applicable).

### **Payment Plans**

Vermont Law School offers payment plans, which allow a student to spread his/her tuition payments over a 4-month period each semester. Payment plans are currently offered to on-campus/residential students only.

Payment plans are offered for the fall and spring semesters only. In the fall semester, payments begin August 10th and end November 10th. In the spring semester, payments begin January 10th and end April 10th. Payments are due the 10th of each month, and late payments are subject to a \$25 late charge on the 15th of each month. Payment plans that are in arrears for one month will be automatically terminated and the balance due on the account will become due immediately. Students who have had their payment plan agreements terminated will not be permitted to participate in the program in the future.

In order to participate in a payment plan, students must contact the Accounts Receivable Clerk either in person or via email prior to the first day of classes obtain a payment plan application. A \$75 nonrefundable processing fee is required with each application per academic year. Payment plans may be for one or both semesters in an academic year. Applications must be resubmitted, with the nonrefundable processing fee, for each academic year.

Students on a payment plan are still considered to have an outstanding balance. Transcript requests will not be released for any student who has an outstanding balance with Vermont Law School until the balance and any applicable interest is paid in full.

### **Refunds**

Any student with a credit balance of \$5.00 or more on their account will have the credit returned to them in the form of a refund disbursement check during the normal refund schedule. Any student with a credit balance of less than \$5.00 on their account will have the credit returned to them in the form of a refund check at the end of the academic year. When a check is issued, an email notification will be sent to the student's Vermont Law School email address. If the student has not received notification of a refund check, the student should view their account on Campus Web. All charges must be paid in full before refunds can be issued. If a student has a miscellaneous charge (health insurance, library fine, software charge, etc.) on their account and have signed a Non-allowable Charge Form, indicating "NO", a refund will not be issued until the charge is paid, or a new form is submitted, indicating "YES". **Valid photo identification is required when picking up a refund check.** Any refund check reported as lost and requested to be reissued will be subject to a \$20 stop-payment charge on the student's account. This charge will be deducted from original refund check amount.

Vermont Law School is unable to void and re- issue or issue a refund check in two or more separate checks for mobile banking purposes.

Additional mailing options (overnight/ next day delivery) are available for refund checks, at the expense of the student. Such expenses will be deducted from refund checks prior to being issued.

**Returned Payment**

If a student payment is returned for any reason (e.g., insufficient funds, stop-payment order, closed account, etc.), Vermont Law School will charge a \$25 returned payment fee to their account on payment amounts of \$100 or more. Notification of the returned item will be emailed to the student via their Vermont Law School email address and a letter will be placed in their Chase Center student mailbox.

Personal checks may not be used for repayment of a returned check or fee; only cash, money orders, cashier's checks are accepted.

Vermont Law School automatically submits all paper/physical checks twice for payment if the check was returned for any reason.

**Veterans Benefits**

Students who qualify for Veterans Administration (VA) Educational Assistance Programs may use their benefits at Vermont Law School. For further information about the VA Programs that VLS participates in, please contact the Financial Aid Department: [finaid@vermontlaw.edu](mailto:finaid@vermontlaw.edu).

**Delinquent Accounts**

If a student withdraws, takes a leave of absence, or is dismissed from Vermont Law School and still owes a balance and no payments or payment arrangements are made within 120 days, the account will be sent to our collection agency, Williams & Fudge, Inc. Statements of account, including interest on the account, will be sent to the student on a monthly basis. A certified letter of warning will also be sent for accounts at risk for being sent to collections.

**WITHDRAWALS: BALANCES DUE AND REFUNDS**

If you are considering withdrawing\*, dropping\*\*, or taking a leave of absence, we encourage you to consult with your academic advisor, the Registrar's Office, the Business Office, and the Financial Aid Office. A student *may* receive a tuition credit for the academic period in which he/she withdraws/drops, prorated based on the date of withdrawal/drop, less non-refundable student fees and deposit. A student withdrawing (from a course or program) or taking a leave of absence from the school is Responsible for completing all applicable paperwork as required by the program for which they are enrolled

\*a withdrawal is defined as a request to be removed from a class **after** the add/drop period, resulting in a Wd grade on your transcript

\*\* a drop is defined as the removal of oneself from a class **prior to or during** the add/drop period and is not recorded on your transcript

**Your balance due or refund will be based on:**

1. The date you submit the applicable form (Request to Withdrawal/Leave of Absence) – if you are a Residential student less any non-refundable student fees
2. The date you last accessed the LMS (Learning Management System)- if you are a Distance Learning student less any non-refundable student fees.
3. The date you submit written notification of withdrawal (date of request on Request to Withdraw form or date of email to Registrar) if you are participating in the Residential Summer Session.
4. Any applicable Title IV Regulations (Federal Financial Aid) and scholarship pro-ration.

**Note:** Distance Learning students who are attending Residential Program classes will be subject to the Residential program withdrawal policy for those Residential credits.

**Note:** Residential students who are attending Distance Learning Program classes will be subject to the Distance Learning program withdrawal policy for those Distance Learning credits.

**Dismissals and Suspensions**

A student who is either dismissed or suspended for any reason during the academic semester will receive a tuition credit based on the applicable tuition credit percentage in effect at the time of dismissal/suspension (within first four weeks).

**RESIDENTIAL PROGRAM**

Tuition charges will be adjusted according to the following schedule for students taking Residential classes. Students will be responsible for payment of non-refundable student fees in full if they withdraw, drop or take a leave of absence after the start of classes/semester. A student withdrawing (from a course or program) or taking a leave of absence from the school is required to complete a Request to Withdraw/Leave of Absence form and obtain the Registrar's signature.

\*a withdrawal is defined as a request to be removed from a class **after** the add/drop period, resulting in a Wd grade on your transcript

\*\*a drop is defined as the removal of oneself from a class **prior to or during** the add/drop period and is not recorded on your transcript.

**The date of withdrawal for purpose of calculating the tuition credit is the date of request on the submitted form.**

Spring/Fall Terms:

	<u>Tuition Credit</u>
If form is dated prior to the beginning of the Semester	100%
If form is dated during Add/Drop period	100%
If form is dated during the first week*	80%
If form is dated during the second week*	60%
If form is dated during the third week*	40%
If form is dated during the fourth week*	20%
If form is dated during the fifth week*	0%

\*Note: The calendar week for cancellation of tuition ends on FRIDAY. For example, if the add/drop period ends on a Wednesday, the withdrawal period for the purpose of tuition credit calculation, will be the end of the business day on Friday of that same week, this would constitute week 1 of the policy. If a student withdraws on the Monday AFTER the end of add/drop, the withdrawal calculation would be for week 2.

Appeals to the above policy or calculation for special circumstances may be made in writing to Vermont Law School's Comptroller, Rob Webber; [rwebber@vermontlaw.edu](mailto:rwebber@vermontlaw.edu)

Transcript requests will not be released for any student who has an outstanding balance with Vermont Law School until the balance and any applicable interest is paid in full.

**Payment Plans**

Students who are enrolled in the payment plan option and withdraw during the refund period (first four weeks), should note that their refund will be calculated on the full amount charged and not the amount remitted via the payment plan.

**SUMMER TERM**

Students may add or drop courses before the second class meeting. VLS students must do so through the Campus Web Portal. Students visiting VLS for summer courses must email the Registrar's Office, [Registrar@vermontlaw.edu](mailto:Registrar@vermontlaw.edu), or go to the Registrar's office before attending the second class to report the drop. Tuition charges will be adjusted with no financial penalties during the add/drop period.

**Withdrawing from a class may be done on-line via the Campus Web Portal.** Please be advised that there is no date recorded when withdrawing online, and as such there will be no tuition credit adjustment made.

\*If you wish to receive a tuition credit (if applicable) as a result of your withdrawal, written notice (Request to Withdraw form or an email to [Registrar@vermontlaw.edu](mailto:Registrar@vermontlaw.edu)) is required. If no written notification is received, no adjustments will be made to the student account.

**Students who submit written notification of withdrawal** (Request to Withdraw form or email [Registrar@vermontlaw.edu](mailto:Registrar@vermontlaw.edu)) after the second class meeting are subject to the tuition credit schedule. The portion of tuition credit will be calculated on a daily (calendar days) pro-rata basis beginning with the first day of classes until the date in Eastern Standard Time of written notification of withdrawal is received.

\*NOTE: if your written notification is received prior to the time that the class is scheduled to meet, your withdrawal is still based on that date of class.

**There is no tuition credit after 60% of the session has been completed.**

Appeals to the above policy or calculation for special circumstances may be made in writing to Vermont Law School's Comptroller, Rob Webber; [rwebber@vermontlaw.edu](mailto:rwebber@vermontlaw.edu)

#### **Return of Title IV Funds**

In addition to Vermont Law School's tuition credit policy, the Financial Aid Office is obliged to return to the federal government that portion of federal aid that is unearned. The Financial Aid Office will calculate unearned aid based on a daily pro-rata calculation. All Vermont Law School scholarship will follow the same daily pro-rata calculation as unearned aid.

*It is important to understand that after 60% of the semester has been completed, there will be no adjustment to the financial aid received. The daily pro-rata calculation follows the guidelines set in the Federal Return to Title IV funds regulations.*

Students who withdraw prior to the 60% point in the semester, and who received Federal loans, will owe a prorated repayment to these loans. The Vermont Law School Financial Aid Office will calculate and return money owed to the Federal loan program as part of the refund/repayment process. Repayments due the Federal loan program are first allocated to the Federal Stafford unsubsidized loan, then the Stafford subsidized loan, then the Perkins loan, and then the Graduate Plus loan. Any unused portion of Vermont Law School scholarships and grants will be subject to the semester proration calculation. After payments to Vermont Law School scholarships and grants have been satisfied, remaining funds (if any) will be used to repay outside scholarship sources and finally to reimburse personal payments (unless otherwise dictated by prior arrangements with an outside funding program). If the student is due a refund, any non-refundable deposits are deducted from the refund.

You should be aware that if you withdraw early in the semester, you could potentially owe money to Vermont Law School.

**Transcript requests will not be released for any student who has an outstanding balance with Vermont Law School until the balance and any applicable interest is paid in full.**

#### **DISTANCE LEARNING PROGRAM**

Tuition charges will be adjusted according to the following schedule for students taking Distance Learning classes. Students will be responsible for payment of non-refundable student fees in full if they withdraw, drop or take a leave of absence after the start of class/term. A student withdrawing (from a course or program) or taking a leave of absence from the school is required to complete a Course Withdrawal/Drop form or Leave of Absence request form.

**Note:** Within one semester, there are two Distance Learning Terms. This policy is based on terms for Distance Learning classes.

\*a withdrawal is defined as a request to be removed from a class after the add/drop period, resulting in a Wd grade on your transcript

\*\*a drop is defined as the removal of oneself from a class prior to or during the add/drop period and is not recorded on your transcript

**The date of withdrawal for purpose of calculating the tuition credit is the date the student last accessed the Learning Management System (LMS).**

Spring/Fall/Summer Terms:	Tuition Credit
If last access date is prior to the beginning of the Semester	100%
If last access date is during Add/Drop period	100%
If last access date is during the first week*	80%
If last access date is during the second week*	60%
If last access date is during the third week*	40%
If last access date is during the fourth week*	20%
If last access date is during the fifth week*	0%

\*Note: The calendar week for cancellation of tuition ends on FRIDAY. For example, if the add/drop period ends on a Wednesday, the withdrawal period for the purpose of tuition credit calculation, will be the end of the day (11:59 PM EST) on Friday of that same week, this would constitute week one of the policy. If a student withdraws on the Monday AFTER the end of add/drop, the withdrawal calculation would be for week two.

Appeals to the above policy or calculation for special circumstances may be made in writing to Vermont Law School's Comptroller Rob Webber; [rwebber@vermontlaw.edu](mailto:rwebber@vermontlaw.edu)

#### **Return of Title IV Funds**

In addition to Vermont Law School's tuition credit policy, the Financial Aid Office is obliged to return to the federal government that portion of federal aid that is unearned. The Financial Aid Office will calculate unearned aid based on a daily pro-rata calculation. All Vermont Law School scholarship will follow the same daily prorata calculation as unearned aid.

*It is important to understand that after 60% of the semester has been completed, there will be no adjustment to the financial aid received. The daily prorata calculation follows the guidelines set in the Federal Return to Title IV funds regulations.*

Students who withdraw prior to the 60% point in the semester, and who received Federal loans, will owe a prorated repayment to these loans. Vermont Law School will calculate and return money owed to the Federal loan program as part of the refund/repayment process. Repayments due the Federal loan program are first allocated to the Federal Stafford unsubsidized loan, then the Stafford subsidized loan, then the Perkins loan, and then the Graduate Plus loan. Any unused portion of Vermont Law School scholarships and grants will be subject to the semester proration calculation. After payments to Vermont Law School scholarships and grants have been satisfied, remaining funds (if any) will be used to repay outside scholarship sources and finally to reimburse personal payments (unless otherwise dictated by prior arrangements with an outside funding program). If the student is due a refund, any non-refundable deposits are subtracted from the refund.

You should be aware that if you withdraw early in the semester, you could potentially owe money to Vermont Law School.

**Transcript requests will not be released for any student who has an outstanding balance with Vermont Law School until the balance and any applicable interest is paid in full.**

## CAMPUS BULLETIN BOARD POLICY

The posting policy is designed to promote activities on and off the Vermont Law School campus. Violations of the posting policy could lead to a Code of Conduct violation. The VLS Student Bar Association is in support of the posting policy and will assist in the enforcement of the policy in the common areas of Chase and Oakes Hall. All final decisions on violations will be referred to the Associate Dean for Student Affairs and Diversity for immediate resolution. If you have any questions or suggestions regarding the posting policy, please feel free to contact the Associate Dean for Student Affairs and Diversity

### Posting Policy:

In Chase Center Breezeway and Oakes Hall all bulletin boards that are labeled will be the responsibility of the group or individual assigned the bulletin board to maintain and update on a regular basis. Posters dated more than 30 school days old should be removed by the group or individual. It is strongly suggested that posters in labeled and public areas be removed upon completion of the program or event. VLS Buildings & Grounds staff will continue to remove any posters that are on walls or doors in both buildings without prior approval from the Associate Dean for Student Affairs and Diversity. Materials placed on bulletin boards designated to a student group are the property of that student group. Unauthorized removal or alteration of materials is prohibited. Failure to abide by this policy could result in the removal of assigned bulletin board privileges by the Associate Dean for Student Affairs and Diversity and could result in a VLS Code of Conduct violation.

All posters and posting of posters should meet the following guidelines:

- Recyclable paper should be used when possible.
- All posters should be dated and in appropriate posting sections in the common section of both buildings.
- Posting over other posters or signs is prohibited.
- Posters must be placed on bulletin boards with tacks not staples.
- As a general guideline, posters should be no larger than 400 square inches (20" x 20").
- Posters should not hinder the use or restrict access to hallways, doorways, stairs, corridors, or fire equipment. Posters may not be attached to light fixtures or exit signs.
- Student organizations and nonstudent organizations requesting assigned bulletin board space in Chase Breezeway or Oakes Hall should contact the Associate Dean for Student Affairs and Diversity in Debevoise Hall.

The official bulletin board is located in Oakes Hall and is used for official documents including, but not limited to, advanced assignments, exam schedules, and policy changes.

## CELL PHONE AND ELECTRONIC COMMUNICATION DEVICES

The use of cell phones, smart phones, tablets, and other electronic communication devices during in-class examinations is strictly forbidden. Please follow exam instructions and faculty directions carefully: your professor may request that you keep these devices out of the examination room. In the absence of specific instructions from your professor, turn the devices off and store them away until you turn in your exam.

If you are concerned about a possible emergency call during an exam, direct the caller to contact the Vermont Law School switchboard at (802) 831-1000, notify the operator of the emergency and ask to be transferred to the Registrar. Cell phone use in the classroom is not permitted: cell phones must be turned off in any room where classes or lectures are being held.

Cell phones must be turned off or set to vibrate-only in computer labs, Chase Center, and designated "quiet study areas." Cell phone use in these areas is not permitted: please step out to make or take a call.

Library cell phone policy: Cell phones must be turned off or set to vibrate-only. Cell phone use is not permitted except in:

- Unoccupied study rooms
- Connector to Chase

Please use a low voice when using a cell phone in these acceptable areas. The library reserves the right to ask patrons to leave if they are using cell phones in restricted areas or disturbing others in *any* area of the library.



## CLASS CANCELLATIONS

Canceled classes are usually listed on the VLS website and the Technology website. Notice may also be sent via email.

## SCHOOL CANCELLATIONS / DELAYED OPENINGS

Vermont Law School rarely closes. If weather conditions are very poor, we are more likely to delay classes than to close the school entirely. A delayed opening means that the school opens at 9:45 AM in time for second period (9:55 AM) classes. In all cases, each person should use their own best judgment about traveling in bad weather conditions. Information about a delay or closing will be transmitted via:

- VLS Alerts (see below for more information)
- VLS Web page - [www.vermontlaw.edu](http://www.vermontlaw.edu)
- Sovernet's 'SNOW DAYS ON THE WEB' <http://corp.sover.net/schoolclosings>
- VLS telephone switchboard 802-831-1000.

VLS Alerts is a secure notification service that allows authorized Vermont Law School administrators to send information to the VLS community concerning emergencies as well as school closings or delays. It is the primary method of announcing school closings, school delays, and other weather-related announcements.

VLS Alerts sends a message to your Vermont Law School email account ([username@vermontlaw.edu](mailto:username@vermontlaw.edu)) and to any other method of contact that you designate, *e.g.*, text message, voice message (cell phone and/or land line), or another email account. You may enter as many methods of contact as you choose. We encourage you to enter more than one alternative to ensure prompt notification.

Your VLS email is automatically in the VLS Alerts system. Students, faculty, and staff may enter other contact information through the VLS Regroup gateway at: <https://vermontlaw.reggroup.com/networks/vermontlaw/ldap> We strongly encourage all members of the VLS community to provide all their personal contact information as well to enable the school to contact you in the event of a campus emergency that may affect your safety or to provide you with immediate notification of school closings or delays.

If school is closed or there is a delayed opening, this information will be available on the VLS switchboard, *i.e.*, the voice mail public greeting (802-831-1000). If you hear the normal greeting, school is open.

The decision to cancel or delay school is usually made by 6:30 AM so that the information can be disbursed as early as possible. You may want to check more than one source of information in the event that there is a lag in the posting of the information.

Please note that email and voice mail messages for cancellation or delay will always contain the day and date. For example, "It is Tuesday, February 5th, and Vermont Law School has a delayed opening today."

The weather in Vermont varies considerably from location to location; it may not be possible for us to know what the conditions are like in your particular area. If you commute to school, please use good judgment in deciding whether the conditions in your area are safe for travel. Students are responsible for checking announcements to determine whether school will be canceled or have a delayed opening.

## FLAG POLICY

### General:

The display of international, national, state and other flags of institutional significance at Vermont Law School (VLS) shall be in accord with federal and state law and VLS policy, and with declarations by the President of the



United States, the Governor of Vermont, the VLS Dean and President, and any other VLS official so designated, in accord with the information below.

This policy outlines the procedures to be observed at VLS to ensure proper display of the American flag Vermont State flag, and other flags of international, national, state, and institutional significance on VLS flagpoles.

Visit: <http://www.usflag.org/uscode36.html> and <https://www.senate.gov/reference/resources/pdf/RL30243.pdf>.

#### Procedures:

This policy applies to all VLS sponsored flagpoles, including the flagpoles in the quad in front of Debevoise Hall and the designated flagpoles located outside of Eaton House. The following procedures for flag display approval apply to VLS students, faculty and staff. Non-affiliated external entities and individuals may not display flags on VLS facilities and grounds absent approval in accordance with the special request flag approval procedure described below.

#### The United States and Vermont Flags:

The flagpole in front of Debevoise Hall and two of the three flagpoles outside of Eaton House will be reserved exclusively for the flags of the United States and the State of Vermont. With respect to these flags, VLS observes official periods of national and state mourning declared by the President of the United States or the Governor of the State of Vermont upon the death of a current or former public official or foreign dignitary, or after a tragic event. In addition, the VLS Dean and President may declare a period of mourning upon the death of a member of the VLS community or tragic events of special significance to the VLS community. In response to any such declarations, the request to fly the flag of the United States of America or the State of Vermont at half-staff will be communicated to the responsible staff for maintaining campus flagpoles by the Vice Dean for Faculty. Additional requests for half-staff display will not be recognized. The flying of flags representing an entity other than the United States of America or the State of Vermont shall be restricted to the designated flagpole and governed by the procedures for approval outlined in this policy.

#### International Flags:

Of the three flagpoles in front of Eaton House, one is designated either for flags representing a country other than the United States (“International Flags”) or a Special Request Flag (see below). The Vice Dean for Faculty is responsible for deciding which international flags should be displayed on this flagpole (the “Campus Special Request Flagpole”) when not being used to display a Special Request flag.

#### Special Request Flags:

1. Designated Locations. The only flagpole available for sponsorship and use for Special Request Flags is located outside of Eaton House (the “Campus Special Request Flagpole”).

2. Authorized Users and Representatives. An event or cause may be publicized by the flying of a flag on the Special Request Flagpole only as authorized under this policy and procedure. An academic or administrative unit, recognized group or organization, or VLS-affiliated organization (“sponsor”) requesting authorization must designate a responsible person (“authorized representative”) to submit the request.

3. Request. The authorized representative must file a formal Request for Use of Campus Special Request Flagpole with the Vice Dean for Faculty at least seven working days before the proposed date of use. The request must contain all required information, including the name and contact information for the sponsor’s authorized representative; a description of the display’s purpose and relation to the VLS mission; a written or pictorial depiction of the proposed flag; and start and end dates for displaying the flag. The duration of any flag display approved under this policy should not exceed two weeks (14 consecutive days).

4. Purpose. The purpose of Special Request Flag displays at the VLS is to promote or recognize causes or events sponsored by or of importance to an academic or administrative unit, recognized group or organization, or a VLS-affiliated organization, in furtherance of the institutional mission.

5. Special Request Flag Content. VLS encourages and promotes freedom of expression of a wide diversity of viewpoints and this policy should be construed liberally to realize this goal. Specific content requirements include the following:

- a. Flag content may be general in nature, graphically, symbolically or verbally representing or depicting a VLS-sponsored event or activity, or recognizing an event or cause of importance to the VLS community;
- b. The message communicated by the proposed flag may not imply VLS sponsorship or endorsement without prior written authorization from the VLS President and Dean;
- c. The message communicated by the proposed flag may not indicate support or opposition to any political campaign on behalf of any candidate for elective public office; and
- d. The flag display must be consistent with the VLS mission, be respectful of all members of the VLS community, not be patently obscene nor grossly offensive, not be directed to incite imminent acts of likely violence or lawless action, and may not violate federal, state or local law, or any VLS policy.

6. Flag Quality. All flags displayed under this policy must be of professional quality, made of materials, including affixation methods, that will not damage the grounds or facilities where they are displayed or pose an undue risk of harm to pedestrians, and be provided by the sponsor. Additionally, the flag may not be larger in size than the United States Flag in compliance with the United States Flag Code.

7. Request Approval. A Special Request Flag is authorized when approval is communicated in writing by the Vice Dean for Faculty to the authorized representative. The approval notice will contain information including the allowable duration of the display. The sponsor will pay all service costs associated with the flying of a special request flag.

8. Exceptions. Any exceptions to this policy must be approved in writing and in advance by the Vice Dean for Faculty.

9. Appeal of Denial. Appeal of a denial of a request by the Vice Dean for Faculty must be made to the Dean and President or his or her designee in writing by the authorized representative within three business days of receipt of the denial. The decision of the Dean and President is final.

10. Priority of Requests. Every attempt will be made to accommodate requests within the VLS approved schedule of annual campus-wide sponsored events. Except under extraordinary circumstances, additional requests will be processed in the order in which they are received.

#### Definitions:

“Event” means an activity (1) sponsored by and through an academic or administrative unit, VLS-recognized group or organization, or VLS affiliated organization (2) that is open to the entire VLS community and (3) that offers an educational, cultural, recreational or social opportunity in furtherance of the institutional mission.

“Recognized Group or Organization” means the Student Bar Association, a student group or organization recognized by the Student Bar Association, or any group of students numbering fifty (50) or more who join in a request to fly a Special Request Flag.

#### Contacts and Responsible Official:

Questions related to the daily operational interpretation of this policy should be directed to the Vice Dean for Faculty who is the official responsible for the interpretation and administration of this procedure.

## USE OF LAPTOP COMPUTERS FOR EXAM TAKING – SOFT TEST USE

Each professor has the right to determine whether to ban, permit, or require the use of laptops for in-class examinations. All students must abide by the professor's exam policy, unless an exception is necessary as accommodation of a documented disability. Whenever the use of laptops is permitted, students are encouraged to exercise this option and take their in-class examinations on their own laptop computers. Please note: The use of tablets or iPads is highly discouraged during exams. Students that have iPads or tablets will need to make plans to secure a laptop during the examination periods.

Laptop exam takers must use SofTest for their in-class exams. SofTest is simple word processing software that blocks access to any stored files or the internet during the examination. It also prevents decipherable examination information from being stored on the computer. Any tampering with SofTest and the exam upload process may be considered a violation of the Honor Code or the Code of Conduct.

When the use of laptops and SofTest is mandatory for an in class exam, students who do not own a laptop should be prepared to secure one for exam taking purposes as Vermont Law School will not provide it.

Students using computers for take-home examinations are generally not required to use SofTest unless they receive specific instructions to do so.

### EQUIPMENT REQUIRED FOR THE USE OF SOFTTEST AT VERMONT LAW SCHOOL

SofTest may be used on 32-bit and 64-bit Versions of Windows Vista, Windows 7, Windows 8, and Windows 10 operating systems. Only genuine U.S.-English, French, Portuguese, Swedish, and British versions of Windows Operating Systems are supported. SofTest also operates on OS X 10.9 (Mavericks), OS X 10.10 (Yosemite), OS X 10.11 (El Capitan), and mac OS 10.12 (Sierra). Only genuine versions of Mac Operating Systems are supported; Server version of Mac OS X is not supported. You must have administrative rights to the computer you are using to register and download ExamSoft software. For optimal success, we recommend that you have at least 1.86Ghz Intel Core 2 Duo or equivalent processor, at least 2 GB of RAM, and 1GB or higher of free disk space. Screen Resolution must be 1024x768 or higher. SofTest cannot be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels or VMware, VMware Fusion or any other virtual environments. ExamSoft does not support Tablet devices.

Laptops must be able to wirelessly connect to the internet, as all Exams require a download and upload process. Please check the requirements well before your exam for updated information.

### INSTRUCTIONS FOR SOFTTEST FOR IN-CLASS EXAMINATIONS

Use of SofTest software is free to all students that have completed the registration process. Specific information about using this software at Vermont Law School can be found on our own ExamSoft home page, [www.ExamSoft.com/Vermontlaw](http://www.ExamSoft.com/Vermontlaw).

Students must download and register the SofTest software at the beginning of EVERY ACADEMIC YEAR (Fall) even if they have registered and used ExamSoft software in the past. Questions or problems registering SofTest or downloading the software should be directed to the ExamSoft technical support at: 866-429-8889 (a toll free number) or [support@examsoft.com](mailto:support@examsoft.com). Neither Vermont Law School's IT department nor the Registrar's Office supports ExamSoft technical issues.

All students are emailed their username and passwords via ExamSoft each semester, and sent reminders to register throughout the academic year. Using this set of username/password, students will log into the [www.ExamSoft.com/Vermontlaw](http://www.ExamSoft.com/Vermontlaw) website to download the most current version of the SofTest software. Once the software is installed, students will be prompted to register the software and restart their machine. Students are strongly encouraged to take the mock exam at least 48 hours prior to exams to make sure their computer and ExamSoft are compatible. The mock examination is available for immediate download and can be taken multiple times.

Students should come to exams with a fully charged battery, a power cord and any other necessary equipment. Please arrive in the exam room at least 15 minutes prior to the starting time of the exam to set up computers; no additional time is given for setting up, logging in or solving technical issues. Students that are having technical difficulties that cannot be easily resolved will be instructed to use bluebooks. At the end of the exam, the professor or proctor will notify students the exam is over. Upon hearing the exam has ended, students must immediately close their exam. Students that do not close their exam immediately will be in violation of the Honor Code and will be reported.

Completed exams are uploaded to a secure server. The exams are then downloaded and printed by law school staff and distributed to faculty in place of the traditional blue books. The printed copies are retained by the professor. More information about the use of ExamSoft will be provided via email notices leading up to exam times. Any questions about policy or procedure should be addressed to Ms. Rebecca Dube via E-mail: [rdube@vermontlaw.edu](mailto:rdube@vermontlaw.edu) or phone ext. 1032.

## **CONFIDENTIALITY OF STUDENT RECORDS FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

### **I. Confidentiality Policy**

VLS maintains the confidentiality of student educational records as required by the federal Family Educational Rights and Privacy Act (FERPA).

- A. **Persons Outside Vermont Law School.** No one outside VLS shall have access to, nor will VLS disclose any information from, a student's educational records without the written consent of the student except, pursuant to FERPA, to officials of other institutions in which the student seeks to enroll, to persons or organizations providing a student financial aid or enforcing provisions of student financial aid received, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons.
- B. **Persons within VLS.** School officials must demonstrate a "need to know" before personally identifiable student information, located outside their immediate domain, may be released to them. Such releases are documented in the student file.
  1. School officials are those members of VLS who act in the student's educational interest within the limitations of their need to know, which includes deans, faculty, administrators, clerical and professional employees, and other persons who manage student record information.
  2. Within the VLS community, only those persons, individually or collectively, acting in student's educational interest are allowed access to a student's educational records. This includes persons in the Offices of the Registrar, Admissions, Comptroller, Financial Aid, and Business Services, and academic personnel within the limitations of their need to know. In addition, the Vice Dean for Academic Affairs, the Assistant Dean for Academic Affairs, and the Director of the Academic Success Program have full access to student information contained in the administrative computer system.
- C. **Directory Information.** At its discretion, VLS may provide such information, in accordance with the provision of FERPA, to include: student name, mailing address and telephone number, date of birth, dates of attendance, class year, full-time or part-time status, degrees and awards received, and the most recent previous educational agency or institution attended by the student.
  1. A student may withhold directory information by notifying the Registrar in writing within two weeks after the first day of classes for the fall semester.
  2. Requests for nondisclosure will be honored by Vermont Law School for a student's entire enrollment. Any changes to the request for nondisclosure must also be made in writing to the Registrar's Office. Students who opt for nondisclosure will not have their names in Commencement programs.

### **II. Student Inspection of Records**

FERPA provides each student with the right to inspect and review information contained in his/her education records, to challenge the contents of his/her education records, to have a hearing if the outcome

of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in his/her file if the decision of the hearing panel is unacceptable.

- A. Written Request. The Registrar has been designated to coordinate the inspection and review procedures for student education records, which will include admissions, academic, and financial files; and academic cooperative education, and placement records.
  1. A student wishing to review her/his education records must make a written request to the Registrar using the “Request for Copies of Documents in File” form available outside the Registrar’s Office. In some circumstances, a copy will not be made (e.g., an academic record for which a financial “hold” exists, or a transcript of an original or source document which exists elsewhere). Copies are made at the student’s expense at prevailing rates which are listed on the form.
  2. Records covered by the Act will be made available within forty-five days of the request.
- B. Exceptions and Exclusions. As provided by the Act:
  1. Education records do not include records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute; employment records; or alumni records.
  2. A student may not inspect or review financial information submitted by his/her parents; confidential letters and recommendations associated with admissions, employment, job placement or honors and to which he/she has waived his/her rights of inspection and review; or education records containing information about more than one student, in which case VLS will permit access only to that part of the record which pertains to the inquiring student.
  3. VLS is not required to permit a student to inspect and review letters of recommendation to which the right to access was waived.
- C. Correction Records. A student who believes that his/her education records contain information that is inaccurate or misleading, or is otherwise in violation of his/her privacy or other rights, may discuss his/her problems informally with the Office of the Registrar.
  1. If the decision is in agreement with the student’s requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended, and she/he will be informed by the Office of the Registrar of his/her right to a formal hearing.
  2. A student’s request for a formal hearing must be made in writing to the Vice Dean for Academic Affairs who, within a reasonable period of time after receiving such requests, will inform the student of the date, place, and time of the hearing. A student may present evidence relevant to the issues raised and may be assisted or represented at the hearing by one or more persons of his/her choice, including attorneys, at the student’s expense. The hearing panel, which will adjudicate such challenges, will be the Committee on Standards.
  3. Decisions of the hearing panel will be final, will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decision, and will be delivered to all parties concerned.
  4. The education record will be corrected or amended in accordance with the decision of the hearing panel, if the decision is in favor of the student.
  5. If the decision is unsatisfactory to the student, the student may place with the education record statements commenting on the information in the record, or statements setting forth any reasons for disagreeing with the decision of the hearing panel. The statements will be placed in the education record, maintained as part of the student’s records, and released whenever the records in question are disclosed.
  6. A student who believes that the adjudication of his/her challenge is unfair or not in keeping with the provisions of the Act may request, in writing, assistance from the Dean of Vermont Law School to aid him/her in filing complaints with The Family Educational Rights and Privacy Act Office, Department of Education, Room 4074, Switzer Building, Washington, DC 20202.

Revisions and clarifications of this policy will be published as experience warrants.



## DIRECTORY OF RECORDS

- **Office of Admissions (Abbott House):** Records in the Office of Admissions are not covered under FERPA. These records receive FERPA protection and gain student access only upon the applicant's matriculation.
- **Office of Institutional Advancement (Curtis House):** Any student who has completed one full semester at VLS becomes a member of the Alumni Association at the time their student status ceases. The Alumni Office records may include both home and business addresses and telephone numbers, name of spouse or significant other, name and address of parents, and history of contributions to Vermont Law School. Directory information for "alums" is no longer protected by FERPA, but alumni are afforded the opportunity to withhold release of directory information by contacting the Office for Institutional Advancement. All other information contained in their records is for internal use only.
- **Office of Institutional Advancement (Curtis House):** This office solicits information directly from students, including name, address, class, degree program(s), degree completion, previous education, gender, date of birth, race, cumulative grade point average/class rank, honors such as *Law Review* and/or Moot Court Advisory Board, and work-study eligibility. Any information forthcoming from students is available only to personnel in the department.
- **Office of the Comptroller/Business Office (Abbott House):** The Business Office maintains an accounting of a student's financial obligations to VLS. Failure to meet this obligation will result in the Business Office withholding approval of release of a student's transcript, bar certification, and/or diploma. Therefore, the general information of indebtedness will be shared with the Registrar's Office and the Dean's Office and/or holds are placed on the student information system. In addition, the Business Office maintains the record of a student's VLS parking sticker number in conjunction with the student's license plate number. None of this personally identifiable information will be disclosed to anyone outside the institution. In addition, students are given the opportunity to authorize other individuals to make inquiries of their accounts by completing a Business Office/Financial Aid Office Release Authorization Form. This form is considered in effect until further notice, i.e., the student submits an updated form. It is assumed that a student not completing this form does not consent to any release of information.
- **Environmental Law Center (Debevoise Hall):** Summer Session applicants are processed by the ELC and records are transferred to the Registrar's Office upon the student's registration.
- **Office of Financial Aid (Abbott House):** A student's financial aid file contains their Institutional Student Information Report (ISIR), notice of financial aid eligibility and awards, loan applications, and other pertinent information requested to assess eligibility for financial assistance. Federal Perkins promissory notes and collection information is also kept in the Financial Aid Office for graduates who receive these loans. Copies of educational loan deferment forms are placed in the student's file prior to being sent to the lending agencies. A student has access to all this information. The Office of Financial Aid will release to scholarship committees the level of a student's financial need (e.g., none, high, etc.), but will not share any specific information. The Office of Financial Aid is notified by various agencies when a student/alum is in default on an educational loan and will inform the Registrar's Office of this default status when a student/alum has requested the release of a transcript or bar certification.
- **Office of the Registrar (Abbott House):** *Upon matriculation, electronic copies of some of a student's application file become accessible to the Registrar's Office.* At that time, these records (electronic or paper) fall under the protection of FERPA. This record may contain the following application materials: application for admission, LSDAS summary report or GRE report, letters of recommendation, personal statement, letter of acceptance, and transcripts reflecting all post-secondary education. A student may review and/or request copies for his/her own use except any letters of recommendation to which he/she has waived the right to access. Official copies of transcripts from other institutions are also in the student record. As a student progresses through his/her educational program, the electronic educational record will include requests for release of information, copies of letters reflecting any probationary and/or disciplinary action, and other status changes. The Registrar's Office maintains electronic records of student academic progress with an official transcript (showing course names, grades, semester and cumulative grade point average and class rank, where applicable.) A notice of loan default may be appended to the student's official transcript if received. Independent of a student's individual record, the Registrar's Office maintains archives of student petitions to the Committee on Standards, with a copy of the decision electronically maintained. Release of most information in the Registrar's Office requires a student's written permission,

with the following exceptions: 1) When a student is being placed on academic probation, the Deputy Vice Dean for Academic Affairs, the student's faculty advisor, the Director of the Academic Success Program, and the Director of Financial Aid are notified; 2) when a student has been academically dismissed, the same people as listed in #1 above, with the exception of the head of the program for Academic Success, are again notified; in addition, the Library, Office of Career Services, the Alumni Office, and all deans are notified of a student's "withdrawal," without mention of the circumstances; 3) when a student voluntarily withdraws or is granted a leave of absence, all people listed above, again with the exception of the head of the program for Academic Success, are notified; 4) if a student petitions the Committee on Standards, the committee members may be provided full access to the educational records maintained in the Registrar's Office; 5) the Director of Financial Aid needs to know class rank and probation status to determine the continued eligibility for scholarships and/or work-study funds; therefore, the class rank list is provided to the Director of Financial Aid; 6) if a member of the faculty needs to be reminded of a grade they issued a student, this information will be given with the understanding that it cannot be shared with a third party.

## DISABILITY POLICY AND PROCEDURES

### I. INTRODUCTION

Vermont Law School, as an institution, assumes the ultimate administrative responsibility for ensuring compliance with the mandates of section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990. It is the responsibility of the Deputy Vice Dean for Academic Affairs to certify student disabilities and to recommend reasonable and appropriate accommodations in light of the nature of a student's disability and academic program requirements. The Deputy Vice Dean for Academic Affairs will serve as a liaison between and resource to, the students and faculty.

- A. The law school recognizes its legal obligation to make reasonable accommodations designed to provide overall educational program accessibility for otherwise qualified persons with disabilities. It is a law school policy that students with disabilities who have been admitted to the law school through the normal admissions process and have thus been deemed qualified to undertake the academic program be given reasonable accommodations.
- B. To the extent deemed reasonably possible and readily achievable, the location of programs within the physical plant will provide equal access to mobility - and visually - impaired students.
  1. The law school physical plant is an eight-acre complex of buildings, many of which were built at the turn of the century. Some areas within older buildings are inaccessible to mobility-impaired students or difficult to access. All buildings are accessible on the first floor, either through a ground-level entrance or a ramp. Whenever a mobility-impaired student needs to meet with faculty or staff whose offices are in limited-access areas, the law school will provide an alternative space for the meeting.
  2. Information concerning law school facilities that are accessible to and usable by mobility-impaired students is appended to this policy.
- C. The law school seeks to accommodate students with disabilities on an individual basis. Individual students are given reasonable and necessary accommodations based on specific information and assessment data documented by a professional from outside the law school who, in the judgment of the school, is qualified to provide such information and assessments.
- D. While the law school will strive to accommodate students as fully as possible, reasonable accommodations do not include measures that fundamentally alter the academic program of the law school or that place undue administrative or financial burdens on the law school.
- E. The faculty have the responsibility for maintaining the integrity of the academic program. When course accommodations are required for a student, the intent is to provide that student with equal access to the essential course content and to mitigate the impact of the disability on the student's learning and/or academic performance without compromising course or program integrity. Accommodations may involve modification of the way in which material is presented or how learning is evaluated; however, accommodations that compromise the essential integrity of the course shall not be required of faculty by Vermont Law School. Faculty may not dispute the fact, nature, and/or extent of a disability that has been recognized by the Deputy Vice Dean for Academic Affairs. If faculty have questions or concerns about a particular student's accommodation, they should meet with the Deputy Vice Dean for Academic Affairs to discuss those concerns or questions. Faculty who are dissatisfied with the accommodations recommended



may consult with the Vice Dean for Administration and Student Affairs. Faculty are encouraged to share with the Deputy Vice Dean for Academic Affairs information about the course and/or program, so that the Deputy Vice Dean is best able to make appropriate accommodation recommendations. Faculty are to implement the accommodation as soon as possible, but in no case more than five academic days after the notification has been received. If no further consultation occurs between faculty, student, and the Deputy Vice Dean for Academic Affairs, Vermont Law School assumes that accommodations will be provided as delineated in the notification. Time is of essence in implementation of any academic accommodations. Delays in the negotiations or the implementation of accommodations can be construed as a form of discrimination.

## II. ADMISSIONS POLICY

- A. The law school does not discriminate on the basis of disability. No limitations are placed on the number or proportion of persons with disabilities who may be admitted or enrolled.
- B. Any information concerning an applicant's disability provided during the admissions process is voluntary or optional and is maintained in accordance with laws relating to confidentiality.
- C. Students should not assume that because their application to law school indicates the presence of a disability that this information is known to the Deputy Vice Dean for Academic Affairs. New students should inform the Deputy Vice Dean for Academic Affairs, under the procedure in Part IV, below, of the need for accommodations well in advance of their matriculation.

## III. POLICY OF REASONABLE ACCOMMODATIONS FOR ENROLLED STUDENTS

- A. The law school will provide, as necessary, reasonable and readily achievable accommodations, including academic adjustments and auxiliary aids, to ensure otherwise qualified students with disabilities access to the school's services, programs, and activities. To the extent necessary to accommodate a student with a particular disability, and to the extent deemed reasonable and consistent with the academic program, course loads, course examinations, and other methods of evaluating academic achievement will be adapted and administered so as to minimize the effect of the disability and accurately measure academic achievement in the course.
- B. Accommodations will not be provided if they fundamentally alter the nature of the program or if they would be unduly burdensome either financially or administratively to the law school.
- C. All accommodations are prospective; there no retroactive accommodations for work completed before the submission of a request for accommodations and all required documentation.

## IV. PROCEDURE FOR REQUESTING REASONABLE ACCOMMODATIONS

- A. Identifying the Need for Accommodations: Students with disabilities who require accommodations are responsible for making these needs known to the Deputy Vice Dean for Academic Affairs in a timely fashion and for providing any required documentation and evaluations.
  1. Students should not assume that because their application to law school indicated the presence of a disability that this information is known to the Deputy Vice Dean for Academic Affairs. A student seeking accommodation for a disability should make a direct request to the Deputy Vice Dean for Academic Affairs by visiting [www.vermontlaw.edu](http://www.vermontlaw.edu) and completing the online disability request form. Technical assistance with this form can be provided by the Office of the Deputy Vice Dean for Academic Affairs.
  2. In cases where only minor accommodations are required (such as requesting to sit in the front row because of a visual or hearing impairment), the student may simply make a request of the faculty member. If requests for minor accommodations are not responded to adequately, the student should make the request to the Deputy Vice Dean for Academic Affairs.
  3. Students who do not require accommodations need not make their disabilities known.
  4. To ensure that accommodations may be timely implemented it is strongly encouraged that students complete the online disability request form and schedule a meeting with the Deputy Vice Dean for Academic Affairs as soon as practicable upon their arrival on

campus. Requests made two weeks or less before midterm exams or final exams may not be implemented in time for those exams.

- B. Verification of Disability:
  - 1. A student who makes a request for accommodation due to a physical, mental, or learning disability must provide current professional verification documentation to the Deputy Vice Dean for Academic Affairs.
  - 2. The cost of obtaining the professional verification will be borne by the student.
  - 3. The documentation required varies, depending on the nature of the disability.
  - 4. If the law school requires an additional assessment for purposes of obtaining a second opinion by an appropriate professional of the law school's choosing, then the law school shall bear the cost not covered by any third party payor.
- C. Additional Information: Students seeking reasonable accommodations for a disability will be asked to submit to the Deputy Vice Dean for Academic Affairs a history of academic adjustments and accommodations received in postsecondary institutions or in places of employment. Such a history of adjustments and accommodations will be subject to verification.
- D. Verification of Temporary Disability: Students seeking accommodations on the basis of a temporary disability must provide documentation to the Deputy Vice Dean for Academic Affairs verifying the nature of the condition, stating the expected duration of the condition, and describing the accommodations deemed necessary.
  - 1. Verification must be provided by a professional health care provider who, in the opinion of the law school, is qualified in the diagnosis of such conditions.
  - 2. The assessment or verification of disability must reflect the student's current level of disability, and shall be no older than 60 days.
  - 3. The cost of the professional verification will be borne by the student.
  - 4. If the initial verification is incomplete or inadequate to determine the extent of the disability and appropriate accommodations, the law school will have the discretion to require supplemental assessment of a temporary disability. The cost of the supplemental assessment will be borne by the student.
  - 5. If the law school requires an additional assessment for purposes of obtaining a second opinion by an appropriate professional of the law school's choosing, then the law school shall bear the cost not covered by any third party payor.
- E. Determination of Reasonable Accommodations: The Deputy Vice Dean for Academic Affairs has authority to decide whether accommodations will be granted in individual cases. The Deputy Vice Dean for Academic Affairs will review all documents submitted to verify a disability and may conduct a personal interview to explore the personal and academic needs of the student in the law school setting.
  - 1. A student must immediately report any dissatisfaction with an accommodation to the Deputy Vice Dean for Academic Affairs. After the accommodation has been in place, each student receiving accommodations may meet upon request with the Deputy Vice Dean for Academic Affairs to evaluate the effectiveness of the accommodation.
  - 2. Accommodations will be subject to review and possible termination upon any change in the nature of the student's disability or the student's failure to properly utilize the services provided.
  - 3. Services for students who improperly procure accommodations under this policy will be immediately terminated and the student may be subject to disciplinary action under the Vermont Law School Code of Conduct.
  - 4. Subject to applicable rule of confidentiality, the Deputy Vice Dean for Academic Affairs shall provide information to appropriate administrative staff and faculty when necessary to arrange for efficient administration of academic adjustments and accommodations.
- F. Records and Privacy: Information concerning a student's disability and accommodations made is treated as confidential under applicable laws and law school policies and is provided only to individuals who are privileged to receive such information on a need to know basis. Faculty members who are informed of a disability are advised that this information is confidential.
  - 1. The law school will maintain confidential records relating to accommodations based on disability within the Office of the Deputy Vice Dean for Academic Affairs. The records will include documentation submitted to verify the disability. The Registrar's Office will

receive a copy of the Deputy Vice Dean for Academic Affairs letter to the student detailing the accommodations that have been found reasonable and justified in light of the student's needs. Upon graduation or termination of enrollment, these records shall be archived apart from official educational records.

2. All documents produced by consultants in the performance of services for the law school will remain the property of the law school.

#### V. GRIEVANCE AND APPEAL PROCEDURES

- A. Students who request accommodations and believe that such accommodations have been impermissibly denied, should bring this matter to the attention of the Vice Dean for Administration and Student Affairs.
- B. If the Vice Dean for Administration and Student Affairs is unable to resolve the matter informally, or if the student is dissatisfied with the resolution, the Vice Dean for Administration and Student Affairs will ask the President and Dean to review the accommodation request and the accommodation will be granted or denied.
  1. The President and Dean may affirm, reverse, or modify the finding and/or recommendation of accommodation. The President and Dean may confer with the Vice Dean for Administration and Student Affairs during this process.
  2. The appeal decision of the President and Dean is final.
- C. Students who believe that they have been discriminated against on the basis of their disability in matters other than an accommodation request should use the procedure described in the Vermont Law School Policy Against Harassment, Sexual Harassment and Discrimination.

#### VI. ACADEMIC DISMISSAL AND READMISSION

Students who are academically dismissed sometimes raise a disability as the basis for the academic difficulty. The burden is on the student to clarify why the disability was not brought to the attention of the administration, if it had not been previously, to explain why accommodations were not requested, or to explain why accommodations that had been provided were inadequate.

Readmission petitions should be discussed with the Deputy Vice Dean for Academic Affairs. The Committee on Standards considers and decides on such petitions.

#### VII. POST-GRADUATION POLICY AND SERVICES

- A. The law school will assist students in documenting accommodations received during law school as an aid in requesting accommodations for bar examinations.
- B. The Office of Career Services will assist all graduates, with or without disabilities, in developing career opportunities after the completion of studies at Vermont Law School.

#### VIII. DEFINITIONS

- A. "Person with a disability" means a person who (1) has a physical or mental impairment which substantially limits one or more major life activities; (2) has a record of such impairments; or (3) is regarded as having such impairment.
- B. "Otherwise qualified person with a disability" means an individual with a disability who meets the academic and technical standards requisite to admission and participation in the law school's educational program and activities.

Adopted August 28, 1995

Revised June 3, 2016

### **DOGS ON CAMPUS**

If you have a dog, please obey these rules. The safety and cleanliness of public areas in town and the law school campus are important to all who use them. This policy was established out of respect for the health and safety concerns of students, employees, and visitors, and in an effort to reduce property damage caused by unattended dogs.

#### **Campus Policy**

- With the exception of service dogs, dogs may not be brought into school buildings.

- Dogs brought on campus should be leashed at all times.
- Clean up after your dog and properly dispose of all waste.
- In the interest of safety and the welfare of your dog, please do not leave it unattended in your car, or tie your dog to trees, doors, benches, etc.

#### **Town of Royalton Ordinances**

- All dogs 6 months or older must be licensed. To be licensed, your dog must have had a rabies vaccination within the past 24 months (or within the past 12 months for a dog 6 months to 1 year old). License applications are available at the Town Clerk's Office.
- Dogs within the village limits, including Vermont Law School property, must be leashed at all times.
- Dogs are prohibited on the village green and the Carpenter Recreation Fields, whether leashed or not. Violation of this ordinance can result in impoundment of the dog and a \$25 fine, plus impoundment fees.
- The Water District has prohibited dogs from the path to Kent's Ledge as well as the Fire District property within the source protection area to protect the watershed.

## **SERVICE ANIMAL POLICY**

### **Policy Statement**

Vermont Law School (VLS) recognizes the importance of service animals to individuals with disabilities. VLS is committed to allowing people with disabilities the use of a service animal on campus to facilitate their full-participation and equal access to the law school's programs and activities. With this in mind, the law school has established the following policy regarding service animals and animals in training to assist people with disabilities. Set forth below are specific requirements and guidelines concerning the appropriate use of and protocols associated with service animals. VLS reserves the right to amend this policy at its discretion.

Under this policy and the Americans with Disabilities Act (ADA), service animals must be allowed to accompany people with disabilities in all areas of the facility where the public is normally allowed to go. In cases where physical access is impossible, an alternative appropriate meeting location will be provided.

### **Individuals and Entities Impacted by this Policy**

All employees, students, and visitors to campus

### **Policy Implementation**

The Associate Dean for Student Affairs & Diversity (for students) and the Director of Human Resources (for employees) are responsible for implementing this policy. Success requires the cooperation of all students, staff and faculty.

### **Definitions**

The Americans with Disabilities Act (ADA)

A service animal as defined by the Americans with Disabilities Act (ADA) as any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, alerting and protecting a person who is having a seizure, pulling a wheelchair, or fetching dropped items.

Dogs or other animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

### **Procedures**

**Students:** Student requests for accommodations, including having a service animal on campus are reviewed by the Deputy Vice Dean for Academic Affairs. The Deputy Vice for Academic Affairs (or designee) will evaluate the disability limitations to determine appropriate accommodations and/or services. The Deputy Vice Dean will then coordinate implementation of the accommodation with the Associate Dean for Student Affairs and Diversity.

**Employees:** Employee requests for disability accommodations, including requests to have a service animal at work, are handled through the appropriate disability accommodation policy and procedures as stated in the Staff and

Faculty handbooks. Employees should contact the Director of Human Resources for information and assistance.

**Requirements:** To ensure VLS's ability to meet the needs of students and employees requesting the accommodation of a service animal on campus, the following is required:

#### Qualifications

The service animal must have individualized training related to the specific limitations of the disability (i.e. there must be a formal nexus between the student's or employee's disability and animal's training, duties and function that affords the student/employee access to the postsecondary programs, facilities, and activities).

#### Restricted Areas

In compliance with the ADA, service animals are welcome in all buildings on campus and may attend any class, meeting, or other event. VLS may prohibit the use of service animals in certain locations due to health or safety restrictions, where service animals may be in danger, or where their use may compromise the integrity of research or other work performed on campus. In these cases, an appropriate alternative meeting location will be provided.

#### Compliance & Control Requirements

A service animal on campus must comply with all state & local licensure and vaccination requirements, including but not limited to appropriate identification tags, leash laws, waste clean-up, care, supervision and control. The animal must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents these devices, in which case other effective controls (e.g. voice or signal) must be used.

#### Conflicts

When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room or facility, they should both be accommodated by assigning them, if possible, to different locations within the room or facility. Allergies and/or fear of dogs are not valid reasons for denying access or refusing service to people with service animals.

#### Housing Accommodations

If individuals reside in VLS subsidized or VLS arranged housing, they must give advance notice to the VP of Finance & Administration for the service animal to reside in that housing. If another resident suffers from medical conditions/allergies due to or exacerbated by the service animal, the VP of Finance & Administration will require that such resident provide him/her with medical documentation to determine whether an accommodation is necessary. The VP will resolve all such matters expeditiously.

#### Removal of Service Animals

A service animal may be removed from law school grounds or facilities if it is disruptive (e.g. barking, wandering, displaying aggressive behavior) and the behavior is outside the duties of the service animal. Ill, unhygienic, and/or unsanitary service animals are not permitted in public campus areas. The individual responsible for such an animal may be required to remove the animal.

**Revised:** April 15, 2014

## FACILITIES ACCESSIBLE TO DISABLED STUDENTS

### Designated Parking

- Between Curtis House and Rogers House (3)
- Parking circle in front of Oakes Hall (3)
- Behind Abbott House (2)

### Facilities Accessible at first floor (ramp or ground level entry)

- Abbott House (main entrance)
- Anderson House (rear entrance)

- Chase Center (through hall connecting to Classroom Building)
- Cornell Library (via halls to Chase Center, and ramp at front of library)
- Curtis House (street side and quad side of building)
- Eaton House (ramp at front of building)
- The Café (lift in hallway or back entry)
- Magic Mountain Day Care (ramp at front of building)
- Oakes Hall
- Debevoise Hall (driveway at the back of building & connector hallway at both ends)
- South Royalton Legal Clinic (ramp at back of building)
- Waterman Hall (main entrance)
- 190 Chelsea
- Fitness Center
- Student Center (Dearing House)
- Old School House

#### **Facilities accessible above first floor**

- Debevoise Hall (elevator to all floors)
- Technology Department (lift in hallway)
- Library (elevator to all floors)
- Oakes Hall (elevator to all floors)
- Waterman Hall (elevators to all floors)
- Center for Legal Services (elevator to all floors)
- Old School House (has a lift)

#### **Accessible bathroom facilities are provided on each floor of the library, Debevoise and Oakes Hall and the first floor of**

- Abbott House
- Curtis House
- Waterman Hall
- Old School House
- Student Center
- Center for Legal Services
- VLS Café

Any student who for reasons of physical disability is unable to meet in an office that is not accessible should contact that office to arrange to meet in an accessible location.

## **FINANCIAL AID POLICIES**

The cost of attendance at Vermont Law School is based on the amount needed to meet direct institutional costs and provide a moderate allowance for living expenses for a 9- or 12-month academic year. Individual living and personal expenses may vary and costs in excess of the established allowances will have to be met from other sources. It should also be noted that the cost of attendance is related to your status as a student and cannot be increased to accommodate financial obligations beyond that status. The total of scholarship, loan, and work study funds that you receive cannot be more than the total Cost of Attendance. The Financial Aid Office has set student budgets that represent the amount of tuition and fees needed to attend Vermont Law School. Additional amounts are built into a student's budget to represent estimated expenses for health insurance, books, a modest cost of living allowance, including rent, utilities, food, and personal care expenses. Students are expected to live within the bottom line of the budget for the time period covered by their budget. Student living expenses are covered by the student expense budget only while they are actively attending classes.

### **Budget Increase Policies**

#### **I. Budget adjustments**



- 1.1. Budget adjustments are for special and unusual expenses that differentiate the student from other students.
- 1.2. Submitting a request does not automatically ensure that your budget will be increased. Each submission is reviewed on a case-by-case basis.
- 1.3. The Office of Financial Aid reserves the right to deny any and all budget increases.
- 1.4. A denial of some or all future types of budget adjustment requests may be made on a blanket basis based upon a student's individual circumstances.
- 1.5. This policy is for the purpose of documenting unusual, non-discretionary expenses that are directly related to your education.
- 1.6. The institution will take into account whether these expenses are special circumstances that differentiate you from the other students enrolled in the program.
- 1.7. If approved, a revision to your budget will not result in additional gift assistance but will increase your eligibility for loans.
- 1.8. An increase to your established student budget means you will be borrowing additional funds to cover the approved expenses. The loans borrowed would be in the form of additional Grad PLUS or private educational loans above the standard cost of attendance.
- 1.9. These are credit based loans and must be approved by the Department of Education or a private lender before Vermont Law School can process your request.

## **2. Approved types of budget adjustment requests**

### *2.1. Exceptional Circumstances*

2.1.1. Emergency health care (medical, dental, psychological)

2.1.2. Emergency automobile repair

2.1.3. Psychological testing and disability accommodations

### *2.2. Non-Standard Cost of Attendance Components*

2.2.1. Dependent care

2.2.2. Board examination

2.2.3. One-time computer purchase

2.2.4. One-time snow tire purchase and/or one-time summer tire purchase

2.2.5. Travel home

### *2.3. Semester in Practice Exceptional Expenses*

2.3.1. Adjustments for variations in standard Cost of Attendance Components

## **3. Requirements for exceptional circumstances budget adjustment requests**

3.1. Budget Worksheet Form.

3.2. A narrative statement regarding the reason for the request.

3.3. Receipts and documentation showing a paid expense incurred.

3.4. Copies of last three months bank statement.

### 3.5. As pertaining to emergency auto repair costs:

3.5.1. Emergency Auto repairs allowed on one student vehicle only.

3.5.2. Requests for routine or standard maintenance in order for the car to continue to run in working condition are not accepted.

3.5.3. A statement/bill detailing the work performed, costs of the repairs, and the amount paid.

3.5.4. The statement/bill must have the student's name as the customer.

3.5.5. If the repair is the result of an accident, then the student must submit information on how much of the costs will be covered by insurance.



3.5.6. Receipts paid for in cash will not be accepted unless the receipt has been signed by the company/person who performed the work.

3.6. As pertaining to unexpected health care costs

3.6.1. Emergency out-of-pocket expenses for medical, dental, vision and prescriptions costs not covered by insurance.

3.6.2. Cosmetic, diagnostic and elective procedures are not covered under this policy.

3.6.3. Medical/dental receipt(s) must detail emergency procedure with the amount the student paid and the date the service was received.

3.7. As pertaining to psychological testing/disability accommodations

3.7.1. Cost of disability testing.

3.7.2. Cost of special services, personal assistance, transportation, equipment and supplies whose need is documented by a disability professional that are not provided by other agencies.

3.7.3. Written documentation of disability and/or need for equipment, assistance, testing or supplies provided by disability professional.

**4. Requirements for non-standard cost of attendance components**

4.1. Dependent care costs

4.1.1. Students with children may incur additional expenses beyond the limits of the student budget.

4.1.2. As a starting point for discussion purposes, \$3,000 per child per semester may be added to the budget.

4.1.3. Because of the variability of expenses in this area, dictated both by age of the child and the type of day care available and/or preferred by the parent, students are encouraged to speak with the Financial Aid Director

4.2. Bar Exam Costs

4.2.1. One State exam fee may be included in the final year of a law student's budget.

4.2.2. Students must submit the request in writing, stating the state in which the exam will be taken and the amount of the exam fee only

4.3. Computer Purchase

4.3.1. A one-time purchase of a computer is allowed while attending Vermont Law School.

4.3.2. VLS has developed a standard reasonable cost to cover the cost of purchasing a computer, necessary software, and/or necessary repairs; student can receive up to \$2,000 for computer-related expenses during their time at VLS.

4.3.3. The \$2,000 maximum is non-negotiable.

4.3.4. Related items such as IPODs, computer software and warranties are not covered unless required for ADA accommodation (see 4.7.3).

4.4. Tire Purchase

4.4.1. A one-time purchase of winter tires/installation is allowed while attending Vermont Law School.

4.4.2. A one-time purchase of summer tires/installation is allowed while attending Vermont Law School.

4.4.3. A statement/bill detailing the work performed, costs of the tires, and the amount paid.

4.4.4. Receipts paid for in cash will not be accepted unless the receipt has been signed by the company/person who performed the work.

4.4.5. The one-time maximum purchase for both winter and summer tires is non-negotiable; once a student has purchased one of each set of tires, she/he may not be eligible for an additional budget increase; no exceptions.

#### 4.5. Travel home

- 4.5.1. Once a semester a student may request a budget increase to cover costs to travel home.
- 4.5.2. Students must provide documentation of all expenses associated with their travel.
  - 4.5.2.1. Students driving may provide documentation showing the route to be driven, total miles round trip, and if lodging will be required during the trip home.
  - 4.5.2.2. Students traveling by public transportation must show a copy of the desired itinerary and cost of any/all tickets purchased.
- 4.5.3. Because of the variability of expenses in this area, dictated by where students may be travelling and the means of travel used, students are encouraged to speak with the Financial Aid Director.
- 4.5.4. Vacation expenses or personal leisure travel may not be considered in a budget increase request; students wishing to travel to a resort, on a cruise, attend a recreational event, etc., will be denied their request for additional funding.

#### 5. **Semester in Practice Exceptional Expenses**

- 5.1. For students leaving Vermont to complete a Semester in Practice (SIP), there may be budget adjustments made to the standard Cost of Attendance components based on the area where the student will be living while away from VLS.
- 5.2. Students must provide copies of lease/rental agreements to show room and board expenses while away.
- 5.3. Students unable to sublet their South Royalton housing while away may request additional funds to offset any costs associated with maintaining both rentals.
  - 5.3.1. Students must document that they have tried working with the housing coordinator and put forth an effort to find someone to take over their lease while away.
- 5.4. Students will be given a budget increase for food/utilities based on average cost of living information in the area where they will be living; if it is not more than that of South Royalton, no increase will be awarded.
- 5.5. Cost of maintaining a car, parking/registering a car will not be considered.
- 5.6. Costs of public transportation that exceed the standard allocation can be considered provided there is documentation to support the request.
- 5.7. A one-time reasonable travel expense increase will be included to get to/from South Royalton to the SIP location.

#### **Other Financial Aid Policies:**

- Financial aid offered by the school is awarded on the basis of financial need or merit. All students who apply and are eligible for assistance will be offered financial aid subject to availability of funds.
- To maintain eligibility for financial aid a student must be in good academic standing, attending Vermont Law School on at least a half-time basis and making satisfactory academic progress as determined by the school.
- All scholarships and financial aid will be awarded on an annual basis. Students are required to file a FAFSA each year to determine if the student will continue to qualify for federal aid.
- All awards received, including but not limited to: Fellowship, Tuition Waiver, or Stipend are included as anticipated Financial Aid, and will reduce any or all institutional scholarship previously awarded by Vermont Law School.
- All outside scholarships received by a student to attend Vermont Law School must be reported to the Financial Aid Office even though they may be received after aid from the school has been awarded. Federal regulations require the school to consider these resources in determining a student's total award.
- Vermont Law School reserves the right to review and modify the award based on changes of a student's financial or academic status or the availability of funds, at any time.
- Any funds received under the Federal Work Study, Federal Perkins Loan, or the Federal Direct Loan programs must be used solely for expenses related to attendance at Vermont Law School.

- If a student leaves school before completing the academic year, the student may be responsible for repayment of a pro-rated amount of any portion of aid payment made which cannot be reasonably attributed to meeting the educational expenses related to attendance at Vermont Law School. The amount of such repayment is to be determined on the basis of criteria set forth by the Secretary of Education.

## **FIREARMS, WEAPONS AND EXPLOSIVES**

In the interest of the safety and peace of mind of students, employees, and visitors, Vermont Law School prohibits the possession and use of firearms, weapons, (including hunting weapons and bows), and explosives (as defined in Vermont Law) on all school property including, but not limited to, buildings, parking lots (including parked cars), common areas, school-owned residences, and at any school sponsored event or other law school related activities.

## **FITNESS CENTER POLICY**

Please refer to the link below for the Fitness Center Policy for an explanation of membership, procedures, regulations, and safety issues. All fitness center members are required to read the Fitness Center Policy before becoming members. Inquiries, requests, and concerns about the Fitness Center should be addressed to the Facilities Operations Manager. Any fitness center policy violations a member witnesses should be reported to the person at the desk or the Fitness Center Manager. Appeals regarding the Fitness Center Policy should be submitted to the Vice President for Finance and Administration on the second floor of Debevoise Hall who oversees the Fitness Center Manager. <http://www.vermontlaw.edu/resources>.

## **FOOD AND BEVERAGES IN LAW SCHOOL BUILDINGS**

No food is permitted in the library, the Computer Lab, classrooms, or the Fitness Center. Beverages in nonspill containers are permitted in the library, the Computer Lab, the classrooms, and the Fitness Center. There are food and beverage vending machines located in the side entryway of the Chase Center. No alcohol may be carried into or consumed in campus buildings, including outdoor areas at recreational events, with the exception of events that have received prior approval. (Refer to the Alcohol Policy in Miscellaneous Policies and Procedures.)

## **FRAUDULENT OR DISHONEST CONDUCT POLICY**

<http://www.vermontlaw.edu/resources>

Vermont Law School's aspirations reflect our values (including being a community that values respect, integrity, innovation, openness, justice and responsibility, and promotes ethical decision-making). This policy and its related procedures reflect the desire to conduct the Law School's business ethically and with integrity. Vermont Law School will investigate any possible fraudulent or dishonest use or misuse of Law School resources or property by faculty, staff, or students. Anyone found to have engaged in fraudulent or dishonest conduct is subject to disciplinary action by the Law School up to and including dismissal or expulsion, and civil or criminal prosecution when warranted. The VLS Fraudulent or Dishonest Conduct Policy and procedures are found at the link above. It is the responsibility of all faculty, staff, and students to read and follow this policy.

## **FUNDRAISING AND SOLICITATION POLICIES**

Please see the Student Group Manual for information about fund raising at VLS: [K:\Students\Student Group Resources\Student Group Manual](#)

## **FUNDRAISING POLICY**

Raising money is always an important issue for student organizations. Many student organizations collect dues or have fund raisers to support their activities. Fund raisers range from simple (e.g., car washes and bake sales) to sophisticated (e.g., raffle and soliciting local businesses). In addition, the Student Bar Association funds dozens of student organizations each year, providing annual operating budgets, and special activity funds. When embarking on fund raising projects here are your options:

- I. Raising money on campus (use Student Organization Event Form available in the Dean's Office)
  - A. Examples:

1. Bake sales
  2. Selling merchandise (flowers, doughnuts, candy, etc.)
  3. Selling services (housekeeping, yard work, car washes)
  4. Rummage sales
  5. Raffles
  6. Events where admission is charged
  7. Selling concessions at events
  8. Auctions—on or off campus—must be held at least two weeks apart and must be approved by the Associate Dean for Student Affairs and Diversity
- II. Off-campus fund raising **must** be approved by the Associate Dean for Student Affairs and Diversity.
- III. Requesting funds from the Student Bar Association.
- A. Examples:
1. SBA operational budgets
  2. Special activity funds
- IV. Collecting dues from members.
- V. Cosponsoring programs with other organizations is another option. Look for VLS departments or other student organizations with a similar mission and pool resources to cosponsor events.
- VI. Once funds have been raised, Student Organizations must deposit these funds in their off-campus bank account or with the Business Office to be placed in a restricted account to ensure proper handling of funds, or discuss with the Business Office about deposits as restricted funds.
- VII. After a student group has held an auction or fund raiser, the group treasurer has five days to deposit these funds into the off-campus account or with the Business Office. Within ten days, the treasurer must also give an accounting of these funds to the Comptroller and Associate Dean for Student Affairs.

### **Funding through the Student Bar Association**

There are two sources of funding from the Student Bar Association: annual operational budgets and special activity funds.

### **Operational Budgets**

Operational budgets may be allotted to organizations to help supplement costs that were not met through fund raising. The SBA holds budget hearings near the beginning of each academic semester. Check your email for times and locations of meetings.

1. The Student Bar Association uses the following guidelines to determine if an organization is eligible for an operational budget and/or special activity funds.
  - a. Current and new student organizations must be properly recognized by the Student Bar Association may apply for an operational budget.
  - b. Funded organizations must have an open membership, whereby any enrolled student may be a member without a selection policy or process.
  - c. SBA shall not fund any activities, events, or organizations that do not adhere to VLS policies or procedures as stated in the Code of Conduct.

### **Financial Records**

All student organizations with a bank account must keep accurate records of revenues and expenses. At the end of the Spring Semester, all student groups must complete the Annual Financial Summary form to the Associate Dean for Student Affairs and Diversity. Revenue include all fund raising, donations, membership fees, SBA funding, funds from external sources such as national sponsors, and VLS funding such as the Associate Dean for Student Affairs and Diversity funding. Expenses include speaker fees, travel expenses, conference materials, food and alcohol, and supplies for fund raising purposes.

## **SOLICITATION POLICY**

The primary concern of Vermont Law School is the fostering of education and study. As one aspect of that process, Vermont Law School encourages participation by students, faculty, and staff in matters of public interest. This policy exists with three objectives in mind. The first is to allow Vermont Law School to continue its normal educational functions without undue interruptions. The second is to enable candidates, political parties and interest groups equitable and reasonable opportunity to solicit on campus. The third is to protect the individual rights of

Vermont Law School community members, such as rights of privacy and personal security. Solicitation means the sale or offer for sale or sales promotion of any property or service and/or receipt of or request for any gift or contribution. It is with these considerations in mind that Vermont Law School promulgates the following policy.

### Statement of Policy

1. Location of solicitation:
  - a. Public areas - Public areas are those areas generally open to the public, which do not serve a specified educational, administrative, research, health, and campus dining, athletic, or recreational purpose. Examples of public areas include outdoor walkways and building entryways and lobbies. Public areas are open to all forms of non-commercial solicitation during the normal operating hours of the Law School, all persons or organization who wish to engage in non-commercial solicitation are nonetheless required to follow the approval process outlined below.
2. Solicitation must be conducted in a way:
  - a. That will not disturb or interfere with the regular academic or institutional program being conducted on the campus.
  - b. That will not interfere with the free and unimpeded flow of pedestrian or vehicular traffic or sidewalks, street, or entrances to the campus buildings or common areas of campus buildings.
  - c. That will not harass, embarrass, or intimidate the person or persons being solicited.
  - d. Charitable fund-raising campaigns conducted on campus by individuals, student organizations or non-student campus groups must be approved by the Associate Dean for Student Affairs.
  - e. Student organizations may solicit local vendors or merchants for donations only with prior approval from the Associate Dean for Student Affairs. Students should make it known that they are only representing their respective group and are not acting in any official capacity for Vermont Law School.
  - f. Student organizations and affiliated groups may solicit on campus only with the written approval of the Associate Dean for Student Affairs. A properly completed Event Form must be submitted in advance. Approval will be granted under the following conditions. Event forms can be found on our website at <https://portal.vermontlaw.edu/VLS/Event-Planning/Pages/Welcome.aspx>.
    - (1) The primary purpose of such sales will be to raise money for the benefit of the campus group or for charitable cause.
    - (2) All solicitation must be conducted by and only by members of the affiliated group.
    - (3) Outside vendors are not permitted to conduct solicitation on behalf of student organizations. Solicitation must be conducted in space approved by the Associate Dean for Student Affairs. Other areas may be designated in special circumstances as determined by the Associate Dean for Student Affairs.
    - (4) Activities authorized by the VLS administration involving the sale of goods or services including but not limited to activities of VLS.
    - (5) Bookstore personnel and representatives of education-supply firms are exempt from this policy.
    - (6) Room Reservation Event forms and compliance agreement can be picked up in the Dean's Office. Students are responsible for obtaining required signatures.
  - g. Students and student organizations may not solicit VLS Alumni or Trustees, although the Law School has supporters who may be interested in funding other VLS activities on campus. For more information, contact the Associate Vice President for Institutional Advancement.
3. Raffle Guidelines: It is lawful for tax-exempt organizations to conduct raffles in accordance with, but not limited to, the following regulations:
  - a. A raffle is a lottery in which a prize is won by a random drawing of the name or number of one or more persons purchasing chances.
  - b. Most clubs and organizations operating under the auspices of VLS must claim tax-exempt status. The maximum cash prize for a raffle is \$10,000. There is a \$50,000 limit on the values of merchandise that may be offered.
  - c. No alcoholic beverages may be raffled.
  - d. An organization may sponsor only two raffles per year. (Exceptions are granted by the Associate Dean for Student Affairs).
  - e. Proceeds derived from the raffle may be expanded door prizes and operation of the raffle and religious, charitable, scientific, literary, and educational purposes.
4. Appeals Procedure:

- a. The student organization or group aggrieved by a decision covered by this section of the code is entitled to appeal to the President and Dean's Office by written notice on or before the fifth class day after the decision is announced. The notice shall contain in the student's or organizations' name and mailing address, a concise description of the complaint, the reason for disagreement with the decision, and the date the decision was announced.
- b. When notice of the appeal is received, the President and Dean shall delegate responsibility for hearing that appeal. The delegate shall provide the student organization with an opportunity for a hearing and the person or organization shall be notified at least one day before the date of the hearing.
- c. Decisions made by the President and Dean are final with no appeal.

## LICENSING AND USE OF VLS NAME AND TRADEMARK

Vermont Law School's federally registered trademark includes: "Vermont Law School," "VLS," the Vermont Law School logotype, the official Vermont Law School seal and design, and art and/or word(s) associated with or referring to Vermont Law School.

Everyone, including officially recognized student organizations, who wishes to use the names, marks, logotype, seals and/or symbols of Vermont Law School on products such as clothing, uniforms, or furniture, on publicity items distributed beyond campus, such as posters, flyers, or postcards, or other items (including letterhead, envelopes, forms, or publications) is required to obtain prior approval from the Communications Office. A PDF of "Vermont Law School Brand Standards," which includes logotype usage guidelines, may be found in [k/common/communications](#).

## LOCKER POLICY

Vermont Law School provides a limited number of lockers for students to use during the academic year. Lockers are located on the first floor of the Oakes Classroom building and are assigned by the Associate Dean for Student Affairs and Diversity.

Lockers are available on a first come, first served basis. Priority will be given to students with disabilities. An email announcement will go out when lockers are ready for rent. Please see Kathy McCullough, Assistant Director of Student Affairs if you have questions about lockers.

The cost for rental is \$10 per year. The funds collected will be used to maintain existing lockers and purchase additional lockers in future years.

Immediately after the final day of the academic year, it is the renters' responsibility to remove all belongings. Buildings and Grounds personnel will remove all contents three days after the close of the Academic Year.

## PARKING

- **Enforcement**

The administration of VLS expects that persons using the parking areas will use common sense and avoid parking in driveways, on grassed areas, or restricted areas that indicate no parking. Should enforcement action be necessary, the Vice President for Finance and Administration will determine appropriate action. Enforcement activities may include the placing of notes on windshields, the assessment of parking tickets, and, the towing of vehicles. Particular attention will be paid to abuse of handicapped spaces, visitor spaces, spots clearly marked no-parking, spots in front of fire hydrants, and any lots marked with no overnight parking signs.

- **Disabled Parking**

VLS attempts to establish an appropriate number of disabled persons parking spaces. Individuals wishing to use temporary handicapped parking may obtain the authorization from the Human Resources Office or the Office of Student Affairs and Diversity.

- **Designated Parking Areas**

The law school has refrained from creating large numbers of restricted parking areas. However, the areas



between Rogers House and Curtis House are restricted to faculty, staff, and Admissions visitors only. Designated Car Pool spaces are located in the parking lot behind the Cornell Library and in the lot across from the entrance to Oakes Hall. There are two designated parking spaces for the Zip Cars located in the Library parking lot, and four electric charging stations located in the Oakes Hall lot.

- **Overnight Parking**

The law school does not allow overnight parking. It is the responsibility of landlords in the community to provide parking for their tenants associated with their facilities.

- **Emergency Parking**

In the case of hazardous driving conditions due to a snowstorm, limited parking will be available in the lot near the Eaton House. Cars must be removed within 12 hours after the storm ends.

- **Reports of Damage**

VLS is not responsible for damage to vehicles. During the winter months, persons should exercise caution in parking near buildings because of the potential for damage from falling ice and snow. Damage to vehicles in parking lots is a matter for the vehicle owner and his or her insurance company. Any damage should be reported to the Vice President for Finance and Administration, and a Campus Incident Report Form should be completed. As a matter of courtesy, the administration expects that any person responsible for damage to another vehicle will seek the owner and report the damage.

## **PEACEFUL ASSEMBLY**

Peaceful assembly, picketing to petition for redress of grievances, and protest are cherished rights, particularly in an educational environment. These rights are not absolute and must be balanced against the rights of others to freedom of speech and passage as well as the safety of Vermont Law School students, employees, and invited guests. The democratic principle of open discussion and presentation of opinions, popular or unpopular, carries with it the obligation to allow all individuals to speak and to permit audiences to listen.

Peaceful assembly, picketing, or protests will be allowed on the Vermont Law School campus by students and employees as long as the activity does not block ingress or egress to the campus, to Vermont Law School facilities in general, or to specific buildings, rooms, or locations. Such activities will not be allowed if they disrupt classes, events, or the normal course of business. Abuse of persons or property or physical confrontations that deny freedom of passage or freedom of speech or that pose a threat of harm to persons or property have no rightful place in the Vermont Law School community and will not be tolerated on campus or at Vermont Law School sponsored events. Groups or persons not affiliated with Vermont Law School have no right to picket, protest, assemble, or solicit on the Vermont Law School campus.

Students who violate this policy or deny others the right to peaceful assembly shall be subject to the Vermont Law School Code of Conduct. Employees who violate this policy will be subject to appropriate disciplinary procedures.

## **POLITICAL ACTIVITIES ON CAMPUS**

### **I. Policy Statement**

VLS's institutional participation or intervention in any political campaign on behalf of, or in opposition to, any candidate for public office is strictly forbidden. VLS's officials, administrators, faculty, staff, and student representatives are not authorized to participate, in their official capacity, in any political activity in support of or in opposition to a candidate for public office. When making statements in their individual capacity, such persons must indicate clearly that they are not representing VLS.

Consistent with its mission, VLS promotes and encourages the discussion of legal, social and political issues, and the free expression of viewpoints and ideas. Thus, VLS will fully support and respect the First Amendment rights of the individual members of the VLS community. Nothing in this Policy shall limit the rights of students, faculty or staff to express their opinions or to engage in political activity when acting in their individual capacities and not as representatives of VLS.

### **II. Purpose of the Policy: Tax Exempt Organization Restrictions**



Under the Internal Revenue Code, VLS is absolutely prohibited from directly or indirectly participating or intervening in any political campaign on behalf of (or in opposition to) any candidate for elective public office. The prohibition applies to all campaigns including campaigns at the federal, state and local level. The purpose of this policy is to ensure VLS's compliance with the IRS restrictions by establishing guidelines and procedures for school-sponsored political activity.

### III. Applicability of Policy

All VLS students, faculty, staff, and student organizations. All VLS facilities, services and activities.

### IV. Activities Covered by Policy

For purposes of this policy, the term "political activity" is defined as any activity related to a candidate's political campaign for public office. The policy therefore affects lobbying, candidates' appearances on campus, voter registration drives, political rallies, fundraising events, dissemination of campaign materials, and publication of political statements.

### V. Policy

#### A. VLS shall not participate directly or indirectly in partisan political activity.

VLS may not engage in partisan political activity, therefore no person may engage in such activity in VLS' name or on its behalf.

##### 1. Use of VLS's name

Neither VLS's name nor seal may be used on letters or other materials intended for partisan political purposes. Whenever VLS's name appears as part of the name of a student organization, such as "VLS's Students for Candidate A," the organization must make clear that the opinions expressed are those of the individuals in the organization and not an official opinion of VLS or its trustees.

##### 2. Use of VLS's resources

VLS's offices, addresses, and email addresses may not be used as a return mailing address for partisan political mailings. VLS telephones may not be used for partisan political purposes. VLS's services, such as interdepartmental mail and mailing lists; equipment, such as copiers and facsimile machines; and supplies may not be used for partisan political purposes. No VLS employee may, as part of his or her job, be requested to perform tasks in any way related to partisan political purposes. This section shall not limit the right of SBA-recognized political groups to use campus resources for their internal operations and activities, such as meetings, events unrelated to a political campaign, and general communications.

##### 3. Use of VLS's email

Sending mass emails in support of or in opposition to a particular candidate is not permitted. Mass emails advertising a political event or otherwise addressing political issues are permissible, subject to the restrictions set on the Code of Conduct.

#### B. VLS-Sponsored Political Events

1. A VLS-Sponsored political event must be in the format of a candidate forum or debate. At a minimum, all viable candidates<sup>44</sup> for a political office must be invited to participate, although VLS strongly encourages participation of all candidates. VLS must invite all candidates participating in the debate to any VLS or SBA sponsored social activity held in conjunction with the debate.

##### 2. Procedures

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<sup>44</sup> VLS reserves the right to exclude from participation any individual who has engaged in disruptive or inappropriate conduct at previous VLS events, or/and who may create a risk of harm to other attendants. The decision to exclude a candidate from a debate lies exclusively with the President and Dean.

- a. Organizers shall submit an Event form for approval. Please contact Kathy McCullough, Campus Scheduler, for applicable deadlines and additional information about scheduling requirements; see Event Planning in the Institutional Resources section of Student Handbook.
- b. Promotional materials advertising the event must not contain explicit or implicit endorsements of any particular candidate, position on an issue, or political party.
- c. At the beginning of the event, the following disclaimer should be read: “VLS does not endorse or oppose any political candidate or organization in connection with any campaign or election, and the use of the law school’s facilities for this event should not be construed as the school’s endorsement of, or opposition to, any candidate.”
- d. Organizers are responsible for communicating with the political candidates or their organizations to ensure awareness of and compliance with VLS guidelines.

### C. Political Activity organized by student organizations

SBA-recognized student organizations can either sponsor or host political events. A *sponsored* event is an event that receives any kind of financial support from the SBA or a SBA-recognized student group. Student organizations *host* an event when they invite a political organization or candidate to visit the VLS campus, but do not provide funding for the event. Because the conduct of a student group may be attributable to VLS, the following restrictions apply.

#### 1. General guidelines

- a. Organizers must request approval from the Associate Dean for Student Affairs and Diversity for any kind of political event. Contact the Dean’s Office for the appropriate forms and applicable deadlines.
- b. Organizers are responsible for communications with the political candidates or their organizations to ensure awareness of and compliance with VLS guidelines.
- c. Fundraising events are prohibited.
- d. On campus voter education, voter registration, and “get out the vote” drives must be non-partisan.
- e. When in doubt about whether an event complies with VLS rules, do not guess; contact the Associate Dean for Student Affairs and Diversity for further assistance.

#### 2. Political events sponsored by the SBA or by any SBA-recognized student group

- a. Events fully or partially financed by the SBA or an SBA-recognized student group must comply with the following guidelines.
- b. Promotional materials advertising the event must not contain explicit or implicit endorsements of any particular candidate, position on an issue, or political party.
- c. The event must be in the format of a candidate forum or debate in which all viable candidates for a political office are invited to participate.
  - i. VLS or SBA-sponsored receptions and other social activities held in conjunction with the debate must include all candidates participating in the debate. If several student organizations organize the event, it is permissible to reserve different rooms for separate candidate “meet and greet” time at the conclusion of the general debate, so long as all candidates are provided with similar facilities, for an equal amount of time, and the activity is open to all.
  - ii. At the beginning of the event, the following disclaimer should be read: “This event is sponsored by \_\_\_\_\_. The SBA and VLS do not endorse or oppose any political candidate or organization in connection with any campaign or election, and the use of the law school’s facilities for this event should not be construed as the school’s endorsement of, or opposition to, any candidate.”
  - iii. Costs, Expenses, Fees and Honoraria: VLS will waive any facilities rental charge, but the sponsoring group will be responsible for other costs and expenses. Admission must be free.
  - iv. Event organizers are responsible for contacting the candidates’ campaign officials, to ensure compliance with these rules.

**3. Hosted events:** Student organizations may host, but not sponsor, political events in a format other than that described in 2(b)(i) ONLY under the following conditions:

- a. Funding
  - i. The event shall not be financed with funds from any SBA-recognized group, the SBA or VLS.
  - ii. The political candidate or political organization is responsible for facilities rental charges and all costs associated with the event, such as catering, security services, and audio-visual equipment set-up and operation. See the Event Scheduler for applicable rental fees. Again, payment for these costs cannot be made with any funds from any VLS or SBA-related account.
  - iii. Absolutely no fund-raising may occur during the event. The political candidate or political organization may charge as an admission fee only the amount necessary to cover reasonable costs of the event.
- b. Promotional materials advertising the event may not state that VLS or the SBA endorse the invited political candidate or political organization. The promotional material must disclose the event's sponsor.
- c. At the beginning of the event, the following disclaimer should be read: "This event is sponsored by \_\_\_\_\_. The use of VLS's facilities for this event does not constitute an endorsement. VLS does not endorse or oppose any political candidate or organization in connection with any campaign or election."
- d. Partisan registration activities during the event must occur within the space rented for the event. Setting tables or boards elsewhere on the VLS campus is not permitted.
- e. Organizers are responsible for communicating with the political candidates or their organizations to ensure awareness of and compliance with VLS guidelines.

#### **4. VLS and SBA- Supported Publications**

- a. Political editorials in *The Forum* or other VLS and SBA-supported publications are not restricted. Faculty and staff must clearly state that the views expressed are their own, and not those of VLS.
- b. Bulletin boards for political expression are available on an equal basis to all political groups recognized by the SBA.
- c. The policies of VLS and SBA-supported publications regarding political advertising must be nonpartisan: either advertising is made available to all candidates on an equal basis, or is made unavailable to all.
- d. Voter guides are documents or charts intended to help voters compare candidates on a set of issues. Because these guides carry a high risk of noncompliance with federal rules, the use of VLS or SBA funds or facilities in the preparation and distribution of voter guides requires previous approval by the Associate Dean of Student Affairs and Diversity.

#### **5. Lobbying**

Lobbying or attempting to influence federal, state, or local legislative action or a legislative or administrative official or staff member by using VLS's name may only be authorized by VLS's President or his designee. Permission from the Office of the President is necessary to ensure that any lobbying activity is conducted in compliance with applicable law. This policy should not be interpreted as hindering VLS's faculty, staff or students' efforts to individually attempt to influence the legislative process and use their VLS titles for identification so long as each such action is accompanied by a statement that the person is speaking as an individual and not as a VLS representative.

### **PUBLIC SAFETY POLICY AND SAFETY INFORMATION**

We encourage everyone to be mindful of the need to exercise prudence with respect to your personal safety at all times on and off campus. Faculty, staff and students must complete a Campus Incident Report Form if a victim of theft, assault, or property damage on campus, or witness a crime on campus. Questions related to campus public safety can be addressed to the Vice President for Finance.

**VLS Safety Committee**

Vermont Law School has a Safety Committee comprised of staff, faculty, and student representatives. The committee's primary mission is to assist the administration in developing programs, policies, and procedures that address safety and security concerns. The committee is responsible for emergency evacuation plans, campus first-aid kits, scheduling fire drills, and arranging various trainings. All members of the VLS community are encouraged to share safety or security concerns or requests with any member of the Safety Committee. Students interested in joining the committee should contact Shirley Jefferson, Associate Dean for Student Affairs and Diversity.

**Campus Safety Information**

For further campus safety information please go to: <https://portal.vermontlaw.edu/VLS/Pages/Campus-Safety.aspx>.

**Calling 911**

When calling 911 or the Royalton Police Department at 802-763-7776, use the following building numbers and street addresses to ensure that respondents arrive at the proper on-campus location.

<b>Building</b>	<b>Street Name</b>
Abbott House	168 Chelsea Street
Anderson House	38 North Windsor Street
Chase Center	166 Chelsea Street
Cornell Library	43 Cornell Street
Curtis House	40 North Windsor Street
Davis House – Magic Mountain	114A North Windsor Street.
Davis House – Radio Station	114B North Windsor Street
Davis House – B&G Shop	114C North Windsor Street
Debevoise Hall	164 Chelsea Street
Dearing House – Student Center	182A Chelsea Street
Dearing House – 2 <sup>nd</sup> Floor	182B Chelsea Street
Eaton House	153 Chelsea Street
Eaton House Barn	155 Chelsea Street
Fitness Center	172 Cameron Way
Jacobs House – 1 <sup>st</sup> Floor	150A Chelsea Street
Jacobs House – 2 <sup>nd</sup> Floor	150B Chelsea Street
Law Review	25 Cornell Street
Pierce House	159 Chelsea Street
Oakes Hall	29 Cameron Way
Old Schoolhouse	22 North Windsor Street
Rogers House	15 Cornell Street
Waterman Hall	158 Chelsea Street
Center for Legal Services	190 Chelsea Street

Please remember that VLS is our community and we can all help make our campus safer. If you have concerns or questions, feel free to contact the Vice President for Finance.

**REPORTING FOR CHARACTER AND FITNESS**

As a gateway to the legal profession, Vermont Law School holds applicants and students to a high standard of professional and ethical conduct. Questions asked on the application will be reviewed during the admission process and again by a state board of bar examiners or as part of a security clearance for many government positions.

Although a charge or conviction may have been expunged, dismissed or vacated from your record by an order of the court, you may wish to disclose these charges or convictions. Under Vermont Law you are not required to disclose criminal convictions that have been expunged or sealed. However, Bar Examiners in other states may compel these disclosures when applying for the bar and then raise concerns about why you declined to make the disclosure when applying to law school.

1. Have you ever, as an adult or as a juvenile, been charged with, arrested for, or convicted of a violation of any civil or criminal law, other than a parking violation or a speeding ticket?
2. Are any civil or criminal charges pending against you?
3. Has any educational institution, governmental or administrative agency (including any branch of the Armed Forces), or employer ever taken disciplinary action (including academic probation or suspension) against you?

You have a continuing duty to respond to these questions during law school. If after you are enrolled, you realize you neglected to report an incident on the application form, you should report it immediately to the Associate Dean for Enrollment and Marketing as an “amendment to application.” Also, if an incident occurs while you are enrolled as a student, you must report it immediately to the Associate Dean for Student Affairs and Diversity.

The fact that an incident is not reported is often more serious than the incident itself. It is not unusual for a bar application to be placed on hold for over a year while more in-depth investigations and hearings are held. Please contact John Miller, Associate Dean for Enrollment and Marketing or Shirley Jefferson, Associate Dean for Student Affairs and Diversity if you have any questions or concerns.

## SMOKING

To comply with Vermont law, public health, and fire precautionary measures required for insurance purposes, smoking is prohibited inside all VLS buildings. VLS offers designated smoking areas located outside that are easily accessible and centrally located with cigarette butt depositories. Designated areas are listed below:

- Oakes Hall Patio (north end of Oakes Hall)
- Library Quad (only in areas designated by cigarette dispensers)
- All VLS parking lots that do not abut any VLS entryway

The success of this policy will depend upon the thoughtfulness, consideration and cooperation of smokers and nonsmokers. All persons share in the responsibility for adhering to and enforcing this policy. Please refrain from throwing cigarettes on the ground for the benefit of the campus.

## TECHNOLOGY

The Vermont Law School (VLS) Technology department is responsible for implementing and managing technology resources in support of the school’s educational mission. The present document describes the technology resources available to you as a student and institutional policies related to the use of these resources.

All members of the Vermont Law School Community are entitled to access the VLS campus computer network through the use of an authenticated login. . Electronic mail (email) is an official form of communication within the VLS Community and each member shall have an account. Other rights, privileges, and resources may be made available to members of the community to support the educational mission of the school. Issues with these standards and responsibilities may be brought up through the Deans’ office, the Human Resources office or the Technology office for discussion, improvement, or adjudication as appropriate. The Vermont Law School network and computer systems are the property of Vermont Law School. Student, faculty and staff use of the network and these systems is a privilege, not a right.

The Technology department makes every effort to notify the student body as to changes in technology resources and policies. You are responsible for familiarizing yourself with school policies related to the use of VLS technology resources. Policy violations (as well as suspected policy violations) will be reported to the Associate Dean for Student Affairs and Diversity for review and, as appropriate, disciplinary action.

Vermont Law School is subject to laws and regulations that obligate us to provide information related to student, faculty, and staff use of the school’s technology resources, such as email, to third parties who have the legal right to request it (e.g., law enforcement agencies). In addition, VLS may review information stored in the school’s systems for the purposes of ensuring the effective and efficient operation of the institution.

### Policy Sanctions

Violation of policies may result in suspension or termination of computer, network account, and other access. Depending upon the circumstances, violation may also result in disciplinary action including, but not limited to,

academic expulsion or employment termination. Policy violations will be processed through normal VLS channels. If the activity is also unlawful, it may result in criminal prosecution.

1. The Technology department can immediately suspend all computing privileges of any student who engages in inappropriate computer use activities.
2. If suspended, privileges will remain suspended until a review of the incident has been completed by the Associate Dean for Student Affairs and Diversity and a decision has been made about the imposition of additional sanctions or further action.
3. Suspected violations by students will be reported to the Associate Dean for Student Affairs and Diversity and may be subject to the Code of Conduct.

Sanctions for violations of this policy will be imposed by the Associate Dean for Student Affairs and Diversity. Final responsibility for resolution of the disciplinary process may include consultation with the Technology department. Vermont Law School reserves the right to seek restitution and/or indemnification from a student for damage(s) arising from violations of this policy. In addition, Vermont Law School and/or third parties may pursue criminal and/or civil prosecution for violations of law.

Students agree to read and abide by this policy and its administrative interpretation as they may be amended from time to time. The Associate Dean for Student Affairs and Diversity is responsible for providing administrative interpretation, which will be modified periodically in light of experience gained and legal and administrative developments. Users are responsible for reviewing this policy and its administrative interpretation on a routine basis.

### **Internet, Network, and Wireless**

#### **Internet access**

Vermont Law School provides access to the Internet to students, employees, and guests of the institution for both academic and personal use. Public Internet Service Providers (ISPs) are a regulated industry under, amongst other laws, the terms of CALEA, and VLS must thus make every effort to not be construed as a public Internet service provider so as to avoid being subject to these regulatory burdens.

#### **Internet Usage Policy**

- Using VLS technology resources to access the Internet (including but not limited to social media sites) you are subject to VLS technology policies and the VLS Code of Conduct in addition to any applicable local, state, and federal laws. Inappropriate use (or the suspicion of inappropriate use) of the Internet will be reported to the Associate Dean for Student Affairs and Diversity for review and, as warranted, disciplinary action.

#### **Private Wireless Network**

VLS maintains a private, secure, campus-wide wireless network for student use, which is advertised as VermontLaw. Your network account username (the part of your VLS email address before the '@' sign) and password are required to access the wireless network. VermontLaw wireless network is available indoors campus wide.

#### **Guest Wireless Access**

VLS provides a wireless network for personal use by members of the VLS community and guests of the institution, which is advertised as VLS-Guest. Accessing this network does not require a VLS username or password. The VLS-Guest wireless network does require the acceptance of a terms-of-usage statement. VLS-Guest wireless network is available indoors campus wide.

#### ***Ad Hoc Wireless Broadcast Policy***

- If it is determined that a personal, ad hoc wireless network or wireless 'hot spot' is impacting the performance of the VLS wireless network, the student will be requested to stop using the device. Failure to comply will result in being reported to the Associate Dean for Academic Affairs and Diversity for review and, as warranted, disciplinary action.
- If it is determined that a personal communication device (including cell phones) is being used to intentionally mimic VLS networks in order to hijack, intercept or manipulate legitimate client traffic, VLS reserves the right to utilize technical mechanisms of its own to contain the device. Failure to comply will result in being reported to the Associate Dean for Academic Affairs and Diversity for review and, as warranted, disciplinary action.



**Network File Storage**

As a student, you may request a personal folder to be created for you on the network which you may use to securely store your education-related files, documents, etc.

**Network Storage Policy**

- Network storage shall not be used as a ‘full backup’ for computers or other personal devices.
- Network storage shall not be used for the storage of personal multi-media files (music, movies, photos.) Reasonable storage of multi-media storage files for academic purposes is permitted; if you plan to use more than 5 Gb (gigabytes) of space please contact the Technology office to make special arrangements.

**Email**

Email is an official form of communication at VLS and all school-related email is sent to your VLS email account. The secure vermontlaw.edu address is the official email of Vermont Law School, and is used by the Law School to convey official information. If a student contacts the institution from any other email address requesting information or discussing academic matters, the student will be deemed to have waived any right to security in such communication with the Law School—or from the Law School in response—which would otherwise be afforded under this policy, or state or federal law regarding electronic communication.

The use of VLS email is a privilege and should be regarded as such. The privilege of using the email system may be revoked. When using VLS email, you are not only bound by any official school policy, but also by local, state, and federal laws relating to electronic media, copyrights, privacy, and security. Email is a legal document and may be subpoenaed.

VLS has adopted Microsoft Exchange/Outlook as the school’s email system. Your VLS email can be accessed from the VLS network or anywhere you have Internet access. If you would like information or instructions on setting up, syncing or accessing your VLS email account from a personal device please contact the Technology department. Not all devices support syncing to a Microsoft Exchange account.

**Email Policy**

- VLS reserves the right to review any and/or all emails passing through the school’s servers and networks.
- **Email accounts remain available to students for a period of one-year following graduation, at which time the account is removed from the school’s email system.**
- Vermont Law School’s Honor Code, Code of Conduct, and the Policy Against Harassment, Sexual Harassment, Discrimination, and Retaliation found in the Student Handbook, apply to all uses of electronic mail.
- Vermont Law School Students are not allowed to send email messages to All-Staff, All-Faculty, and All-Student email groups unless specially permitted. They are, however, allowed to submit those messages they would like to share with the All groups to designated members of the student community (including but not limited to SBA Executive Board, Senate, and Committee Members as well as SBA Groups (three members selected by the group)) who have permission to send to All groups, or in the case of immediacy, request assistance in sending an email from a member of staff or faculty.
  - Those members of the student body who do have permission to send to those All groups are required to make use of the BCC or blind copy feature ONLY when sending to them.

**General Guidelines**

Vermont Law School has developed guidelines to ensure that use of e-mail is appropriate and efficient. While Vermont Law School rejects any form of censorship, behavior that constitutes misconduct may result in sanctions. Please consider the following rules when composing any message:

1. Use professional and respectful language and comportment at all times when addressing any other group or individual. Respect the rights of others.
2. Identify yourself clearly at all times. E-mail may embolden the user. Be very certain about what you want to say in your message. Think about the tenor your message will have. Never say anything via e-mail that you wouldn’t say in person to the party with whom you are communicating. The environment



of e-mail is so immediate that messages sent in haste or anger should be carefully thought out before you press the 'send' button.

3. The 'Subject' line must be clear and accurate at all times.
4. Electronic mail is a tool. It is your responsibility to use this tool in a manner that does not disrupt the efficient workings of the system and its users, or to cause the system to fail. Any action that compromises the system's security or function is expressly prohibited.
5. Commercial use. Using the VLS electronic mail system for commercial use and/or personal gain is prohibited. Do not send "everyone" messages that advertise projects, items or services for sale, or e/invites.
6. Lobbying, supporting legislation, sending e-mail that expresses your opinions/beliefs. When sending e-mail that is intended to express your support or disagreement with a particular issue outside the VLS system (governmental action, piece of legislation, etc.) you must clearly and immediately make a statement that identifies your comments as clearly your own and that they do not represent the opinions of Vermont Law School. Your statement should be similar to the following: "The opinions or statements expressed herein are my own and should not be taken as a position, opinion, or endorsement by Vermont Law School." Please refer to the Student Handbook under the "Political Activity" heading for more information.

### **Cautions and Netiquette**

- Users should be aware of the following:
- Electronic mail is considered to be a legal document, and as such, may be subpoenaed.
- Although you may have deleted a piece of e-mail from your account (that you sent), it may still reside in the account of any person you sent it to.
- Unless marked private, electronic mail may be forwarded to other persons, regardless of whether your intent was that the message was private. Breaches of confidentiality may be in violation of the Honor Code or Code of Conduct.
- Forwarded mail may be modified by a person other than the sender.
- It is possible to receive mail that has not been sent from the person the sender is listed as. If you are in doubt as to the authenticity of the sender of a particular piece of e-mail, please check with the 'sender' to verify the authenticity.
- No one other than the System Administrator may access another person's directory space, account, or mailbox without permission or proxy rights.
- Some users automatically filter 'Everyone' messages, so be aware that an 'Everyone' message might not be read by everyone.
- Using capital letters is akin to yelling.
- Type your name or initials at the end of text to indicate the end of a message.
- No flaming, maintain a civil dialogue at all costs in a public forum.
- VLS administration reserves the right to review all e-mail messages via VLS computers.
- E-mail is the official communication mechanism of Vermont Law School and is subject to all VLS policies.

### **Software**

#### **Personal Productivity Software**

Students are free to use productivity software of their choice. However, VLS has standardized on Windows 7 and Microsoft Office 2010. You may purchase software from the Technology department. Currently offered: Windows 7, Windows 8, Microsoft Office 2010 for Windows and Office 2011 for Mac. Contact the department for price and current availability.

#### **Academic Software**

You may have the option or be required by your professor to use your personal computer to take exams. Exam software is supported by a professor's academic assistant. It is not supported by the Technology department. See *Use of Laptops in Classrooms* for detailed information and acceptable-use policies.

#### **Computer Labs**

General use computer labs are located in Chase Center and Cornell Library. In addition to network printers, the labs provide computers with VLS-approved software for use by students on a first-come, first-served basis. There are

program specific workstations in the legal clinics. If you require accommodations please contact the Technology department to make arrangements.

#### ***VLS Managed Computers Policy***

- It is against policy to install, maliciously manipulate or remove software or hardware from computers owned and operated by VLS. This includes but is not limited to computers and printers in the Library Lab, Chase Lab, SRLC and ENRLC labs, Career Services, Law Review and VJEL locations. Monitors, keyboards and mice are not to be moved or disconnected.

## **Service and Support**

### **Support for Personal Computers/Devices**

Students are free to use a computer of their choice while a student at VLS and the Technology department provides 'best effort' personal computer support. However, it is impracticable for VLS to provide in-depth hardware and/or software support for the variety of devices students bring to campus.

Support for student personal computers and devices are provided on a 'best-effort' basis, generally 15-20 minutes. Many computer issues can be resolved quickly. However, if the Technology department staff determines that a problem cannot be resolved in 15-20 minutes, and requires more in-depth troubleshooting and/or warranty support, you will be provided with a list of local computer dealers that are familiar with your particular brand of computer. A local computer dealer may offer special service rates for VLS students. Be sure to ask.

#### ***Personal Computer Support Policy***

- Personal computers or other personal devices that connect to the VLS campus area network must have installed up-to-date software for identifying and remediating malicious software.
- If it is determined that a device is infected with malicious software, the device will be denied access to the network.

### **Technology Service Request**

A technology service request is normally required when seeking assistance related to your personal technology. The purpose of the service request is to help us clarify your particular problem and to ensure that a technology staff member is available to help you. The technology service request link is available on the Technology page on the VLS website.

If you have an emergency, please walk in or call the Technology department. An emergency is considered to be a technology problem that prevents you from using either your personal computer or a lab computer to complete required academic work. The Technology department reserves the right to determine whether a given situation meets the definition of an emergency or not.

## **AUDIO / VISUAL SUPPORT AND SERVICES FOR STUDENTS**

AV staff provides on-campus service and support for events directly related to the educational mission of Vermont Law School. Please check the VLS Event webpage for up to date information.

From time-to-time you may require audio-video services as part of your coursework or other VLS-sanctioned activities. Create a technology service request for audio-video support or email [AVRequests@vermontlaw.edu](mailto:AVRequests@vermontlaw.edu) for availability of specific audio-video services.

- AV setup requests, equipment loan requests, or revisions to a prior request must be submitted three (3) business days prior to the event. Insufficient notice requests (requests made less than 3 days' notice) are considered low priority and may not be completed.
- **There will be no A/V support for student events taking place off-campus.**

### **Support and Priority of Service**

Requests are given priority based on the amount of notice given. Support from VLS A/V staff is available under the following conditions (unless otherwise specified):

- Equipment requiring support is owned by VLS and coordinated by A/V staff.
- Event support as prearranged using the request methods above.

- Classroom and teaching events are always given priority over student groups or organizations.

### Setups

A/V setups requests for student organizations may be provided during normal business hours only.

A/V technicians are unable to accept setup requests during major events, including but not limited to:

- Admissions visit days or other admissions events
- Commencement, including the week prior to commencement
- Alumni reunion weekend
- Orientation and matriculation week
- Convocation and first week of classes

### After Hours

Outside of normal business hours student organizations may request to borrow certain A/V equipment for on campus and directly related to the educational mission of Vermont Law School. Regardless of whether equipment is available, requestors should reserve a room on campus equipped with technology for an event if possible. When equipment is borrowed for afterhours use, the following conditions apply:

- Support may or may not be available – do not **expect** support.
- Failure to return equipment in good working order and in a timely fashion will result in suspended A/V privileges for that student organization. Organizations may be charged for repair or replacement of damaged or missing equipment.
- After hours A/V equipment requests require at least three business days advance notice and are subject to review. These requests may not be fulfilled.
- Equipment requests must be submitted by email to [AVrequests@vermontlaw.edu](mailto:AVrequests@vermontlaw.edu).
- Requests will receive a response/confirmation with indication of equipment availability.
- Availability of equipment will be determined based on priority need and determined by the A/V staff.

### Media Duplication

The Technology Department offers limited DVD and CD duplication. Additionally, we can transfer from DVD to VHS and from VHS to DVD. When bringing the originals to Technology for duplication, please bring blank media with you. **Technology does not provide video or audio editing services for student groups**; media is copied “as is.”

# LOCAL RESOURCES AND INFORMATION



## LOCAL RESOURCES & INFORMATION

### MEDICAL

#### **Medical Information and Hospitals**

Northern New England Poison Center .....	800-222-1222
Alice Peck Day Memorial .....	603-448-3121
<i>Lebanon, NH</i>	
Dartmouth Hitchcock Medical Center .....	603-650-5000
<i>Lebanon, NH</i>	
Veterans Administration Hospital .....	802-295-9363
<i>White River Jct., VT</i> .....	<a href="http://www.whiteriver.va.gov/">http://www.whiteriver.va.gov/</a>
Gifford Medical Center operates several community centered offices .....	
<a href="http://www.giffordmed.org/">http://www.giffordmed.org/</a>	
<i>Gifford Medical Center, Randolph</i> .....	802-728-7000
<i>Gifford Health Center, Royalton</i> .....	802-234-9913
<i>Sharon Health Center, Sharon</i> .....	802-763-8000
<i>Chelsea Health Center, Chelsea</i> .....	802-685-4400

#### Other medical centers, clinics, and practitioners

<i>Dartmouth-Hitchcock Medical Center</i> <a href="http://www.dhmc.org">www.dhmc.org</a> .....	603-650-5000
<i>Dartmouth-Hitchcock Women's Health Resource Center</i> .....	603-650-2600
<i>Alice Peck Day Hospital, Lebanon NH</i> <a href="http://www.alicpeckday.org">www.alicpeckday.org</a> .....	603-448-3121
<i>Alice Peck Day Women's Care Center</i> .....	603-448-3996
<i>Good Neighbor Health Clinic (for uninsured &amp; low income)</i> .....	802-295-1868
<i>Red Logan Dental Clinic (for uninsured &amp; low income)</i> .....	802-295-7573
<i>Planned Parenthood, White River Junction, VT</i> .....	802-281-6056
<i>Planned Parenthood, Barre, VT</i> .....	802-476-6696
<i>Planned Parenthood Rutland, VT</i> .....	802-775-2333
<i>Rutland Community Health Centers</i> .....	<a href="http://www.chcrr.org/live/">http://www.chcrr.org/live/</a>

#### **Alternative Health Care**

Integrative Health, Randolph .....	802-728-9600
	<a href="http://www.integrativehealthvt.com/">www.integrativehealthvt.com/</a>
Mt. Ascutney Hospital Comp. & Alternative Med. ....	802-674-6711
	<a href="http://www.mtascutneyhospital.org">www.mtascutneyhospital.org</a>
Upper Valley Guide to Complementary & Alternative Health Services .....	<a href="http://www.thealternativehealthguides.com">www.thealternativehealthguides.com</a>

#### **Mental Health**

Karen Chalom, LICSW, South Pomfret, VT .....	802-457-6191
24-Hour Emergency (Clara Martin Center) .....	800-639-6360
Clara Martin Center operates several community-centered offices .....	<a href="http://www.claramartin.org/">http://www.claramartin.org/</a>
<i>Clara Martin Center, Randolph</i> .....	802-728-4466
<i>Clara Martin Center, Wilder</i> .....	802-295-1311
<i>Clara Martin Center, Chelsea</i> .....	802-685-4859
Health Care and Rehab Services, Hartford <a href="http://www.hcrs.org">www.hcrs.org</a> .....	802-295-3031
West Central Behavioral Health .....	<a href="http://www.wcbh.org/">http://www.wcbh.org/</a>
Dartmouth-Hitchcock Psychiatric Associates (24 hours) .....	800-556-6249
<i>The Dartmouth-Hitchcock Medical Center has a nationally renowned Dept. of Psychiatry at Dartmouth Medical School and in-patient and outpatient facilities.</i>	

#### **Other Specialized Agencies and Support**

<b>Headrest</b> .....	603-448-4400 or Hotline 800-273-TALK
	<a href="http://www.headrest.org/">http://www.headrest.org/</a>
<i>Headrest is a 24-hour-a-day crisis management center with arguably the most complete list of references for New Hampshire and Vermont. The staff are trained emergency workers.</i>	

**SAFELINE and WISE:** *Information, supportive, and protective services for women including domestic violence and sexual assault programs, emergency advice, and a network of safe houses for women in danger. Call for protocols when you encounter a sexual assault.*

**Safeline** ..... 802-685-7900  
 24-hour hotline ..... 800-639-7233  
 OR ..... 800-NEWSAFE  
**WISE** ..... 603-448-5922  
 24-hour hotline (toll free)..... 866-348WISE

<http://www.wiseuv.org/>

**Vermont Cares** works for and with Vermonters affected by HIV/AIDS..... 800-649-2437

<http://vtcares.org/>

**Alcoholics Anonymous:** *Vermont's Alcoholics Anonymous website has a list of meetings by date and location, every day of the week. Please visit the website for a list of local meetings.*

White River Jct., VT ..... 802-295-7611

<http://www.aavt.org/home.html>

**Vermont Lawyers Assistance Program** *provides confidential, meaningful assistance to lawyers, judges, law students and their families in coping with alcoholism and other addictions, depression, and other personal or professional crises.*

New Hampshire ..... 603-491-0282 or [www.lapnh.org](http://www.lapnh.org)

Boston ..... 800-525-0210

Vermont ..... 802-355-4352 or [www.lapvt.org](http://www.lapvt.org)

## LOCAL RESOURCES AND SERVICES

In Vermont, the town offices are the key resource for information about their local businesses, lodging, animal control laws, recycling programs, and the like. VT Secretary of State's office and the VT League of Cities & Towns have excellent websites with information on how town government works and municipal directories. Local town clerks are:

South Royalton..... 802-763-7207

[www.royaltonvt.com](http://www.royaltonvt.com)

Bethel ..... 802-234-9722

<http://townofbethelvt.com/>

Tunbridge..... 802-889-5521

<http://www.trorc.org/towns/tunbridge/>

Randolph..... 802-728-5433

<http://randolphvt.org/>

Sharon ..... 802-763-8268

[www.sharonvt.net](http://www.sharonvt.net)

Strafford ..... 802-765-4411

[www.straffordvt.org](http://www.straffordvt.org)

Chelsea..... 802-685-4460

## BUSINESS CARDS

Whitman Communications in Lebanon, New Hampshire, is the publisher authorized to use the VLS logo and template for student business cards. The standard production time is three business days.

Whitman Communications, Lebanon, NH..... 800-635-6302

<http://www.puritanpress.com/whitman/>

## BOOK STORES

Barrister's Bookshop..... 802-763-7170

<https://barristers.vermontlaw.edu/>

*Barrister's Bookshop is the Vermont Law School bookstore, located on Chelsea Street. Barrister's specializes in law books and related materials. They also offer coffee, tea, and specialty drinks, as well as newspapers, gifts, and VLS imprinted clothing. Open Monday - Friday 9 AM-4 PM and Saturday 10 AM-4 PM.*

Dartmouth Bookstore, 33 Main St., Hanover, NH.....	603-643-3616
Bear Pond Books, 77 Main Street, Montpelier, VT.....	802-229-0774
Vermont Technical College Bookstore, Randolph Center.....	802-728-9265

## **CARS & CAR REPAIR**

### **Car Repair**

Ideal Performance, Route 14, Royalton, VT.....	802-763-2499
Jiffy Lube, West Lebanon, NH.....	603-298-5019
Midas Muffler and Brake Shop, West Lebanon, NH.....	603-298-8741
JAS Auto Body, Route 14, White River Jct., VT.....	802-296-2500
Northeast Foreign Cars, Inc., White River Jct., VT.....	802-295-9570
Jasmin Autobody, White River Jct., VT.....	802-295-7572
SouthEnd Auto, Randolph, VT.....	802-728-5666
Jonny's Automotive, Tunbridge.....	802-889-9439

### **Towing Services**

Classic Towing & Recovery, Sharon, VT (AAA).....	802-763-2000
Dean's Auto Service.....	802-234-9851
Blakeman's Towing Recovery & Removal.....	802-281-3379

## **CHILDREN**

*Kids Vermont* is a free monthly newspaper available locally at RB's Deli and other locations. Their web site <http://www.kidsvt.com/> includes events lists and under Family Resources has a deep library of links to resources including recreation, education, summer camps, shopping, maternity info and children's classes from ballet to tae kwon-do.

### **Child Care Referrals**

State of VT: Bright Future, accredited child care list.....[www.brightfutures.dcf.state.vt.us/](http://www.brightfutures.dcf.state.vt.us/)  
 VT Parent Information Center has extensive resources for parents of children with special needs. For information regarding services for children who qualify for Title 1 care, call the Superintendent's office in South Royalton at 763-8840.

### **Day Care Centers**

The following is a list of local day care centers. Fees vary. Plan to visit each facility and talk to both parents and teachers to determine whether the facility is appropriate for your child.

<i>Magic Mountain Day Care Center, South Royalton, VT</i> Ages 6 weeks to 6 years old.....	802-763-7908 <a href="http://www.magicmountainchildrenscenter.com">www.magicmountainchildrenscenter.com</a>
<i>The Children's Center of the Upper Valley, Lebanon, NH</i> Ages 1 year – Kindergarten.....	603-448-1615 <a href="http://www.ccuv.org/">http://www.ccuv.org/</a>
<i>La Petite Creche, Hanover, NH</i> Ages 6 weeks to 4 years old.....	603-643-3144
<i>Green Mountain Children's Center, Lebanon, NH</i> Ages 6 weeks to 4 years old.....	603-448-5749 <a href="http://www.gmccvt.org/">http://www.gmccvt.org/</a>
<i>Strafford Creative Pre-School, Inc., Strafford</i> .....	802-765-4311
<i>Randolph Technical Career Center</i> Ages 2 ½ to 5 years old.....	802-728-9595

## **DRY CLEANERS**

Drop off at M&N's, Route 107 (I-89 Exit 3).....	802-763-2444
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College Cleaners, Inc., Hanover, NH.....	603-643-2303
Randolph Village Laundromat.....	802-728-6430
Kleen Inc. White River Jct., VT.....	802-295-2172

## **ENTERTAINMENT AND CULTURE**

Different areas have arts councils that organize a wide variety of music, theater, film, and opera. The *Valley News*, *Burlington Free Press*, *Times Argus* and *Boston Globe* feature event listings every Thursday. *Seven Days* (northern Vermont [www.7dvt.com/](http://www.7dvt.com/)) and the *Valley Advocate* (southern Vermont [www.valleyadvocate.com/](http://www.valleyadvocate.com/)) are free weekly papers featuring events. *The Herald of Randolph*, a local weekly newspaper for central Vermont including South Royalton, comes out every Thursday and has event listings.

### **Movie Theaters**

Randall Drive In (open long after the frost forms on your windshield). 15 minutes from VLS on Route 12 North between Bethel and Randolph.....	802-234-7220
Dartmouth's Film Society offers movie passes for \$15.00.....	603-646-2422
Hopkins Center, Dartmouth <a href="http://www.hop.dartmouth.edu">www.hop.dartmouth.edu</a> .....	603-646-2422
Playhouse Theater, Randolph, VT.....	802-728-4012
Nugget Theatre, Hanover, NH.....	603-643-2769
Entertainment Cinemas, Lebanon, NH.....	603-448-6660
Woodstock Town Hall Theater, Woodstock, VT.....	802-457-3981
The Savoy Theater, Montpelier, VT (art house films).....	802-229-0598
Capitol Theater, Montpelier, VT.....	802-229-0343
Paramount Theater, Barre, VT.....	802-479-9621

### **Live Theater, Dance and Music**

Chandler Music Center for the Arts, Randolph, VT.....	802-728-9878
Pentangle Council on the Arts, Woodstock, VT.....	802-457-3981
Lane Series at University of Vermont, Burlington.....	802-656-4455
Hopkin's Center at Dartmouth College.....	603-646-2422
Paramount Theatre, Rutland, VT.....	802-775-0570

[www.uvswingdance.net](http://www.uvswingdance.net) for area swing, tango, ballroom and Latin dance events and classes.

<http://www.thedancegypsy.com/> is a searchable list of all kinds of dances, festivals and classes. And the Capital City Grange in Montpelier holds contra dances at the Grange the 1st, 3rd and 5th Saturdays at 8pm.

### **Cable Television**

Most of the towns in this region are covered by a cable television company. If you live outside of town, your only hope may be a satellite dish. To find out about the TV opportunities in your area, talk to your landlord or call your town clerk.

Charter Communications (Royalton).....	877-906-9121
AT & T.....	800-222-0300
Comcast.....	800-266-2278

### **Florists**

Sidewalk Florist, 19 Merchants Row, Randolph.....	802-728-9979
Central Market Florist, Lebanon, NH.....	603-298-9677
Lebanon Garden of Eden Floral Shop.....	603-448-6000
Valley Flower Company.....	802-698-0358

### **Farmers Markets**

Farmers markets are a Vermont tradition, and are in almost every town. In South Royalton, they are on the Green on Thursday afternoons from mid-May through mid-October. Randolph and Norwich have Farmer's Markets on Saturdays, and Chelsea's are on Friday afternoons.

**Grocery Stores & Supermarkets**

South Royalton Market is the only full-service grocery store downtown. The Market offers conventional, organic and locally grown food; take out; home-made baked goods; bulk foods; and wine, beer, and brew making supplies. They will special order many health products upon request. The Market is a member-owned cooperative but you do not have to be a member to shop. Coop members receive discounts; your membership fee of \$50 is refunded to you upon request. On the Green. Hours: M-Fri. 7:30-7:00, Sat. 8-5, Sun. 9-5. <http://www.soromarket.com/> or 763-2400.

There are many small general stores locally, such as the Sharon Trading Post. Their prices tend to be higher, but they are useful in a pinch and with the price of gas these days they can end up saving you money.

Conventional big box stores: There are two Shaw's supermarkets in the area, one in Randolph and one in West Lebanon. Price Chopper and Hannaford's also have stores in West Lebanon, NH.

**FURNITURE**

Allard's New and Used Furniture, Futon/Mattress, West Lebanon.....	603-298-6800
Brown's Furniture, West Lebanon, NH .....	603-298-5755
T. Copeland & Son's Inc., Bradford, VT .....	802-222-9282
DeFelice Family Furniture, West Lebanon, NH .....	603-298-5188
Pompanoosuc Mills, East Thetford .....	800-841-6671
K-Mart, JC Penney, and Wal-Mart are all in W. Lebanon, NH	

**COMPOSTING, RECYCLING, REDEMPTION, AND TRASH SERVICES****Composting**

VLS collaborates with local farmers South Royalton to compost the food waste on campus. Compost bins for food waste generated at VLS are located in The Café and Chase Center. VLS does not accept off-campus food waste in its composting bins.

**Recycling**

VLS participates in Zero-Sort recycling. On campus, you can recycle all plastics #1-#7, paper, glass, and metals. No sorting is required, and recycling bins are located throughout campus. Hard to recycle items such as Brita water filters and personal care products can be recycled in the blue bin by the vending machines outside of the Chase Center. Personal Care products include: hair care tubes and bottles, skin care tubes and bottles, make-up, and make-up packaging.

**Redeemables**

VLS collects plastic and glass bottles as well as cans which have the "VT-5¢" or "VT-10¢" label. Ordinarily, the label is engraved on the tops of cans and printed on the sides of bottles. VLS redeems these bottles for funds which are invested back to the school. Redemption bins are located in waste-kiosks throughout campus. Additionally, you may collect bottles and cans with the redemption label at your home and drop them off at VLS. The collection center is behind the bike shed on the quad.

**Community Services:***Composting*

You can drop off food scraps generated at your home at the Bethel/Royalton Transfer Center. If you would like set up a home-composting system, you can purchase equipment at the Bethel/Royalton Transfer Station.

122 Watermen Rd, Royalton..... 802-763-2232

*Recycling and Trash*

Casella Waste Management, Inc. White River Jct. .... 802-295-2660  
 Roger Vesper Trucking, S. Royalton ..... 802-763-8298

To drop off your own materials visit:

Bethel/Royalton Transfer Center 122 Waterman Road, Royalton..... 802-763-2232  
Open Tuesday, Thursday, Friday 7 AM-3 PM; Saturday 7 AM -1 PM. \$3/bag trash; free clean, sorted recycling for  
Bethel and Royalton residents.

#### *Redemption Centers*

You can collect your bottles and cans with the “VT-5¢” or “VT-10¢” label. They may be dropped off at:

Bob’s M&M Beverage 4 Salisbury St, Randolph..... 802-728-9197

#### **HAIRDRESSERS**

Hair on the Green, S. Royalton ..... 802-763-8783  
Planet Hair, S. Royalton ..... 802-763-2300  
Sherri’s Headquarters, Ltd., S. Royalton ..... 802-763-7759  
Christian Roy Hair Salon, White River Jct., ..... 802-295-3900  
Bahrettes Salon..... 802-234-5511  
Big Green Cuts, Hanover, West Lebanon, & Enfield, NH ..... 603-252-6956  
Holiday Beauty Salon, Randolph, VT..... 802-728-3839  
Hilde’s Salon Vienna, Hanover, NH (ethnic hair care) ..... 603-643-4260  
We’re Making Waves, Hanover, NH (ethnic hair care)..... 603-643-1244  
Diversity Hair & Nails, 94 Pearl St., Burlington, VT ..... 802-865-1112

#### **INSURANCE**

VLS student health insurance..... [www.vermontlaw.edu/students/x8259.xml](http://www.vermontlaw.edu/students/x8259.xml)  
Hull Maynard Hersey Insurance Services  
    *Woodstock, VT*..... 802-457-4143  
    *Rutland, VT* ..... 802-773-3000  
Kinney Pike, Randolph, VT ..... 802-728-4434

#### **LAUNDROMATS**

A laundromat is on the Green in South Royalton, operated by Welch's Hardware.

Kleen, White River Junction ..... 802-295-2171  
College Cleaners, Hanover, NH ..... 603-643-2303  
Randolph Village Laundromat ..... 802-728-6430  
Bethel Laundromat ..... 802-234-5000

#### **LIBRARIES**

There are a number of local libraries in the area. They all take part in interlibrary loan, and many have children’s programs, show films, and sponsor other musical and film events. Call your local library for more information.

Dartmouth College, Hanover, NH ..... 603-646-2560  
<https://library.dartmouth.edu/>  
Baker Library – Main Library ..... 603-646-2704  
Royalton Memorial Library ..... 802-763-7094  
Vermont Technical College, Randolph Ctr. VT ..... 800-431-0025  
Kimball Public Library, Randolph, VT ..... 802-728-5073

#### **LODGING**

Depending upon the season, reservations are recommended for lodging accommodations. The Upper Valley is a popular tourist spot. Hotel rooms fill up quickly, especially during leaf season, skiing season, and when Dartmouth College is having special events such as football games, alumni weekend, and commencement. You should make

arrangements for Vermont Law School Fall Alumni & Sports Weekend as soon as possible. For a link to local accommodations as well as maps and directions, visit our website <http://forms.vermontlaw.edu/lodging/>

### **MASSAGE THERAPY**

Massage Professionals of Randolph.....	802-728-5565
Hanover Massage Therapy Clinic.....	603-643-7588
Missy Kilmer, South Royalton.....	802-291-4774

### **MONEY AND FINANCE**

LAKE SUNAPEE BANK.....	<a href="http://www.lakesunbank.com">www.lakesunbank.com</a>
<i>South Royalton, VT</i> .....	802-763-7771
<i>Bethel, VT</i> .....	802-234-5311
<i>Randolph, VT</i> .....	802-728-9611
<i>Rochester, VT</i> .....	802-767-4222
NORTHFIELD SAVINGS BANK.....	<a href="http://www.nsbvt.com/">www.nsbvt.com/</a>
<i>Northfield, VT</i> .....	802-485-5871
<i>Bethel, VT</i> .....	802-234-6979
<i>Randolph, VT</i> .....	802-728-4837
PEOPLE'S UNITED BANK.....	<a href="http://www.peoples.com">www.peoples.com</a>
<i>White River Junction, VT</i> .....	802-295-5701
<i>Woodstock, VT</i> .....	802-457-2660
WHITE RIVER CREDIT UNION.....	<a href="http://www.whitercu.com">www.whitercu.com</a>
<i>Rochester</i> .....	802-767-3333
<i>Bethel</i> .....	802-234-9232
<i>Randolph</i> .....	802-728-9228
MASCOMA SAVINGS BANK.....	<a href="http://www.mascomabank.com">www.mascomabank.com</a>
<i>Bethel, VT</i> .....	802-234-9410
<i>Lebanon, NH</i> .....	603-448-3650
<i>West Lebanon, NH</i> .....	603-298-5933
<i>White River Junction, VT</i> .....	802-295-5456

### **NEWSPAPERS**

Papers are available at Barrister's Bookshop, depending on student requests. Corner Stop, at the junction of Routes 14 and 110, sells the widest selection of newspapers in South Royalton. Local papers include: *Valley News* (Upper Valley), *Rutland Herald* (best environmental state reporting), *Burlington Free Press*. *The Herald of Randolph* is a local weekly; *7 Days* is a free alt-weekly. VLS Cornell Library's Reading Room has a wide variety of local, national and international newspapers and magazines to read in the library.

### **PASSPORTS**

South Royalton Post Office.....	802-763-7330
Randolph Post Office.....	802-728-5444
CVS/Pharmacy.....	603-643-3178

### **PETS**

Please refer to the Dog Policy in the Student Handbook for a complete description of VLS policies. The South Royalton leash ordinance must be obeyed. No dogs are allowed on the town green. Please clean up after your pet.

### **Veterinarians**

Chelsea Animal Hospital, Chelsea, VT (holistic and traditional).....	802-685-3232
Country Animal Hospital, Bethel, VT.....	802-234-5999
Hanover Veterinary Clinic, West Lebanon, NH.....	603-643-3313

Randolph Animal Hospital, Randolph, VT .....	802-728-3266
Randolph Regional Veterinary Hospital .....	802-728-3505
Upper Valley Vet Service, Lebanon, NH.....	603-448-3534
Kedron Valley Veterinary Hospital, Woodstock, VT .....	802-457-3135
Riverbend Veterinary Clinic, Plainfield, NH .....	603-298-8381
Veremedy, White River Jct., & Woodstock, VT .....	802-295-6900 & 457-2229

**Kennel and Boarding Facilities**

Country Animal Hospital .....	802-234-5999
Woodstock Farm Kennel.....	802-229-8608
Happy Tails Boarding Kennel.....	802-485-5296

**PHOTOCOPYING****VLS Library**

Printer/scanners are available in the library. If you need to make a copy, you can scan the document and save it on a jump drive, or send it to your email and print it from there. Library staff are available to help.

Staples, West Lebanon, NH .....	603-298-5260
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**RECREATION****VLS Outdoors Club**

The VLS Outdoors club runs and operates “The Gear Shed.” Recreational items can be checked out at the VLS Fitness Center.

VT Outdoor Guide Association hosts an excellent website <http://www.voga.org/>

**Hiking**

Dartmouth Outdoor Programs Office, Hanover, NH .....	603-646-2428
Appalachian Trail Conference, Lyme, NH .....	603-795-4935
Green Mountain Club, Inc., Waterbury, VT .....	802-244-7037
	<a href="https://www.greenmountainclub.org/">https://www.greenmountainclub.org/</a>

**Fishing**

Fishing licenses are available at most general stores. Once or twice a year there is usually a fly-fishing clinic at VLS.

**Swimming**

Paines Beach on the White River, north of town

Silver Lake in Barnard

McIntosh Pond, South Royalton

Gaysville Rocks, off Rte. 107 behind the Post Office

SHAPE pool at Vermont Technical College Pool, Randolph Center .....

802-728-1384

<http://www.vtc.edu/shape>

Upper Valley Aquatic Center pool, splash park, and fitness center, White River Jct. ....

802-296-2850

[www.uvac-swim.org](http://www.uvac-swim.org)

**Ice Skating**

Students often help build and maintain a skating area on the town green. Your help would be appreciated. Area ponds are transformed into rinks, including Silver Lake in Barnard, Upper Reservoir in South Royalton, and Occum Pond in Hanover. Other ice-skating rinks include the Municipal Rink, Barre, VT; Thompson Arena, Dartmouth College, Hanover, NH; Champion Rink, West Lebanon, NH; and Union Arena, Woodstock, VT, and the Hartford Municipal Arena, White River Jct., VT.

**Skiing**

[www.skivermont.com](http://www.skivermont.com) (resorts, conditions, programs, events).

**Biking**

The best-paved roads are Rte. 110 north to Chelsea and Rte. 14 west, beginning a few miles north of Royalton: little traffic, rivers/rolling farmland. Bicycle rentals can be found at Fat Bike Vermont 802-457-7057, or Woodstock Sports 457-1568.

**Tennis**

Courts open to the public are in Barnard, Bethel, South Strafford, and White River Jct., VT and Dartmouth College, Hanover, NH.

**Canoeing/Tubing**

Access the White River at the two bridges north of town. The spring snowmelt proves why it's named the White. At that time it is not safe for canoes or anyone but expert kayakers. In the summer, the White River becomes heaven for slow and easy summer floats in tubes; rent a tube from any of a half-dozen places on Route 14 and Route 107 try <http://www.tweedrivertubing.com/>. Other fine rivers in Vermont for canoeing and kayaking include the Mad River (rentals at Clearwater Sports in Waitsfield); the Winooski River (rentals in Stowe at Umiak Outfitters). The Ledyard Canoe Club at Dartmouth 603-643-6709 accesses the Connecticut River. Silver Lake State Park, in Barnard, is the closest lake with canoes and paddleboats to rent.

**Sports Equipment**

The VLS Outdoors Club maintains "The Gear Shed" of equipment on loan to students, which can be checked out at the VLS Fitness Center. Go to the Outdoors Club TWEN site for more information.

Dartmouth Co-op, Hanover, NH .....	800-643-2667 <a href="http://www.dartmouthcoop.com">www.dartmouthcoop.com</a>
State Line Sports, W. Lebanon, NH.....	603-298-8090 <a href="http://www.statelinesports.com/">http://www.statelinesports.com/</a>
Omer & Bob's, Hanover, NH .....	603-448-3522 <a href="http://www.omerandbobs.com">www.omerandbobs.com</a>

**RELIGIOUS SERVICES AND SPIRITUAL RESOURCES**

The *Valley News* lists all services and religious organizations every Friday. Open and Affirming churches in Vermont: [www.welcomingresources.org/index.htm](http://www.welcomingresources.org/index.htm)

**Churches and Religious Institutions**

We've listed a few here. But check this link for a more comprehensive list. <http://www.vtliving.com/churches/>

**Baptist**

<i>Baptist Fellowship of Randolph</i> .....	Sunday 10:45 AM & 6 PM
<i>East Randolph Baptist Church</i> .....	Sunday 10:30 AM
<i>Thetford Baptist Church</i> .....	802-785-2050

**Catholic**

<i>Our Lady of the Snows Roman Catholic Church, Woodstock</i> .....	802-457-2322
<i>St. Elizabeth's Catholic Church, Rochester</i> .....	Sunday Mass 9 AM
<i>Sts. Donation &amp; Rogatian Catholic Church</i> .....	Sunday Mass 10 AM

**Christian Fellowship**

<i>Bethl-El Christian Fellowship, South Royalton</i> .....	Sunday 10 AM
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**Church of Christ**

<i>Upper Valley Church of Christ, White River Jct.,</i> .....	Sunday 10:30 AM & 6 PM
<i>First Church of Christ Scientist, Woodstock</i> .....	Sunday 10 AM

**Community Church**

<i>Quechee Community Church</i> .....	802-295-3619
<i>The Tunbridge Church</i> .....	Sunday 10:30 AM
<i>Two Rivers Community Church, Sharon</i> .....	802-763-8395

**Episcopal**

<i>Christ Church Episcopal, Bethel</i> .....	Sunday 10 AM
<i>St. John's Episcopal Church, Randolph</i> .....	802-728-9910

<i>St. James' Episcopal Church, Woodstock</i> .....	802-457-1727
Foursquare	
<i>Journey, South Royalton</i> .....	802-763-2139
Synagogues	
<i>Upper Valley Jewish Community, Hanover, NH</i> .....	603-643-8378
<i>Shir Shalom, Woodstock</i> .....	802-457-5145

### Spiritual Resources, Retreat Centers and Sanctuaries

Upper Valley Zen Center 58 Bridge St., White River Jct., .....	<a href="http://www.uvzc.org/">http://www.uvzc.org/</a>
Valley Insight Meditation Society, Lebanon, NH .....	<a href="http://valleyinsight.org/">http://valleyinsight.org/</a>
Karme Choling Shambala Meditation Center, Barnet .....	<a href="https://www.karmecholing.org/">https://www.karmecholing.org/</a>
Covenant of Unitarian Universalist Pagans Burlington, .....	<a href="http://www.cuups.org/">http://www.cuups.org/</a>
Awakening Sanctuary, Monkton .....	<a href="http://www.awakeningsanctuary.org/">http://www.awakeningsanctuary.org/</a>
Milrepa Tibetan Buddhist Center .....	<a href="http://www.milarepacenter.org/">http://www.milarepacenter.org/</a>

### RESTAURANTS AND TAKE OUT

#### Fast Food

To satisfy just about any junk-food craving, head to West Lebanon. Onion Flats, Route 12 North in Bethel, and Sandy's, Route 14 South in Sharon, are locally owned seasonal drive-in restaurants.

#### Fine Dining

There are dozens of fine dining establishments in Hanover, Woodstock, Norwich and Quechee. Seven Days hosts an on line guide to restaurants [www.7nvt.com/](http://www.7nvt.com/). For independent restaurants go to: [www.hungryvt.com](http://www.hungryvt.com)

#### Royalton and South Royalton

108 Chelsea Station (diner-style breakfast & lunch) .....	763-8685
5 Olde Tavern (full lunch & dinner menus).....	763-8600
RB's Deli (take out & subs).....	763-2411
South Royalton Market (coffee, take out & baked goods).....	763-2400
Village Pizza, Route 14 North (pizza & more) .....	763-2800
Eaton's Sugar House, Route 14 North (breakfast & lunch).....	763-8809
The Worthy Burger .....	763-2575
Cockadoodle Pizza, Bethel.....	234-9666

### SHOPPING

West Lebanon, NH—20 miles south on I-89 (first exit over the Conn. River). Typical strip mall stores—K-Mart, Wal-Mart, grocery stores, fast food chains, etc. Tourist shops, antique shops, etc. abound around the area (see Woodstock and Quechee). In addition to the Powerhouse Mall in West Lebanon, there are several larger malls in Burlington, one in Berlin, and one in Rutland, VT.

### TRANSPORTATION

#### Zip Cars

A car payment, insurance, gas, snow tires and maintenance can all add up. All are included in a Zip Car membership. VLS has a Prius and a Ford Focus on campus. For \$38 annual fee plus \$8.50/hour, VLS Zip Cars are a good deal. Go to [www.zipcar.com/vermontlaw](http://www.zipcar.com/vermontlaw)

#### Bus

Dartmouth Coach is a shuttle between Hanover or Lebanon, NH, and Boston MA and Logan Airport, as well as between Hanover or Lebanon and New York City.) Dartmouth Coach

<a href="http://www.dartmouthcoach.com">www.dartmouthcoach.com</a> .....	800-637-0123
<a href="http://www.concordcoachlines.com">www.concordcoachlines.com</a> .....	800-639-3317
Greyhound National <a href="http://www.greyhound.com">www.greyhound.com</a> .....	800-231-2222



Vermont Transit, White River Jct., VT ..... 866-361-9671

### **Stagecoach**

VLS and other area colleges and non-profits offer \$1 public bus transportation between Montpelier and VLS weekdays. Additionally, the bus travels from South Royalton to the West Lebanon shopping areas on Saturdays for just a few dollars more.

<http://www.stagecoach-rides.org/>

### **Rideshare**

Need a ride? Have a ride to share? Consider joining the VLS Rideboard group on Facebook and connect with other VLS students for a shared commute or trip.

<https://www.facebook.com/groups/253886358028671/>

### **Train**

Amtrak, White River Jct., VT ..... 1-800-USA-RAIL

<http://www.amtrack.com/>

### **Airports**

Lebanon Regional Airport is 30 minutes from South Royalton in Lebanon, NH off I-89. (Cape Air Express to Boston and New York.)

<http://fly.lebnh.net/>

Burlington International is the largest airport in Vermont and is 1.5 hours north of South Royalton.

<http://www.btv.aero/>

Boston's Logan Airport is 2.5 hours away..... <http://www.massport.com/logan-airport/>

Manchester, NH 1.5 hours on I-89 South ..... <http://www.flymanchester.com/>

Hartford, CT 2 hours on I-91 South ..... <http://www.bradleyairport.com/>

The Dartmouth Coach offers an affordable, convenient shuttle service..... [www.dartmouthcoach.com](http://www.dartmouthcoach.com)

### **WEATHER**


“If you don’t like the weather, just wait a minute!” is a Vermont-ism. Weather is serious business here as it can change many times during one day, and will differ from place to place. Put the VT Agency of Transportation travel information service web page on your toolbar [www.511.com](http://www.511.com). The state's 24-hour phone line of recorded weather updates is: 1-800-ICYROADS. Popular weather radio broadcasts include Roger Hill on WDEV (96.1 FM) and The Eye on the Sky on VPR (107.9 FM).

<p align="center"><b>South Royalton MARKET</b> A Community-owned Market For Everyone</p> <p align="center">Groceries Fresh Produce VT Cheeses &amp; Meats Wine &amp; Beer Home Brew Supplies</p> <p align="center">Mon. – Fri. 7:30- 7 Sat. 8-5, Sun 9-5</p>	<p align="center"><b>Sherri's Headquarters, Ltd.</b> Family Hair Care</p> <p align="center">236 Chelsea St. (802) 763-7759</p> <p align="center">Hours: Tue.- Fri. 8:30- 5:00 Sat. 8:00-12:00 Thur. evening by appointment</p> <p align="center">Walk-ins Welcome</p>	<p align="center"><b>South Royalton Health Center</b></p> <p align="center">Rebecca A. Foulk, M.D.</p> <p align="center">Pediatrics and Adolescent Medicine</p> <p align="center">79 S. Windsor St. Tel (802) 763-7575 rfoulk@srhc.pcc.com</p>
<p align="center"><b>Senior Center Thrift Shop</b></p> <p align="center">All proceeds benefit area Senior Citizens</p> <p align="center">Accepts all saleable donations</p> <p>Hours: M-F 9 - 3 Sat. 9-12</p>	<p align="center"><b>Eaton's Sugarhouse</b></p> <p align="center">Restaurant &amp; Country Store</p> <p align="center">Junction Routes 14 &amp; 107</p> <p align="center">1-888-VT-MAPLE www.EatonsSugarhouse.com</p>	<p align="center"><b>Full Circle Women's Health</b></p> <p align="center">Anita Onofrio, CNM</p> <p align="center">Well Women Gynecology 79 S. Windsor St. (802) 763-7713</p> <p align="center">www.fullcirclewomen.com</p>
<p align="center"><b>Red Door Thrift Shop</b></p> <p align="center">All your household needs, books, clothing, and more!</p> <p align="center">On the Green in the Rear of Chelsea Station Restaurant</p> <p>Hours: M-Sat. 10 AM - 3 PM</p>	<p align="center"></p> <p align="center">Sandwiches · Cold Cuts Beer · Wine · Videos</p> <p align="center">802-763-2411</p> <p>Deli Hours: M-W 7:30a- 8:30p; Th-Sun 7:30a- 9p Grocery Hours: M-W 7:30-9:30 pm; Th- Sun 7:30a- 10 p</p>	<p align="center"><b>Royal Auto Parts Inc.</b> David Whitney</p> <p align="center">59 Alexander Place S. Royalton, Vermont 05068</p> <p align="center">802-763-8675 <b>PARTS PLUS</b></p>

**Jeff's Barber Shop**  
 Chelsea Street  
 South Royalton  
 Tues., Wed. & Fri. 8 am - 5 pm  
 Thurs. 8 am - 1 pm  
 Sat 8 am - 11:30 am  
**Haircuts \$12.00**  
*"The Only Cut That Doesn't Hurt"*  
 565-0247  
 Maple Syrup For Sale Here




Denise Perkins  
 hairstylist



**PLANET HAIR**

802.763.2300  
 Chelsea Street, South Royalton, Vermont 05068

**108 CHELSEA STATION  
 RESTAURANT**  
 SERVING BREAKFAST & LUNCH



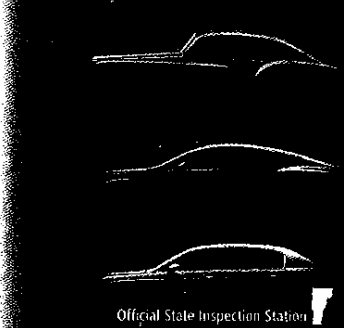
**GLEN AND KRISTEN STRONG**  
 PO BOX 845 SOUTH ROYALTON, VT 05068  
 (802) 763-8685 DAYS (802) 234-6270 EVE.

**JONNY'S**  
 Vermont

Jonathan L. Smith  
 Owner | Operator

103 Potash Hill Road  
 Tunbridge, VT 05077

802.889.9439  
 802.281.2560 c  
 jleesmith@dishmail.net



Official State Inspection Station



**FIVE OLDE  
 TAVERN AND GRILLE**  
 SOUTH ROYALTON, VT  
 1 802 763 8600

**LAW for FOOD**

Kenneth Blaine Miller  
 Attorney at Law

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 South Royalton, VT 05068  
 802.299.7532  
 kenneth@lawforfood.com