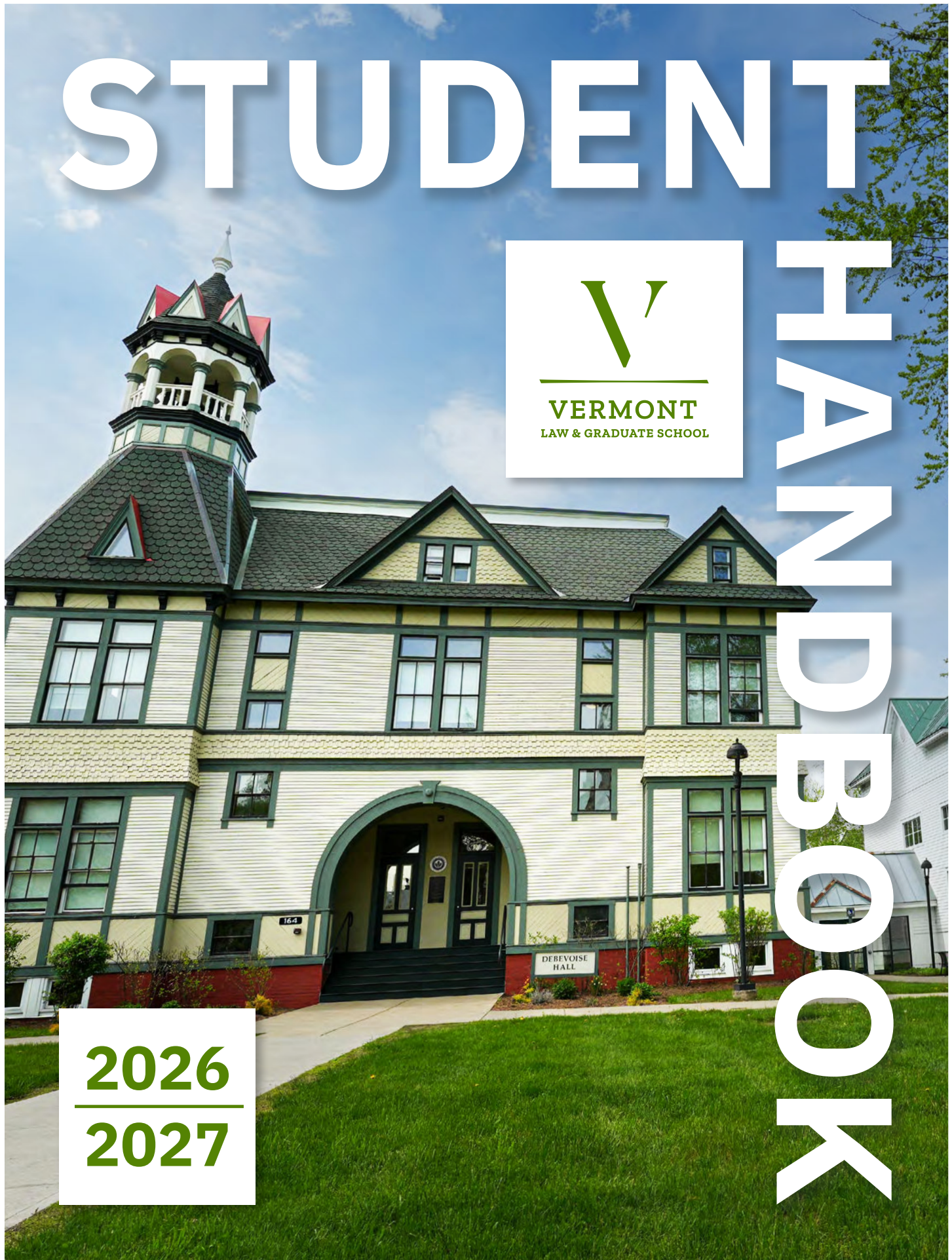


STUDENT



HANDBOOK

2026
2027





Vermont Law and Graduate School's Better Community Statement

As members of the Vermont Law and Graduate School (VLGS) community, we choose to be part of an academic community that is dedicated to principles that foster integrity, civility, and justice.

As citizens of a broad and pluralist society, we encourage those of all cultures, orientations, and backgrounds to educate and respect one another in a safe environment.

- We respect the dignity of all persons and assume the best about them.
- We challenge and reject all forms of bigotry while striving to learn from each other's differences.
- We celebrate our differences while appreciating our similarities.
- We value an inclusive environment that is accepting of each other's physical, cognitive, social, and professional differences.
- We respect the rights of each and every member of the community, regardless of race, ethnicity, national origin, religion, age, gender, sexual orientation or lifestyle, medical condition, or socioeconomic status.
- We realize that our common interests exceed our individual differences.

As members of the Vermont Law and Graduate School community, we affirm our rights to freedom of expression and association, and the belief that they must be exercised responsibly.

The spirit of building a better community is best served when the ideals of integrity, civility, and justice are expressed and debated with tolerance, understanding, appreciation, and good will.

While every effort has been made to ensure the accuracy of the information contained herein, Vermont Law and Graduate School reserves the right to make any changes at any time without prior notice. Notification of changes and additions will be posted on the official bulletin board in Oakes Hall, and may also be distributed by campus mail, by email, by posting to the online policies webpages, and by posting to the online handbook. Students are responsible for familiarizing themselves with the information herein, and with any and all subsequent changes in official policies, procedures, and regulations.



STUDENT HANDBOOK

2026–2027

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WELCOME!



Dear Students,

Whether you are arriving at Vermont Law and Graduate School (VLGS) for the very first time or you are returning with another year of growth behind you, we extend a heartfelt welcome. You have chosen to pursue something demanding, meaningful, and transformative — and we are honored to walk alongside you on your journey.

If you are new to VLGS, you begin a new chapter today which is full of possibility. You were selected because of the promise you carry and the perspective you bring. Do not underestimate the value of your thoughts, experiences, and questions.

Whether new or returning, please never hesitate to seek guidance and know that this Student Handbook is always a good starting point - it is a plethora of information. Inside you will find our Academic Regulations and policies which govern everything from attendance and grading to degree requirements and study abroad opportunities. Please take a moment to become familiar with these regulations and policies because they reflect our community's expectations, and because they apply to you.

Arguably more exciting than the regulations and policies (I am a lawyer, after all!), are the student organizations and activities which are also in the handbook. I encourage you to get involved and find things to give you balance, being mindful that your first job at VLGS is your coursework.

You are joining a unique and mission-driven community filled with people who are eager to help you - your success is our shared priority. Our faculty are not just scholars; they are mentors who are genuinely invested in your development. The connections and relationships you build with faculty and staff will guide your research, open professional doors, and offer perspective when the road feels uncertain. Our support also extends well beyond the classroom. From mental health counseling and academic coaching to financial aid resources and community programming, our student support services are here for you. Please reach out early and often; asking for support is a sign of strength.

As this new year begins, we hope you feel the promise of opportunity and the warmth of our community, both in person and online. You belong here. Your work matters. And the best of what is ahead has yet to be written, wherever this path takes you.

With warm regards,

Stephanie A. Clark, Esq.

Vice Dean for Students

Professor of Law

MESSAGE FROM THE SBA



Hello Swans,

Welcome to a new academic year! My name is Isabel Lima, and I am honored to serve as your Student Bar Association President for the 2026-2027 school year. On behalf of the SBA Executive Board, I want to extend a warm welcome to both our incoming and returning students!

Law and graduate school can be both challenging and rewarding. As you begin this semester, remember to give yourself grace, ask for help when you need it, and take time to build meaningful connections with your classmates, professors, and

mentors. Some of the most valuable parts of your experience will come not only from the classroom, but from the community you create along the way.

The SBA is here to advocate for you, support you, and help foster a strong sense of community across campus and online. The SBA serves as the bridge between students, faculty, and administration. Throughout the year, we look forward to hosting events, creating opportunities for professional growth and networking, and helping foster a welcoming, inclusive, and engaging student community. We encourage you to get involved, attend events, and share your ideas with us!

This year, my goal is to help cultivate a campus culture rooted in inclusion, professionalism, collaboration, and support. I hope we can continue building a community where every student feels heard, valued, and encouraged to succeed!

I am truly excited for the year ahead and grateful for the opportunity to serve this incredible student body. Here's to a successful, memorable, and fulfilling year together.

Remember Swans fly together!

Isabel Lima JD'26
President of the Student Bar Association

Fall Semester 2026

On-Campus Classes

Monday-Thursday 8/17-8/20/2026	JD and Master's Orientation
Wednesday 8/19/2026	LLM Orientation
Friday 8/21/2026	Add/Drop Opens (9 a.m. ET)
Monday 8/24/2026	On-Campus Classes Begin
Friday 8/28/2026	Add/Drop Closes (5 p.m. ET)
Wednesday 11/4/2026	Monday Class Schedule Followed
Friday 12/4/2026	Fall Classes End
Monday-Tuesday 12/7-12/8/2026	Reading Period
Wednesday-Thursday 12/9-12/17/2026	Examination Period

Asynchronous Classes

Monday 8/24/2026	Term One and Full-Term Classes Begin
Friday 8/28/2026	Term One and Full-Term Add/Drop Closes (5 p.m. ET)
Sunday 10/11/2026	Term One Classes End
Friday 10/16/2026	Term One Grades Due (12 p.m. ET)
Monday 10/19/2026	Term Two Classes Begin
Friday 10/23/2026	Term Two Add/Drop Closes (5 p.m. ET)
Sunday 12/6/2026	Term Two and Full-Term Classes End
Friday 12/11/2026	Term Two and Full-Term Grades Due (12 p.m. ET)

Synchronous Classes

Wednesday-Thursday 8/19-8/20/2026	OHJD Orientation - Virtual
Monday 8/24/2026	Classes Begin
Friday 8/28/2026	Add/Drop Closes (5 p.m. ET)
Thursday-Saturday 9/10-9/12/2026	OHJD Residency (First-Year Students Only)
Wednesday 11/4/2026	Monday Class Schedule Followed
Friday 12/4/2026	Fall Classes End
Friday-Sunday 12/11-12/13/2026	Examination Period

Holidays

Monday 9/7/2026	Labor Day - Holiday (Campus Closed)
Monday 10/12/2026	Indigenous Peoples' Day - Holiday (Campus Closed)
Monday-Tuesday 10/12-10/13/2026	Fall Break (Students)
Thursday-Friday 11/26- 11/27/2026	Thanksgiving - Holiday (Campus Closed)
Friday 12/18/2026	Winter Break Begins (Students)

Spring Semester 2027

On-Campus Classes

Monday 1/4/2027	1L Final Grades Due (12 p.m. ET)
Friday 1/8/2027	Final Grades Due, Non 1L (12 p.m. ET)
Monday 1/11/2027	On-Campus Classes Begin
Friday 1/15/2027	Add/Drop Closes (5 p.m. ET)
Friday 4/23/2027	Spring Classes End
Monday-Tuesday 4/26-4/27/2027	Reading Period
Wednesday-Wednesday 4/28-5/5/2027	Examination Period
Wednesday 5/12/2027	All Graduates' Grades Due (12 p.m. ET)
Saturday 5/15/2027	Commencement
Wednesday 5/19/2027	Spring Term Grades Due (12 p.m. ET)

Asynchronous Classes

Monday 1/11/2027	Term One and Full-Term Online Classes Begin
Friday 1/15/2027	Term One Add/Drop Closes (5 p.m. ET)
Sunday 2/28/2027	Term One Online Classes End
Friday 3/5/2027	Term One Online Grades Due (12 p.m. ET)
Monday 3/8/2027	Term Two Online Classes Begin
Friday 3/12/2027	Term Two Add/Drop Closes (5 p.m. ET)
Sunday 4/25/2027	Term Two and Full-Term Online Classes End
Friday 4/30/2027	Term Two and Full-Term Online Grades Due (12 p.m. ET)
Saturday 5/15/2027	Commencement

Synchronous Classes

Monday 1/4/2027	1L Final Grades Due (12 p.m. ET)
Friday 1/8/2027	Final Grades Due, Non 1L (12 p.m. ET)
Monday 1/11/2027	Classes Begin
Friday 1/15/2027	Add/Drop Closes (5 p.m. ET)
Friday 4/23/2027	Spring Classes End
Friday-Sunday 4/30-5/2/2027	Examination Period
Wednesday 5/12/2027	Graduates' Grades Due (12 p.m. ET)
Saturday 5/15/2027	Commencement
Wednesday 5/19/2027	Spring Term Grades Due (12 p.m. ET)

Holidays

Monday 1/18/2027	Dr. Martin Luther King Jr. Day - Holiday (Campus Closed)
Monday-Friday 3/1-3/5/2027	Spring Break (Students)
Tuesday 3/2/2027	Vermont Town Meeting Day - Holiday (Campus Closed)
Monday 5/31/2027	Memorial Day - Holiday (Campus Closed)

CAMPUS HOURS

FALL AND SPRING TERMS

Offices: 8:30 a.m. to 5 p.m. ET Monday-Friday.

Library Information Desk Services: 8 a.m. to 8 p.m. ET seven days a week.

SUMMER SESSION

Offices: 8 a.m. to 4 p.m. ET Monday-Friday

Library Information Desk Services: 8 a.m. to 8 p.m. ET seven days a week.

The Library, Chase Community Center, Student Center, Multicultural Center, and Fitness Center are all accessible 24/7 with a VLGS Student ID card. Other campus buildings are locked at midnight every night.

VACATIONS AND HOLIDAYS

During holidays and vacations, Library Information Desk services special hours are posted on the library's webpage and in the library. Students can access the library 24/7 via their VLGS Student ID card except during the winter vacation break. All buildings will be locked when the library closes.





INSTITUTIONAL RESOURCES

Academics and
Extracurriculars

ACADEMIC SUCCESS PROGRAM (ASP) WATERMAN HALL, 3RD FLOOR

The Academic Success Program (ASP) is designed to empower students, stimulate learning, and augment the classroom experience. ASP offers skills workshops, personal study plans and learning assessments, time management tools, bar exam information, and advice and support. All VLGS students have access to informational materials, a free resource library, peer mentors, and one-on-one meetings with our departmental faculty to help you develop “best practices” for success in law school.

Ext. 1105	Katrina Munyon, Assistant Director
Ext. 1241	Dayna Smith JD’20, Director and Associate Professor of Law

ADMINISTRATION DEBEVOISE HALL, 2ND and 3RD FLOOR

The Administration makes up the senior leadership of the School, including deans and vice presidents. Also listed below are support staff, most of whom have offices in the Deans’ Suite on the second floor of Debevoise Hall.

Ext. 1295	Dan Bromberg, Graduate School Dean (Debevoise Hall)
Ext. 1315	Stephanie Clark, Vice Dean for Students (Debevoise Hall)
Ext. 1627	Christophe Courchesne, Environmental Law Center Director and Associate Dean for Environmental and Experiential Programs (Debevoise Hall)
Ext. 1286	Patty Frechette, Senior Executive Assistant to the Law and Graduate School Deans (Debevoise Hall)
Ext. 1237	Sue Folger, Chief of Staff (Debevoise Hall)
Ext. 1225	Kim Harris, Vice President of People and Operations (Debevoise Hall)
Ext. 1333	Shirley Jefferson JD’86, Vice President of Community Engagement and Government Affairs (Debevoise Hall)
Ext. 1382	Siu Tip Lam, Interim Vice President for Diversity, Equity, and Inclusion and Professor of Law (Jacobs House)
Ext. 1444	Cynthia Lewis, Vice Dean for Faculty and Professor of Law (Waterman Hall)
Ext. 1407	Barbara McAndrew, Vice President of Alumni Relations and Development (Dearing House)
Ext. 1004	Beth McCormack, Law School Dean and Professor of Law (Debevoise Hall)
Ext. 1918	Julie Yirka, Executive Assistant to the Vice Dean of Faculty (Waterman Hall)
Ext. 1221	Jo Young, Executive Assistant and Accommodations Coordinator (Debevoise Hall and Jacobs House)

ADMISSIONS CURTIS HOUSE, 1ST FLOOR

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

Remote	Lauren Badams, Admissions Counselor
Ext. 1308	Aude-Mathilde Gallaud, International Admissions Counselor
Ext. 1065	Shirley Hoepfner-Crawford JD’87, Associate Director of JD Enrollment
Remote	Genevieve Nichols, Admissions and Enrollment Data Manager
Ext. 1239	Nikki Manning, Office Manager
Ext. 1070	Katie Merrill, Dean of Admissions
Remote	Veronika Schlerf, Associate Director of Graduate Admissions
Ext. 1624	Ellen Dube, Admissions Outreach and Events Coordinator
Ext. 1255	Dan Budak, Director of Admissions

ANIMAL LAW AND POLICY INSTITUTE (ALPI) DEBEVOISE HALL 2ND FLOOR

The Animal Law and Policy Institute (ALPI) trains tomorrow's animal advocacy leaders to advance animals' legal status through education, scholarship, policy development, community engagement, and litigation. Engaging with advocacy organizations, communities, journalists, and policymakers, the Institute serves as a resource hub for animal law and policy issues.

ALPI is dedicated to supporting aspiring animal advocates through rigorous coursework, rewarding mentorships, and real-world trainings and experiences, including through the Farmed Animal Advocacy Clinic. Students can earn a degree or certificate in animal law and policy as a residential or online Master's, JD, or LLM student. We collaborate closely with the school's other leading programs—including environmental law and policy, agriculture and food, and restorative justice—recognizing the interconnections between justice movements, animals, humans, and the environment.

Ext. 1226	Amanda Hitt, Director of Strategic Initiatives (remote)
Ext. 1290	Laura Ireland, Associate Director
Ext. 1107	Delcianna Winders, Director and Associate Professor of Law

BUILDINGS AND GROUNDS (B&G) EATON HOUSE BARN

The Vice President of People and Operations is responsible for the oversight of the Buildings and Grounds Department, 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 helpdesk ticket by emailing bgrequests@vermontlaw.edu.

Ext. 1285	Gary Southworth, Maintenance Supervisor
Ext. 1260	Jeff Knudsen, General Maintenance Technician II
Ext. 1260	Roy Young, General Maintenance Technician
Ext. 1260	Logan Martin, Maintenance Technician

BUSINESS OFFICE PATRICK J. LEAHY HOUSE, 2ND FLOOR

The mission of the Business Office 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 and Graduate School website for updated details about tuition.

Ext. 1218	Rebecca Dube, Accounts Payable
Ext. 1233	Emily Parker, General Ledger Accountant
Ext. 1271	Sherri Perkins, Accounts Receivable/Student Accounts
Ext. 1219	Angie Poulin, Endowment and Grant Accountant
Ext. 1209	Stephanie Svahn, Controller
Ext. 1204	Jim Tanton, Chief Financial Officer

CAREER SERVICES (OCS) PATRICK J. LEAHY HOUSE, 1ST FLOOR

The Office of Career Services provides services to help all VLGS degree students develop an effective career plan that integrates their professional development with their academic studies. We recruit employers for on-campus and virtual interviewing; offer an online jobs database, produce weekly jobs newsletters, and professional development programs; and provide individualized career counseling. Call 802-831-1243 for an appointment.

Ext. 1243	Susan Buchanan JD'93, Associate Director of Career Services and Online Hybrid JD Advisor
Ext. 1243	Susan Doheny, Program Coordinator

Ext. 1243	Abby Armstrong JD'84, Senior Career Counselor
Ext. 1273	Monica Collins MSEL'03, Associate Director, Graduate Career and Academic Advisor
Ext. 1283	Eli Gleason JD/MELP'15, Director of Career Services
Ext. 1249	Shelly Parker, Recruitment Coordinator/Office Manager
Ext. 1027	Mary Fletcher JD'92, Associate Director of Career Services

CENTER FOR AGRICULTURE AND FOOD SYSTEMS (CAFS)

OLD SCHOOL HOUSE

Vermont Law and Graduate School's Center for Agriculture and Food Systems is a research-based center that produces original scholarly research in the field of food and agriculture law and policy to serve the broadest range of food system stakeholders. With local, regional, national, and international partners, CAFS addresses food system challenges related to food and nutrition security and affordability, farmland access, food system workers, farm viability, local economies, and public health among others. CAFS works closely with its partners to provide legal services and develop resources that respond to their needs. Through CAFS's Food and Agriculture Clinic and Research Assistant program, Vermont Law and Graduate School students work directly on projects alongside partners nationwide, engaging in innovative work that spans the food system.

Ext. 1030	Laurie Beyranevand JD'03, Director and Professor of Law
Ext. 1035	Lindsey Connolly MELP'11, Program Manager and Research Fellow
Ext. 1063	Francine Miller LLM'17, Senior Staff Attorney and Adjunct Professor
Ext. 1625	Lihlani Nelson, Deputy Director and Research Fellow
Ext. 1628	Austin Price, Communications Manager
Ext. 2095	Emma Scott, Food and Agriculture Clinic Director, Director of Clinic Programs and Professor of Law
Ext. 1072	Emily Spiegel, Director of Research and Senior Research Fellow
Ext. 1329	Liz Turner, Visiting Assistant Professor
Ext. 1552	Haley Rowlands, Legal and Policy Fellow
Ext. 1203	Bella O'Connor, Legal and Policy Fellow

CENTER FOR JUSTICE REFORM (CJR) ROGERS HOUSE

The Center for Justice Reform at Vermont Law and Graduate School is a statewide, regional, national, and international educational and training location for justice reform efforts including restorative justice. The center trains law and graduate students, community members, criminal justice professionals, educators, social service providers, and policy makers in the value of restorative and innovative criminal justice program.

The Center for Justice Reform is uniquely positioned to address deficiencies in our justice systems and to train the next generation of justice leaders. With online educational programs including a Master of Arts in Restorative Justice (MARJ), joint JD/Master of Arts in Restorative Justice, Graduate Certificate in Restorative Justice, and in-person experiential learning opportunities, students gain the skills to become agents for change within the justice system.

The National Center on Restorative Justice (NCORJ) is a partnership between Vermont Law School and Graduate School, the University of Vermont, the University of San Diego, and the U.S. Office of Justice Programs. NCORJ educates and trains the next generation of justice leaders in order to improve criminal justice policy and practice in the United States and to support and lead research focusing on restorative justice and addressing social inequities. (ncorj.org)

802-831-1262

802-831-1061

802-540-0398 Ext. 102

802-540-0398 Ext. 101

802-831-1104

Center for Justice Reform:

Center for Justice Reform Clinic:

Sally Aldrich, Program Manager

Robert Sand JD'87, Founding Director of

Center for Justice Reform and Professor of Law

Brett Stokes, Director of the Center for Justice Reform Clinic and Professor of Law

Osvaldo Viera Martiatu, Manager of the Center for Justice Reform Clinic, Burlington Office

Christopher Worth, Visiting Assistant Professor

justicereform@vermontlaw.edu

cjrclinic@vermontlaw.edu

CENTER FOR JUSTICE REFORM CLINIC 126 COLLEGE STREET, SUITE 410, BURLINGTON, VT, AND ROGERS HOUSE

The Center for Justice Reform at Vermont Law and Graduate School exists to transform the way communities engage with each other, respond to harm, and pursue justice. We advance this mission by empowering VLGS students to think restoratively while equipping them with knowledge and skills to be agents of change. A new pillar of our program is the groundbreaking Center for Justice Reform Clinic (CJRC), which supports JD and master's students for three semesters per academic year to repair harms caused by the punitive criminal and immigration legal systems. Growing from the VLGS immigration clinic—the state's only provider of removal defense legal services—the CJRC empowers students to develop professional habits and essential advocacy skills through judicial, administrative, and legislative advocacy; survivor-centered legal services; partner-driven movement lawyering; and restorative practices. In Spring 2024, CJRC began to enroll master's students to focus primarily on policy driven work and legislative advocacy, with opportunities to interface with clients. The CJRC is a great clinic for anyone interested in carceral law, policy, and justice reform; anyone interested in direct client work; and anyone hoping to explore a variety of practice and advocacy tools in a single clinic semester.

802-855-0908

802-540-0398 Ext. 102

802-540-0398 Ext. 101

Catie Holcroft, Equal Justice Works Fellow

Brett Stokes, Director and Professor of Law

Osvaldo Viera Martiatu, Office Manager

COMMON AREAS

Common areas often serve as venues for law school events. Please do not rearrange furniture, as it may be set up for 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 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. Please be respectful of the "occupied" sign on the door, even if unlocked. When you need a moment of calm, to sit quietly without studying or teaching, without talking or listening, remember the Belfry.

The Café is located adjacent to the Chase Community Center and is primarily a place to eat and socialize.

Chase Community Center and the **Chase Loft** are comfortable places to visit, study, or eat lunch. Student organizations often meet in the loft.

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 Multicultural Center on the first floor of Dearing House serves as a lounge for students to eat lunch and relax. Students must use their student IDs to enter the building.

The Student Center is located in the corner of the Chase Community Center. A comfy sofa, Netflix subscription, student refrigerator, air hockey table, and other games provide entertainment for those looking for a study break.

Yates Common Room is located on the first floor of Debevoise Hall. It is often used for special events and formal dinners.

The VLGS campus is private property. Please note that all campus facilities are primarily for the use of our faculty, staff, and students. The school reserves the right to ask people who are not members of the VLGS community to leave. Under the VLGS Code of Conduct, students may be asked to present their student ID. Failure to present your ID may result in 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 Kim Harris, 802-831-1225, or Buildings and Grounds' Gary Southworth, 802-831-1260.

CORNELL LIBRARY ON THE QUAD

The Julien and Virginia Cornell Library serves as the intellectual center for VLGS 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 a specialized environmental law collection. The library staff is dedicated to providing the VLGS community with exceptional service and first-rate research instruction. We look forward to assisting you.

Ext. 1441	Library Information Desk
Ext. 1461	Library Information Desk
Ext. 1440	Pamela Cartier, Community Legal Information Center (CLIC) Librarian and Coordinator
Ext. 1442	Lisa Donadio, Integrated Library System Administrator
Ext. 1403	Melissa Kalinen, Access Services and Interlibrary Loan Specialist
Ext. 1414	Rhonda Murphy, Acquisitions and Access Services Supervisor
Ext. 1445	Sarah Scully, Electronic Resources and Technology Librarian
Ext. 1446	Jennifer Sekula JD/MSEL'98, Instructional Law Librarian and Associate Professor of Law
Ext. 1439	Beth Sullivan, Serials and Access Services Supervisor
Ext. 1463	Mary Snook, Evening Access Services Assistant
Ext. 1449	Jane Woldow JD'99, Library Director and Professor of Law

COUNSELING SERVICES, ANDERSON HOUSE

VLGS provides free counseling services to Vermont Law and Graduate School students. Please visit the **Mental Health Services** webpage for additional information and resources. The residential Mental Health Clinician is Sally Rumsey, and she can be contacted at srumsey@vermontlaw.edu for more information. Residential Mental Health Services is located in Anderson House, 38 North Windsor Street. Students may also contact the Clara Martin Center's 24-hour emergency services line at 800-639-6360.

Residential students have access to counseling services through the residential mental health clinician and through the online counseling platform, TimelyCare.

Residential students can request appointments with the residential mental health clinician by visiting [Vermont Law School Mental Health Services](#).

Any student can receive support through TimelyCare:

- 24 hours a day, seven days a week via phone, text, or chat with the TalkNow feature.
- Via scheduled counseling sessions
- Multilingual support available
- Sessions are always free! All students are entitled to 12 TimelyCare Scheduled Counseling sessions per academic year.
- Download the TimelyCare app or visit [TimelyCare](#)

COMMISSION ON LAWYER ASSISTANCE (COLAP)

The ABA Commission on Lawyer Assistance Program's (CoLAP) mission is devoted to the advancement of wellbeing in the legal profession and to assure that every judge, lawyer, and law student has access to support and assistance when confronting alcoholism, substance abuse disorders, or mental health issues. For more information, please visit americanbar.org.

LAWYER'S ASSISTANCE PROGRAMS (LAP)

Lawyer's Assistance Programs (LAP) exist in every state to help lawyers, judges, and law students manage stress, cope with depression, seek and maintain substance use recovery, and many 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

People with disabilities can connect with local programs for crisis intervention, peer counseling, court advocacy, referrals, and other services by calling 800-489-7273. Deaf Vermonters Advocacy Services can be reached at 802-661-4091.

ENVIRONMENTAL ADVOCACY CLINIC (EAC) CENTER FOR LEGAL SERVICES

1ST FLOOR; 190 CHELSEA ST., SOUTH ROYALTON, VT

The Environmental Advocacy Clinic is the school's nationally prominent environmental litigation clinic, training the next generation of environmental advocates while protecting people and nature. Under the supervision of experienced attorneys, student clinicians represent environmental and community organizations and other clients in real-world cases and projects.

Ext. 1627 Christophe Courchesne, Environmental Law Center Director and
Associate Dean for Environmental and Experiential Programs

ENVIRONMENTAL JUSTICE CLINIC (EJC) CENTER FOR LEGAL SERVICES, LOWER LEVEL AND 1ST FLOOR; 190 CHELSEA ST., SOUTH ROYALTON, VT

The Environmental Justice Clinic at VLGS is one of just a few law school clinics in the United States specifically devoted to environmental justice, an interdisciplinary practice at the intersection of environmental law, public health law, civil rights, and human rights. Students are involved in real-life cases. They work in partnership with community organizations, Tribal Nations, coalitions, and other stakeholders to support multi-strategy campaigns that address environmental racism in order to advance community health and human rights. Students gain experience working on law and policy issues at the nexus of environment, race, and policy, while also learning essential community lawyering and movement lawyering skills.

Ext. 1073 Todd Howland, Interim Director and Assistant Professor of Law

ENVIRONMENTAL LAW CENTER (ELC) DEBEVOISE HALL, 2ND FLOOR

The Environmental Law Center is the administrative hub of Vermont Law and Graduate School's environmental law programs and houses both faculty and administrative offices. The LLM in Environmental Law, LLM in Energy Law, LLM in Food and Agriculture Law, LLM in Animal Law, Summer Session, and environmental dual degree programs are run by the ELC in partnership with the Maverick Lloyd School for the Environment. The ELC also sponsors speakers and conferences throughout the year. The Environmental Law Center's programs include: the Animal Law and Policy Institute, the Center for Agriculture and Food Systems, the Environmental Advocacy Clinic, the Environmental Justice Clinic, the Environmental Tax Policy Institute, the Institute for Energy and the Environment, the Tuholske Institute for Environmental Field Studies, and the U.S.-Asia Partnerships for Environmental Law.

Ext. 1371	Courtney Collins, Assistant Director
Ext. 1287	Julie Ramage, Program Coordinator
Remote	Donna Kowalewski, Environmental Communications Specialist
Ext. 1338	Anne Linehan, Director Graduate Programs and Staff Director
Ext. 1627	Christophe Courchesne, Environmental Law Center Director and Associate Dean for Environmental and Experiential Programs

FARMED ANIMAL ADVOCACY CLINIC CENTER FOR LEGAL SERVICES, LOWER LEVEL; 190 CHELSEA STREET

The Farmed Animal Advocacy Clinic (FAAC) empowers students to become effective advocates for animals while also developing skills that can be applied in a variety of arenas throughout their careers and gaining hands-on experience with real-world matters. Students represent clients in litigation as well as legislative, policy, and regulatory matters aimed at improving the treatment and status of farmed animals. The FAAC prioritizes legal matters with the greatest potential impacts for farmed animals while amplifying the voices of those who are traditionally underrepresented and those who are disparately impacted by industrial animal agriculture.

Ext. TBD	Conley Wouters, Director
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FINANCIAL AID OFFICE PATRICK J. LEAHY HOUSE, 2ND FLOOR

Currently, approximately 90% of Vermont Law and Graduate 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 through Friday.

Ext. 1037	Martha Austin, Financial Aid Counselor
Ext. 1235	Melissa Erickson, Director of Financial Aid
Ext. 1234	Jeani Stell Devani, Associate Director

FOOD AND AGRICULTURE CLINIC OLD SCHOOL HOUSE

The Food and Agriculture Clinic (FAC) is one of the only law school clinics exclusively devoted to the food system. Students in the FAC advise and collaborate with local, regional, and national partners working on food systems issues, including through the development of resources that serve farmers and food enterprises, workers, consumers, administrators, lawmakers, and advocates. Through their projects and the seminar, students have opportunities to build relationships with food system stakeholders and learn about career opportunities in the field of food and agricultural policy.

Ext. 1276	Emma Scott, Director
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FITNESS CENTER, GEAR SHED, AND ADDITIONAL EXERCISE MEMBERSHIPS

VLGS encourages students to maintain a healthy 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, ellipticals, bikes, and free weights. Classes, such as spinning and yoga, are held in the fitness center studio.

Located inside the fitness center is the VLGS Outdoors Club Gear Shed. The Gear Shed is where VLGS students can check out outdoor equipment such as canoes, kayaks, mountain bikes, climbing gear, golf clubs, skis, snowshoes, skates, etc.

FOOD SERVICE ON CAMPUS

Vermont Law and Graduate School is proud to provide café and catering services. The school's food service philosophy includes a minimum of 75% 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 VLGS Café offers a diverse breakfast and lunch menu throughout the week. Start your day with Vermont Coffee Company & Tea service, pastries, breakfast made-to-order. For lunch, house-made soups, daily specials, salads, and deli sandwiches can be made to order, in addition to a variety of snacks, and sundries.

GRAB & GO

The Café offers a variety of items during and after hours in our Grab & Go coolers including a variety of vegan friendly, vegetarian, dairy free, and gluten free items. You'll find everything from beverages, yogurt, sandwiches, salads, specialty meals, and desserts—all available on a self-checkout system.

CATERED CAMPUS EVENTS

All off-campus and on-campus events must be approved by the events coordinator. Please refer to the Catering Menu Events Policies for more information.

ALCOHOL CATERING PERMITS

To serve alcohol at any event at Vermont Law and Graduate School, an Alcohol Event Form must be filled out and submitted through the events coordinator. There are no exceptions to the alcohol procedure and no guarantee of license approval. No alcohol can be served on campus without approval. Alcohol can only be provided by the Café; no outside alcohol is permitted at campus events. Please refer to the Alcohol Policy in this handbook for more information.

COMPOSTING

VLGS collaborates with certified organic, individual homesteads 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 around campus.

HOUSING

Although VLGS 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 VLGS, nor does VLGS 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 802-862-2771, or view their handbook, **The Definitive Guide to Renting in Vermont**. Additional information can be found at: vermontlaw.edu/resources/housing-resources.

HUMAN RESOURCES AND PAYROLL ANDERSON HOUSE, 1ST FLOOR & REMOTE

The Human Resources Department is responsible for all programs, services, and systems that enable VLGS to recruit, reward, and retain high performing employees. This includes talent acquisition, compensation, benefits and wellness, performance management, training and development, employee relations, labor compliance, and organizational design.

All VLGS employees can find payroll, the 2026-2027 payroll schedule, benefits, and tax information through the self-service portal online at paylocity.com. The federal work-study payroll is administered by the Human Resources Office as well. Students must complete a Work Authorization, W4, and I9 forms prior to starting a work-study position and receiving payment.

Ext. 1068	Corrine Allen Starbird, Human Resources Coordinator
Ext. 1225	Kim Harris, Vice President for People and Operations
Ext. 1248	Jared Lewis, Human Resources Generalist
Ext. 1236	Christine Saul, Human Resources Business Partner (remote)

INFORMATION TECHNOLOGY DEPARTMENT (IT) CHASE ANNEX, 2ND FLOOR

The Information Technology Department at Vermont Law and Graduate School (VLGS), located on the second floor of the Chase Annex, manages and supports institutional technology resources and services.

VLGS uses Microsoft Outlook as its official platform. Students may access their VLGS email accounts on campus or from any internet-connected device. For assistance configuring or accessing email on a personal device, contact the IT Helpdesk at ext. 1355 or email helpdesk@vermontlaw.edu.

Ext. 1320	Brian Bashaw, AV Multimedia Manager
Ext. 1355	Bill Bonn, Audio/Video Technician
Ext. 1355	Matthew Corron, IT Helpdesk Technician
Ext. 1353	Alex Dubreuil, Senior Network Administrator
Ext. 1031	Cas Eggen, Data Systems Analyst
Ext. 1355	Kyle Rice, Help Desk Manager and System Administrator
Ext. 1348	Oscar Treviño, Director of Information Technology
Ext. 1355	Kartik Shrivastava, IT Systems Administrator
Ext. 1301	Derek Weaver, Data Systems Analyst

INSTITUTE FOR ENERGY AND THE ENVIRONMENT (IEE) EATON HOUSE

The Institute for Energy and the Environment oversees our Master of Energy Regulation and Law, LLM in Energy Law, and JD concentration in energy law degrees and is a national and world energy policy resource focused on the energy policy of the future. The Institute serves as a center for graduate research on the transition to a clean energy future and maintains a vibrant student-staffed Energy Clinic, which works on legal and business models for community energy development. We also support a comprehensive Research Associate program where student researchers tackle a wide variety of issues the world faces including low-income community access to renewable energy, clean transportation policy, offshore wind energy, and the managed transition away from fossil fuels. To learn more about the IEE, visit: vermontlaw.edu/energy.

Ext. 1053	Genevieve Byrne, Clinic Director and Professor
Ext. 1056	Jenny Carter JD'86/MSL'87, Senior Staff Attorney and Professor
Ext. 1060	Mark James LLM'16, Institute Director and Professor
Ext. 1297	Kirt Mayland LLM'05, Visiting Assistant Professor
Ext. 1151	Program Coordinator

INTERNATIONAL AND COMPARATIVE LAW PROGRAMS (ICLP) WATERMAN HALL

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. Curriculum of 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, China, Denmark, England, France, and Italy allow students to study abroad in a weeklong group seminar, for a semester, or to earn a specialized dual degree. Foreign-trained lawyers can earn an LLM in American Legal Studies to qualify to sit for the bar exam in New York and Washington, D.C.

Ext. 1211	Brenda Caron, Program Coordinator
Ext. 1444	Cynthia Lewis, Vice Dean of Faculty and Professor of Law

JD EXTERNSHIP PROGRAMS WATERMAN HALL, 1ST FLOOR

JD Externships provide students with 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. Students learn about the legal profession, legal careers, and their priorities and values as lawyers and individuals through field experiences supervised by a lawyer or judge and a contemporaneous classroom component taught by a VLGS professor. Residential students begin applying to participate in the program during the fall of their second year and externships take place during the fifth and/or sixth semester. For OHJD students, externships take place during semesters seven and/or eight (Fall3/Spring3).

Professors work with students to locate and confirm placements. Placements occur across the United States in government, nonprofit, private practice, and business settings. An online course is a required part of the JD Externship experience.

All JD students are encouraged to consider an externship.

The JD Externship Coordinator is the first point of contact and can be reached at:

Ext. 1156	JDEexternship@vermontlaw.edu
Ext. 1074	Stephanie Kupferman LL.M'15, Assistant Professor of Law
Ext. 1259	Beth Locker, JD Externship Program Director and Professor of Law
Ext. 1215	Will Stocker JD'21, Associate Professor of Law

LEGAL WRITING PROGRAM DEBEVOISE HALL, 3RD 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, VLGS students become accomplished, confident writers.

Ext. 1342	Claire Andrews, Program Coordinator
Ext. 1032	Anna Connolly, Associate Professor of Law
Ext. 1274	Jessica Durkis-Stokes, Associate Professor of Law and Title IX Coordinator
Ext. 1318	Catherine Fregosi JD'16, Appellate Advocacy Coordinator, Assistant Director of Legal Writing, and Professor of Law

Ext. 1284	Greg Johnson, Director of Legal Writing and Professor of Law
Ext. 1578	Michael Kovac, Assistant Professor of Law
Ext. TBD	Amy Stein, Professor of Law
Ext. TBD	Ken Swift, Professor of Law

LOST AND FOUND

A campus lost and found service is maintained at the Cornell Library Information Desk.

MAVERICK LLOYD SCHOOL FOR THE ENVIRONMENT

DEBEVOISE HALL, 2ND FLOOR

The Maverick Lloyd School for the Environment is a graduate public policy school focusing on climate change, environmental justice, sustainable food and agriculture, clean energy, and animal protection. Working closely with the Environmental Law Center, the School for the Environment administers the Master of Climate and Environmental Policy (MCEP), the Master of Energy Regulation and Law (MERL), and the Executive Master of Environmental Policy (EMEP).

Remote	Diana Winters, Associate Dean for Environmental Programs and Director of the Maverick Lloyd School
Ext. 1338	Anne Linehan, Director of Graduate Programs
Ext. 1304	Donna Kowalewski, Environmental Communications Specialist

MARKETING AND COMMUNICATIONS OFFICE CURTIS HOUSE, 2ND FLOOR

The Marketing and Communications Office helps promote the school and its community in a variety of ways, including publicizing VLGS events that are open to the general public. This office also manages the VLGS blog, institutional social media accounts, and the student Canva account. Please reach out for guidance on collateral production—including the use of the VLGS logo and seal—social media collaboration opportunities, and any other communications-related projects.

Ext. 1325	Lauren Close, Director of Communications
Ext. 1329	Sarah Robinson, Assistant Director of Communications
Ext. 1246	Karen Henderson, Creative Designer
Ext. 1228	Laura Kujawa, Communications and Content Coordinator
Ext. 1229	Molly Marcy, Social Media Coordinator

MULTICULTURAL CENTER DEARING HOUSE, 1ST FLOOR

The goal of the Multicultural Center is to promote a community that embraces diverse backgrounds and appreciates the intersections of multiple identities. The Multicultural Center will act as a safe space and will work to bring the VLGS community together through conversations, roundtables, speakers, and workshops. The Multicultural Center will also be a space for various events, relaxing and hanging out, and a hub for educational, social, and cultural programs.

NOTARY PUBLIC

The following faculty and staff are notaries who provide services to students completing bar applications and for general purposes. Please check your state's allowances for remote notarization requests.

- Pamela Cartier, Cornell Library
- Monica Collins, Career Services, Patrick J. Leahy House
- Amy Frost, Registrar's Office, Patrick J. Leahy House
- Chester Harper, South Royalton Legal Clinic
- Donald Hayes, South Royalton Legal Clinic
- Theresa Johnson, Student Affairs, Debevoise Hall

- Mary Mason, South Royalton Legal Clinic
- Gabriella Miller, South Royalton Legal Clinic
- Katrina Munyon, Academic Success Program, Waterman Hall
- *Jo Young, Dean's Office, Debevoise Hall

*With special endorsement for remote notarization.

OFFICE OF STUDENT AFFAIRS (OSA) DEBEVOISE HALL, 2ND FLOOR

The Office of Student Affairs serves as the central hub for addressing student needs, concerns, and issues at Vermont Law and Graduate School. It acts as a vital resource and referral center for students, faculty, and staff. The Office of Student Affairs represents the student perspective within the broader VLGS community.

In collaboration with departments across the institution, the Office of Student Affairs supports student development through meaningful opportunities, individualized guidance, and responsive assistance. The Office of Student Affairs plays a key role in providing consultation, initiating and supporting new program development, and assisting with a wide range of special projects. These include overseeing the publication of the Student Handbook, advising the Student Bar Association (SBA), working with the Administration to address cases of discriminatory personal conduct, and coordinating community-wide meetings that foster campus dialogue and engagement. The Office of Student Affairs leads residential first-year Fall Orientation, partners with the Administration on crisis intervention and emergency response strategies, and actively promotes both academic success and personal growth of students.

The Office of Student Affairs also administers the Student Ambassador Program. Student Ambassadors report to the Office of Student Affairs and are responsible for assisting with Orientation activities, OHJD residencies, admissions tours and open houses, and other various events and activities across campus. Student Ambassadors are also called upon to provide urgent transportation assistance, on a volunteer basis, such as rides to the Dartmouth Coach, Lebanon Municipal Airport, or medical and government agency appointments within a limited travel area (Montpelier, VT to Lebanon, NH along the I-89 corridor) for students without vehicles. When not in class, Ambassadors are on-call and responsive to campus emergencies, urgent requests, and last-minute event needs, as requested by the Office of Student Affairs.

Additionally, the Office of Student Affairs manages all aspects of student event planning, including approval, sponsorship, and participation in programming that takes place throughout the year. For specific procedures and requirements, students should consult the Events and Room Scheduling Policies.

Ext. 1281	Theresa Johnson, Assistant Director of Student Affairs
Ext. 1238	Events and Commencement Coordinator
Ext. 1327	Ashley Ziai, Director of Student Affairs

OFFICE FOR ALUMNI RELATIONS AND DEVELOPMENT (OARD) DEARING HOUSE, 2ND FLOOR

The Office for Alumni Relations and Development is dedicated to building lifelong connections among students, alumni, faculty, staff, parents, friends, and supporting institutions. OARD advances the VLGS mission through raising the school's visibility, engaging with our constituents, and soliciting philanthropic donations to support the school's initiatives, programs, and scholarship needs. OARD supports the VLGS Alumni Association (VLGSAA) and its many associated committees, class agents, and

other class volunteers who advocate for all VLGS alumni while fostering meaningful relationships and raising revenue. OARD organizes alumni and other events nationally throughout the year and the school's annual Alumni Weekend celebration in June.

Ext. 1078	Cindy Falzarano, Alumni Relations and Development Coordinator
Ext. 1064	Rich Levitt JD'99/MSEL'00, Director of Foundation and Corporate Partnerships
Ext. 1029	Pierrette Maillet, Director of Annual Giving and Alumni Relations
Ext. 1407	Barbara McAndrew, Vice President of Alumni Relations and Development
Ext. 1339	Brock Monroe, Senior Manager, Alumni Relations
Ext. 1230	Ashley Patton, Director of Advancement Services
Ext. 1062	Aja Zoecklein, Manager, Communications and Development

ONLINE HYBRID JURIS DOCTOR PROGRAM (OHJD) REMOTE

Delivered through a mixture of online classes and three brief, in-person residential sessions, the Online Hybrid JD offers the same rigorous legal education as the school's residential JD, but with flexibility that allows working professionals to earn a law degree without giving up their ability to earn an income or having to move to Vermont.

The ABA-accredited program builds on the school's decade-plus track record of delivering successful, impactful, online degrees, where students can take advantage of the same engaging curriculum and expert professors as the school's residential JD program. Additionally, students will be able to focus on one of six areas of specialization that VLGS is widely known for – environmental law, food and agriculture law, general practice, energy law, animal law, or restorative justice.

Remote	Susan Buchanan, Associate Director of Career Services
Remote	Arienne Duncan, Assistant Director
Remote	Amanda Hartman, Instructional Designer
Remote	Melissa Savage, Program Coordinator
Remote	Sarah Seese, Writing Specialist

ONLINE LEARNING PROGRAM (OLP) WATERMAN HALL, 1ST FLOOR

The Online Learning Program manages the full life-cycle of all online master's and LLM degree programs, and certificate programs, along with several core JD courses delivered online, supporting VLGS residential students taking online courses toward their degree. The OLP plans curriculum cross-functionally with department heads and subject matter experts, continually revising and developing courses as needed. The OLP manages Canvas, the Learning Management System at VLGS and related educational technology, providing guides, orientation, and development for staff, faculty, and students. The OLP supports degree seeking and non-degree seeking online students, as well as those in online classes by providing access to VLGS resources and online-student specific resources.

Remote	Amy Deschine, Instructional Designer
Remote	Ben Gerhardt, Instructional Designer
Remote	Amanda Hartman, Instructional Designer, OHJD
Ext. 1232	Hugh McNally, Educational Technology Coordinator and Senior Instructional Designer
Remote	Lindsay Miller, Program Manager, Online Programs and Student Engagement
Remote	Nicole Scardigli, Instructional Designer
Remote	Taylor Weingart, Director of Online Programs

REGISTRAR'S OFFICE PATRICK J. LEAHY HOUSE, 1ST FLOOR

The Registrar's Office provides support and services to the Vermont Law and Graduate School community in the areas of course registration, maintenance of student academic records, publication of exam schedules, and administration of ExamSoft. The office provides transcripts; processes enrollment verifications, loan deferment, and transfer credit; conducts degree audits for graduation; manages bar application processing; and oversees the printing and distribution of diplomas. The office also publishes the academic calendar and course listings; and reports student enrollment status which updates student loan providers.

Ext. 1334	Maggie Dakin, Assistant Registrar
Ext. 1356	Amy Frost, Associate Registrar
Ext. 1261	Tammie Johnson, Registrar

SMALL BUSINESS LAW CLINIC, 190 CHELSEA STREET, 2ND FLOOR

The Small Business Law Clinic (SBL Clinic) is an experiential option that allows students to earn credit exploring business law while meeting the needs of Vermont's small business and nonprofit organizations. Students provide legal education and assistance to small business owners and contribute to statewide public panels on relevant legal topics. Some students also work in an external placement with mentoring attorneys and provide direct services to small businesses in the community. Our on-campus offices are in the South Royalton Legal Clinic, though our activities take us across the state.

The SBL Clinic's curriculum features three distinct courses: Introduction to Start Up Law, SBL Clinic, and Advanced SBL Clinic for students wanting to do a second semester in the clinic. The Clinic accepts master's, LLM, and JD students.

For more information, visit <https://sblc.vermontlaw.edu/for-students/>. The SBL Clinic accepts applications through the Common Application Process several times a year. Students interested in discussing the SBL Clinic or applying outside of the Common Application process may write to sblc@vermontlaw.edu.

Ext. 1302	Nicole Killoran, JD/MELP'12, Director, Professor of Law
Ext. 1289	Sage Kochavi, Assistant Director

SOUTH ROYALTON LEGAL CLINIC, CENTER FOR LEGAL SERVICES 190 CHELSEA STREET, 2ND FLOOR

Working under state and federal student practice rules and guided by experienced staff attorneys, approximately 40 Vermont Law and Graduate School student clinicians and work-study students help to represent clients in over 150 court, administrative, and other appearances each year. The SRLC has trained many of Vermont's leading legal service providers and includes two projects:

FAMILY LAW PROJECT

This Clinic provides students with opportunities to appear and argue cases in court on behalf of live clients. Students are able to hone their litigation skills by appearing in Relief from Abuse hearings as well as divorce and parentage cases. In addition, the Family Law Clinic provides many opportunities for students to interview and counsel clients and negotiate with opposing counsel/parties. The Family Law Clinic contains the Children First! Legal Advocacy Project, the Domestic Violence Project, and the Family Law Project. The Children First! Legal Advocacy Project provides representation to children caught up in high-conflict family law cases in Windsor, Orange, and Washington Counties. The Children First! Legal Advocacy Project is the only program in Vermont providing free, direct, legal representation to children in these difficult situations. The Domestic Violence Project at the South Royalton Legal Clinic provides legal representation to victims of domestic violence.

VETERANS LEGAL ASSISTANCE PROJECT (VLAP)

The VLAP program provides an excellent opportunity for students to engage in meaningful and impactful client-facing work. VLAP is a client-centered program serving the needs of Vermont's veteran community. VLAP handles a wide array of client matters including veteran specific matters such as discharge upgrades and VA benefit appeals and applications. VLAP also handles general civil matters such as SSI/SSDI benefit appeals, consumer bankruptcy matters, expungements, simple estate planning, foreclosure defense and eviction defense. VLAP works directly with clients giving students an opportunity to work on essential lawyering skills such as client interviewing, evidence review, persuasive and informative writing, as well as client matter management. Students may also participate in administrative hearings and hearings in federal and state courts.

Ext. 1500	Chester Harper JD'20, Assistant Professor of Law
Ext. 1500	Donald Hayes JD'10, Clinic Director, VLAP Project Director, and Professor of Law
Ext. 1500	Mary Mason JD'19, Family Law Project Director and Associate Professor of Law
Ext. 1500	Gabriella Miller JD'25, VLAP Fellow
Ext. 1500	Amanda Murphy, Office Manager

STUDENT HEALTH INSURANCE

Vermont Law and Graduate School does not require proof of health insurance. However, for those interested, health insurance information for students living in Vermont can be found at:

- **Vermont Department of Health**
- **Vermont Health Connect-Student FAQ**
- **Vermont Health Connect-Enrollment FAQ**
- **Vermont Health Connect-Financial Help**
- **Vermont Health Connect**

Please be advised that Medicaid plans are state funded and services outside of the state of enrollment are generally not covered. For example, if you currently have NY Medicaid- services in VT will not be covered and vice versa.

Students who receive federal loans may qualify for a budget increase to cover all or part of your insurance premium. Please contact the Financial Aid Office at finaid@vermontlaw.edu.

STUDENT MAILBOXES CHASE CENTER BREEZEWAY

VLGS provides students, faculty, and staff mailboxes for the distribution of official law school notices, announcements, publications, and interschool correspondence. Mass stuffing of mailboxes is against school policy except with special permission from the Director of Student Affairs. Mailboxes are also provided to authorized individuals and organizations, including those recognized or funded by Vermont Law and Graduate 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 Director of Student Affairs. Vermont Law and Graduate School does not distribute U.S. mail except in emergencies. Materials generated outside the school will not be distributed in individual student mailboxes.

U.S.-ASIA PARTNERSHIPS FOR ENVIRONMENTAL LAW (PEL)

JACOBS HOUSE, 2ND FLOOR

The U.S.-Asia Partnerships for Environmental Law is a collaborative program to advance environmental and energy law and policy throughout Asia. As the most rapidly developing region on the planet, many countries in Asia are in urgent need of leaders and policymakers to develop, implement, and enforce environmental laws and regulations, as well as educators to train the next generation of environmental advocates and stewards. We work with our partners throughout Asia to develop capacity-building programs and advocacy, policy reform, and research projects to enhance public participation in environmental decision-making and to strengthen environmental governance in Asia. PEL created the Transnational Environmental Law Clinic, which offers students opportunities to work on comparative research projects examining environmental law and policy development in Asia as well as in other countries.

Ext. 1050 Yanmei Lin, Director and Professor of Law

FEDERAL WORK STUDY PAYROLL SCHEDULE July 2026 - July 2027			
PAY PERIOD BEGINS	PAY PERIOD ENDS	TIME SHEETS DUE	CHECK DATE
SATURDAY	FRIDAY	MONDAY	FRIDAY
		9 A.M. ET	
6/30/26	7/03/26	7/06/26	7/10/26
7/04/26	7/17/26	7/20/26	7/24/26
7/18/26	7/31/26	8/03/26	8/07/26
8/01/26	8/14/26	8/17/26	8/21/26
8/15/26	8/28/26	8/31/26	9/04/26
8/29/26	9/11/26	9/14/26	9/18/26
9/12/26	9/25/26	9/28/26	10/02/26
9/26/26	10/09/26	10/12/26	10/16/26
10/10/26	10/23/26	10/26/26	10/30/26
10/24/26	11/06/26	11/09/26	11/13/26
11/7/26	11/20/26	11/23/26	11/27/26
11/21/26	12/04/26	12/07/26	12/11/26
12/5/26	12/18/26	12/21/26	12/25/26
12/19/26	1/01/27	1/04/27	1/08/27
1/02/27	1/15/27	1/18/27	1/22/27
1/16/27	1/29/27	2/01/27	2/05/27
1/30/27	2/12/27	2/15/27	2/19/27
2/13/27	2/26/27	3/01/27	3/05/27
2/27/27	3/12/27	3/15/27	3/19/27
3/13/27	3/26/27	3/29/27	4/02/27
3/27/27	4/09/27	4/12/27	4/16/27
4/10/27	4/23/27	4/26/27	4/30/27
4/24/27	5/7/27	5/10/27	5/14/27
5/08/27	5/21/27	5/24/27	5/28/27
5/22/27	6/04/27	6/07/24	6/11/27
6/05/27	6/18/27	6/21/27	6/25/27
6/19/27	7/02/27	7/05/27	7/09/27
7/03/27	7/16/27	7/19/27	7/23/27
7/17/27	7/30/27	8/02/27	8/06/27



STUDENT ORGANIZATIONS



STUDENT GROUP REQUIREMENTS AND RECOGNITION

Vermont Law and Graduate School student groups are provided access to an array of campus services, facilities, and systems. To avail themselves of such resources, students must complete procedures necessary to be recognized as an official Vermont Law and Graduate School organization. Student groups may be officially recognized by Vermont Law and Graduate School under the criteria as described below. Only officially recognized groups and organizations are entitled to the privileges listed below.

STUDENT ORGANIZATION CATEGORIES

- A. An organization that represents the interests of all students in all matters pertaining to life at Vermont Law and Graduate School must be recognized by the Dean or the Director of Student Affairs. 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.
 1. The objective of the SBA, as defined in § 2.2 of the bylaws, is to allocate funds among SBA Funds Eligible student groups and SBA sponsored activities that support and encourage academic excellence and professional growth among students; to ensure the attainment and preservation of the rights of the individual student to acquire a quality legal or professional education in a just and reasonable manner; and to serve as the vehicle for interaction and communication between the students and the faculty, administration, alumni, and the community at large.
- B. Academic Moot Court Organizations and other academic organizations are generally recognized by the Vice Dean of Students and must designate a full-time instructional officer.
- C. Student groups, other than those covered above, must be recognized by the Student Bar Association (SBA) in accordance with the criteria outlined in the SBA Bylaws.

STUDENT GROUP REQUIREMENTS

- A. Students must submit their student group information for the upcoming year to the Student Bar Association (SBA) and the Office of Student Affairs by the last week of the spring semester. Student group information includes executive board members and contact information, faculty advisor, mission statement, and bylaws.
- B. Executive Board Structure

All SBA funds-eligible student groups must maintain, at minimum, the following executive board positions:

 - Chair or President
 - Secretary
 - Treasurer
- C. We encourage students to hold only one (1) leadership position but will allow up to two (2) such positions on SBA funds-eligible student group executive boards, including positions on the SBA executive board or senate. Per SBA Bylaws, the SBA President and Treasurer may not serve in any additional leadership positions simultaneously.

- D. First-year JD (1L) students may not hold executive board positions in SBA funds-eligible groups; however, student groups may elect or appoint up to two (2) 1L Student Representatives per academic year, as defined below.

Definition

1L Student Representative: A designated role for first-year law students whose sole responsibility is to represent 1L interests within the student organization. This includes sharing information and encouraging peer participation. This role is specifically excluded from leadership responsibilities, including but not limited to budgeting, event coordination, attendance requirements, or governance.

Guidelines

- Elections and appointments must take place following fall semester grade distribution, and students must be in good academic standing to be eligible for the position.
- Students may not serve as a 1L Student Representative for more than one group.
- 1L Representatives do not hold voting power on executive decisions.
- Duties are limited to representing 1L interests, as well as outreach and promotion which are considered baseline expectations for general membership.

STUDENT BAR ASSOCIATION BYLAWS

ARTICLE 4 §4.5 STUDENT GROUPS

Student Groups may be approved as a Recognized Student Group. Once approved as a Recognized Student Group, that group must seek approval as a Funds Eligible Student Group in order to receive SBA funding. Groups must hold executive board elections before the last week of April. Two (2) executive members of each student group will be given all student email privileges. All student group e-board members must be in the Master's program or have completed Two (2) semesters of the JD or AJD program. Groups receiving academic credit from Vermont Law & Graduate School, including but not limited to Academic Moot Courts, Vermont Law Review and the Vermont Journal of Environmental Law, shall be exempt from governance by these rules. Each student group shall maintain a listserv for its members. Student groups may only send school-wide emails for events that the Office of Student Affairs approves. Each group shall distribute all emails pertaining to General Body meetings and any other student group information via the group's listserv.

A. Email Communication Policy

1. Purpose
 - a. This policy establishes guidelines for the appropriate use and management of official organizational email communications to ensure professionalism, consistency, and accountability.
2. Student Groups shall maintain a listserv for its members.
3. Student groups may only send school-wide emails for events approved in 25 Live by the Office of Student Affairs.

4. Each student group may send one school-wide email, at the beginning of each semester, for their first General Body Meeting. All other General Body meetings or other student group information (not including approved events) must be sent via the group's listserv.

B. Recognized Student Groups

1. A Recognized Student Group may:
 - a. Use the name "Vermont Law & Graduate School" in its title;
 - b. Be assigned space in Vermont Law & Graduate School buildings and on Vermont Law & Graduate School grounds for meetings and other sponsored events; and
 - c. Address the Senate as an organization and seek its assistance in all matters relevant to the SBA.
2. A group may seek to become a Recognized Student Group:
 - a. The group shall give proper notice to the SBA Secretary that they seek Recognized Student Group Status at the next Regularly Scheduled Senate Meeting.
 - b. The group shall submit to the SBA Secretary its proposed bylaws and a mission statement identifying a full-time instructional or administrative officer as its advisor, its purpose(s) and goal(s), a list of officers, and a short statement detailing how the group intends to further the mission of the SBA and how no other currently existing groups currently meet this need.
 - c. The SBA Secretary shall present the proposal to the Senate.
 - d. A majority vote of the Senate shall be required for recognition.

C. Funds Eligible Student Groups

1. A Recognized Student Group that has existed for sixteen weeks, excluding the summer term, may become Funds Eligible.
 - a. A Previously Recognized Student Group that has previously existed and is reinstated may appeal to the Executive Committee to become a Funds Eligible Student Group in compliance with § 4.5(B)(2).
2. A Recognized Student Group may seek to become a Funds Eligible Student Group
 - a. The group shall give proper notice to the SBA Secretary that they seek Funds Eligible Student Group Status at the next Regularly Scheduled Senate Meeting.
 - b. The SBA Secretary shall present the proposal to the Senate.
 - c. A majority vote of the Senate shall be required for Funds Eligible status.
 - d. Already Recognized Student Groups may have only a President and a Treasurer on its Executive Board, *only if* they are unable to fill all three (3) positions in an academic year.

- e. Funds Eligible Student Groups shall make a reasonable effort to recruit and elect an Online Senator to represent the online student population at VLGS.
- 3. To remain Funds Eligible, a group shall send one member to the monthly Student Group Leader meetings hosted by the Office of Student Affairs, and shall submit the following to the SBA Secretary prior to each Fall Semester's budget application due date, and again in January at the beginning of the Spring Term:
 - a. A current list of officers;
 - b. An electronic copy of their bylaws; and
 - c. An accurate record of all itemized costs and expenses associated with events, past and upcoming.
 - d. A printed copy of their bylaws if amended since the previous submission.
 - e. List of members who attended the waste diversion training
 - f. Each Funds-Eligible Group shall compile the above information in their Group binder.
- 4. Groups shall keep on file and open to examination accurate records of the groups' finances.
- 5. Groups shall attend finance meetings as stipulated in the Standing Rules.

D. Sports Teams

- 1. The term "sports team" means its plain meaning, limited only to the conventional understandings of sport and team.
- 2. All athletic groups collectively per year are eligible to receive funds for the purposes of (1) travel expenses, (2) lodging, (3) expenses in furtherance of athletic group endeavors.
- 3. All funding allocations for sports teams is subject to Finance Committee approval and a Senate vote prior to receiving the allocation.

E. Loss of Status

- 1. Groups failing to comply with any duly distributed requirement from the Vermont Law & Graduate School Director of Student Affairs shall lose Funds Eligible status. To regain Funds Eligible status, groups shall reapply pursuant to §4.5(B).
- 2. The Finance Committee shall receive all required materials from student groups and shall refer any group not in compliance to the Executive Committee.
- 3. Groups that have exceeded their approved budget allocations to an excessive degree or on a recurrent basis, defined as three (3) or more instances of exceeding the budget within a single academic year, and creating an undue burden on the SBA, will also be subject to loss of Funds Eligible status. "Excessive" overages will be determined by the SBA Executive Committee, with consideration given to the impact on the overall SBA budget.

4. The SBA Treasurer will notify the group of its loss of status after proper documentation and review by the Executive Committee. A group that has lost Funds Eligible status due to excessive or recurrent budget overages shall be ineligible for SBA funding in the remaining academic year.
5. A group may contest the loss of status under the following procedures: a. The Group shall submit a petition with supporting evidence to the Senate within seven (7) days of the Treasurer's notification to the group. b. A Super Majority Yes Vote of the Senate is required to vacate the decision of the Executive Committee.

STUDENT BAR ASSOCIATION (SBA)

Section 2.2 of the SBA Bylaws states that “The purpose of the SBA is to allocate funds among SBA Funds Eligible student groups and SBA sponsored activities that support and encourage academic excellence and professional growth among students; to 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 to serve as the vehicle for interaction and communication between the students and the faculty, administration, alumni, and the community at large.”

President	Isbel Lima JD’27
Vice President of Student Affairs	Diana Smith JD’27
Vice President for Residential Student Activities	Eden Reynolds JD’27
Vice President for Online Student Activities	Kate Liepins OHJD’27
Treasurer	Talia Sanatine JD’27
Secretary	Elizabeth Schmitt JD’27
Parliamentarian	To be appointed in the fall
Diversity, Equity & Inclusion Chair	Jameke Spencer JD’27
Town Liaison	TBD
Faculty Appointment Representative	Francesca Gonzalez
Student Trustees	Jameke Spencer JD’27
	Emily Whitsett ’28
Honor Code Committee	Danielle Oliveira JD’27
	James Young JD’28
Code of Conduct	Jeffery Pecoraro JD’27
	Melissa Wysocki ’28
Curriculum Committee	Abigail Durrant JD’27
	Janisha Davis-Hutchison JD’28
JD 2027 Residential Senators	Lillian Barnard
	Matthew Olsem
	Louisa Reitzel
	Angela O’Connor
	Raluca Velcu
OHJD 2027 Senators	Jeffery Pecoraro
	Rachel Pecoraro
	Mary Lou Reyes
	Jason Brune
AJD Senator	Carol DeRose

JD 2028 Residential Senators

Gregory Gipe
Madison Johns
Mai-Li Lee
Andrew Zuk
Henry Fredricks
Angelica Tover
Max Derenoncourt
Emily Whitsett
Jamahel Fayall
Forest River

OHJD 2028 Senators

JD 2029 Senators

Master's Senator

LLM Senator

To be elected in Fall 2026
To be elected in Fall 2026
To be elected in Fall 2026

LEX PRO DREB



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 and Graduate School website. Those documents will be revised at the beginning of each academic year. Vermont Law and Graduate 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 and Graduate School website.

ACADEMIC REGULATIONS

Adopted April 14, 2016; revised May 4, 2018, August 2019, August 2020, July 2021, July 2022, July 2024, July 2025, and July 2026

I. INTRODUCTION

A. GENERAL

These regulations apply to all persons taking courses at, or through, Vermont Law and Graduate 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 and Graduate 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 posted on the Vermont Law and Graduate 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 School's website.

C. AMENDMENT

1. GENERAL

Vermont Law and Graduate 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 and Graduate School. See regulation XII for provisions of the Vermont Law and Graduate School Honor Code. The Code of Conduct is also published in the Student Handbook.

A. ATTENDANCE

1. REGULAR ATTENDANCE

- a. Students are required by Vermont Law and Graduate School and by the ABA to maintain regular and punctual attendance in all classes. Students are also required to complete all hours for clinical work, externship work, law review and journal work, and independent research and directed study projects.

- b. Students who are absent from twenty percent (20%) of the regularly scheduled classes or who fail to complete required hours for other work 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 policy, the student shall be automatically withdrawn from the clinic or externship with a grade of F-Wd. If a student is absent from any day of the residential component of any course in the Online Hybrid JD, the student shall be automatically withdrawn from the course with a grade of F-Wd. Instructors will notify the registrar's office of any student who misses more than the allowed classes
- c. During the summer, a student will be automatically withdrawn from the course with a grade of F-Wd if the student is absent from any class if the class meets for fewer than four days; from two classes if the class meets for between four and 12 days; and from three classes if the class meets for more than 12 days.
- d. Students are responsible for monitoring their own compliance with this policy.
- e. Individual faculty cannot authorize absences in excess of those permitted under paragraphs b and c.
- f. Individual faculty may adopt a more stringent attendance policy than specified in paragraphs b. and c. provided students are given written notice of the policy.

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 Vice Dean of Students. These requests need to be supported by appropriate medical documentation that is provided within 60 days of the date of the initial request but no later than 30 days after the end of the semester. Permission to return to campus following a medical leave of absence must be supported by appropriate medical documentation which states a student is healthy enough to continue their studies, including a written plan to manage the underlying condition while in school. See also regulation III.A.6.b.(2).

Requests for military leave of absence must be directed to the Vice Dean of Students. These requests need to be supported by appropriate documentation that is provided within 60 days of the date of the initial request but no later than 30 days after the end of the semester. Permission to return to campus following a military leave of absence must be supported by appropriate documentation. Readmission petitions should be directed to the Vice Dean of Students. This policy applies to active or reserve service members and can be modified for temporary leaves if a student is unable to attend class due to military short term obligations. The school will follow all Department of Education and Department of Defense financial aid requirements when deciding on Service Member petitions.

3. STUDENTS WHO ARE NOT CANDIDATES FOR A VERMONT LAW AND GRADUATE SCHOOL DEGREE

- a. Except for visiting and exchange students, this regulation applies only to students who are taking courses for credit at Vermont Law and Graduate School who are not candidates for a degree from Vermont Law and Graduate 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 or Graduate Certificate at Vermont Law and Graduate School may enroll in courses for up to six credits only with permission. Permission to take a particular class rests in the Vice Dean of Faculty or the Vice Dean's designee. Application procedures are available on the School's website at: vermontlaw.edu/admissions/apply-now/courses-for-credit-for-non-degree-students.
- c. Students who are not candidates for a Vermont Law and Graduate School degree are required to fulfill the same course requirements as degree candidates. They will be graded and receive Vermont Law and Graduate 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 and Graduate School library and other Vermont Law and Graduate School facilities. Transfer of Credits
 - (a) Transfer of credit to an academic institution other than Vermont Law and Graduate School is governed by the regulations of the other academic institution.
 - (1) Courses taken for credit by a student who has not matriculated into a degree program at the Vermont Law and Graduate School or into the JD program of another ABA-approved law school may not be transferred into the Vermont Law and Graduate School JD program for credit and do not satisfy the residence requirement of regulation III.A.6.

 Except for courses transferred under III.A.9.e and IV.M2.d, Vermont Law and Graduate 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.
 - (2) Courses taken for credit by a student who has not matriculated in to the Vermont Law and Graduate School LLM program or the LLM program of another ABA-approved law school may not be transferred into the Vermont Law and Graduate School LLM program. See regulation IX.A.4. for provisions regarding the transfer of credit into the LLM program.
 - (3) Courses taken for credit may be transferred into the Vermont Law and Graduate School Master's degree programs at the discretion of the appropriate Program Director or the Director's designee. See regulation IV.A.4. for provisions governing the transfer of credit into the Master's program.
- d. 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

The minimum course load for full-time students is 10 credits per semester, and the maximum course load is 17 credits per semester¹. The minimum course load for part-time students in the Online Hybrid JD program is 6 credits, and the maximum course load is 10 credits per semester.

b. Summer Session

Except for students in the AJD and Online Hybrid JD 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 14 credits. For students in the Online Hybrid JD program, the minimum course load for the summer is 6 credits and the maximum course load is 10 credits.

2. COURSE LOAD IN THE MASTER'S DEGREES AND MASTER OF LAW (LLM) DEGREES

a. Except as provided in subsection IX.H.2. 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 semester. The maximum course load for summer session is 11 credits. No exceptions are allowed other than with the prior written approval of the appropriate Program Director or the Director's designee.

c. For students taking online learning classes, the recommended course load is three credits per term. The Online Learning Program offers six terms per academic year.

d. For students enrolled full-time in the LLM 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 Vice Dean of Students.

e. A JD student may not voluntarily withdraw from a course without the written permission of the Vice Dean of Students if doing so reduces the student's course load to less than

¹ The maximum course load of 17 credits is mandated by the American Bar Association and may not be waived.

10 credit hours.²

- f. An EMEP, MAPP, MCEP, MELP, MERL, MFALP, MARJ, MLS, MPP 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. 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 *Vermont Law Review* or the *Vermont Journal of Environmental Law* 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.
- i. A student may not withdraw from an externship or clinical offering.
- j. Acceptance of an invitation to participate in any VLGS Clinic is a commitment to enroll. No student may drop Clinic after acceptance except by permission of the Clinic Director.
- k. Acceptance of a placement at a specific externship site is a commitment to that site and to enroll in the externship course. A student may not withdraw their acceptance from one externship placement, to accept a different offer. A student who withdraws their acceptance from an externship placement will not be permitted to enroll in the externship program.
- l. 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.
- m. 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.
- n. 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.
- o. 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.
- p. For any addition and drop to effective, written notice must be received by the Registrar before the close of office hours on the day indicated above. All voluntary withdrawals must be submitted using the dedicated withdrawal form located on the website before the close of office hours on the day indicated above.

² Audited courses do not count towards this total.

- q. 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.
- f. 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.
- g. 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.
- h. For any addition and drop to be effective, written notice must be received by the Registrar before the close of office hours on the day indicated above. All voluntary withdrawals must be submitted using the dedicated withdrawal form located on the website before the close of office hours on the day indicated above.

5. CHANGES AND WITHDRAWALS: ONLINE LEARNING PROGRAM

For students taking online learning courses, the deadline to add a class is Friday at 12 p.m. Noon Eastern Time (ET) of the week prior to the first day of classes. The drop period will end on Friday at 11:59 p.m. ET of the first week of classes. Individual courses dropped during the drop period do not appear on the student's transcript. A course dropped after the end of drop period becomes a Withdrawal and will result in a "Wd" on the student's transcript for each course.

Students should inform Vermont Law and Graduate School immediately of a decision to withdraw from a course, program, or to take a leave of absence. 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 six 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 and Graduate School students is allowed with the consent of the Vice Dean of Students 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 and Graduate 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 and Graduate 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 F or 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; the original course grade and 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 of Students.

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 ³
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
Excused or voluntary withdrawal from a course _____	Wd
Year-long course _____	Y
Administrative Delay _____	AD
The passing grade in an individual course is _____	D (1.000)

2. DESIGNATION

Incomplete or "I": Temporarily excused from completion of a requirement.

A designation of an "I" will only be given with the professor's permission and for extraordinary circumstances beyond the students control. The Vice Dean of Students must approve whether a request for an incomplete meets this standard. The student is

³ These are the course grades; grade point averages are truncated to two decimal places.

responsible for submitting a written request for an Incomplete to the Vice Dean for Students.

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 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.

3. THE FOLLOWING COURSES ARE GRADED PASS-HONORS/PASS/LOW-PASS/FAIL:

Advanced Externship for J.D. Students
Animal Law and Policy Practicum
Bar Exam Test Taking Extra Review
Center for Justice Reform Clinic
Embedded Racism in the Law
Energy Clinic
Environmental Advocacy Clinic
Environmental Justice Clinic
Farmed Animal Advocacy Clinic
Food and Agriculture Clinic
Foundations of Legal Analysis
JD Externships
Legal and Policy Writing
Legal Methods
Simulation I: Transactional Law & ADR
Simulation II: Litigation
Small Business Law Clinic
South Royalton Legal Clinic
Transnational Environmental Law Clinic
Vermont Law Review

4. THE FOLLOWING COURSES ARE GRADED PASS/FAIL:

Capstone Project in Public Policy I
European Union Law - Trento
LLM Externships
Master's Externships
Practicum Trial Practice
Supplemental Performance Exam Review
Transnational Environmental Law Practicum

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

- a. The recommended average grade for all foundational courses, other than Legal Writing, 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.
- b. 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.
- c. 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 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.
 - (3) "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.
 - (4) "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.
 - (5) 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. If, and only if, the student satisfies the requirements of (1), (2), (3), and (4) 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 and Graduate School grants the JD degree with the Latin honors cum laude, magna cum laude, and summa cum laude, based on the following cumulative GPAs:

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 semester⁴. 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.

- c. Vermont Law and Graduate School grants the MELP, MERL, MFALP, MARJ, MLS, MAPP, MPP, LLM in Environmental Law, LLM in Energy Law, LLM in Food and Agricultural Law, LLM in Animal 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 one or two 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, or job applications, etc. Faculty have discretion to refrain from designating the top student. This regulation shall not apply to students in IRPs, Directed Study, or Law Review class.

D. EXAMINATIONS

1. Students should use the VLGS 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 and Graduate 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.

⁴ In most situations for residential students, 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. For Online Hybrid JD students, the student's "final semester" is the tenth semester so that honors may be earned at the end of the ninth or tenth semester.

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 foundational 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 Vice Dean of Students 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 Vice Dean of Students 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 Vice Dean of Students 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 Vice Dean of Students 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 Vice Dean of Students and follow the procedures outlined in the Vermont Law and Graduate School Policy and Procedures for the Provision of Services to Students with Disabilities. The Vice Dean of Students 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 Vice Dean of Students prior to the beginning of the examination period. (If the condition arises during the examination period, the student must contact the Vice Dean of Students or the Registrar as soon as possible within the examination period.) The Vice Dean of Students or the Registrar may require medical documentation of the temporary disability. The Registrar, in consultation with the Vice Dean of Students, 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 Vice Dean of Students.
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 Vice Dean of Students. The student must provide the Vice Dean with appropriate documentation supporting his or her request. The 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 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.
20. If a student experiences a technical issue during an examination being monitored through remote monitoring software, the student must immediately contact the exam administrator who will remotely proctor the remainder of the examination.

E. MISCELLANEOUS

1. USE OF NAME OF VERMONT LAW AND GRADUATE SCHOOL IN A REPRESENTATIVE SENSE

Students in Vermont Law and Graduate School shall not, without the consent of the President, the Law School Dean, or the Graduate School Dean, either individually or collectively, use the name of Vermont Law and Graduate 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 2.30⁵.

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; Constitutional Law; Contracts; Criminal Law; Legislation and Regulation; Embedded Racism in the Law; Evidence; Professional Responsibility; Legal Research and Writing, Legal Writing II: Theory and Practice, Property, Torts; and Bar Examination Skills and Tactics. Bar Examination Skills and Tactics shall only be taken after completing 60 credits as a Juris Doctor Candidate.

⁵ For students who matriculated before May 2021, the required grade point average to be in good standing is 2.20.

Foundational classes are: Civil Procedure; Torts; Contracts; Legal Research and Writing; Legal Writing II: Theory and Practice; Appellate Advocacy; Legislation and Regulation; Constitutional Law; Property; and Criminal Law. These classes must be completed within the first 60 credits as a Juris Doctor candidate.

Satisfactory completion of two of the following courses is also required: Business Associations; Criminal Procedure (either Constitutional Criminal Procedure or Criminal Practice and Procedure) or Criminal Procedure II; and First Amendment Law.

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, (ii) JD externships, 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, VLGS cannot guarantee any particular placement. Clinics, and externships taken for master's degree credit do not satisfy this requirement.

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

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.⁶
- c. JD students may enroll only in courses approved for JD credit.

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 credit 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.

- a. The minimum course load for full-time students is 10 hours per semester, and the maximum course load is 17 hours per semester⁷. The minimum course load for part-time students in the online Hybrid JD program is 6 hours per semester, and the maximum course load is 10 hours per semester.

⁶ 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 Vice Dean of Faculty or the Vice Dean of Students or their designee.

⁷ The maximum course load of 17 credits is mandated by the American Bar Association and may not be waived.

- 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 Advocacy Clinic (EAC), the Environmental Justice Clinic, Farmed Animal Advocacy Clinic, the Food and Agriculture Clinic, and the Energy Clinic or advanced clinics listed above 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 Copenhagen Faculty of Law, CY Cergy Paris Universite, University of Paris Panthéon-Sorbonne Faculty 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 ABA-accredited schools, including courses taken at the Yale School of the Environment, 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) Legislative Clinic
- (6) Vermont Law Review
- (7) 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).⁸
 - (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.

⁸ For students pursuing an accelerated or extended scheduling option or for students in the Online Hybrid Juris Doctor Program, or 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, and regulation III.A.9.g with respect to students in the Online Hybrid 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 Vice Dean of Students 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 foundational JD courses, including Legal Methods, before taking upper division courses.
 - (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 pursuing the Online Hybrid JD option must complete a minimum of ten residential semesters. (For purposes of this regulation, a summer session will count as one residential semester.)
 - (5) 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 and Graduate School, a student must be in residence at Vermont Law and Graduate School, or at a school with which Vermont Law and Graduate 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.)

A student pursuing the Online Hybrid JD must be in residence for the last six 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 and Graduate 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.

No residence credit is granted for Vermont Law and Graduate School's summer sessions or for attendance at another law school unless part of an exchange program as provided under 6.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 (AJD)

The Accelerated JD program (AJD) 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 VLGS 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 foundational 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 14.
- 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.
- 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. Students who begin the AJD program in the summer semester must achieve a 3.0 GPA at the end of the summer semester in order to remain in the accelerated 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.
- 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:

- (1) 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 re-admission to that program. The Committee on Standards will only grant such petitions in extraordinary circumstances.

8. EXTENDED SCHEDULING OPTION

Vermont Law and Graduate School offers a flexible scheduling option that will allow JD students to extend the JD program over eight 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.
- 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 Vice Dean of Students or the 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 Research and Writing; and Legal Writing II.
 - (2) Second Year: Constitutional Law; Legislation and Regulation; Civil Procedure; Appellate Advocacy; Embedded Racism in the Law; plus upper level courses.
- e. Tuition: Students agreeing to remain enrolled in the extended scheduling option for eight 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 Extracurricular Activities: Students in the extended scheduling option will be eligible for participation in Vermont Law Review and extramural 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 and Graduate 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 and credit earned, other than Pass/Fail grades and externships grades, at the prior law school will be noted on the Vermont Law and Graduate School transcript but will not be included in the student's Vermont Law and Graduate 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 and Graduate 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 and Graduate 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 and Graduate School and meet the Vermont Law and Graduate 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 and total credits earned, other than Pass/Fail and externships grades, will be recorded on the student's Vermont Law and Graduate School transcript, but course grades will not be included in the student's Vermont Law and Graduate 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. JD students at Vermont Law and Graduate School will be granted credit for summer courses satisfactorily completed at Vermont Law and Graduate School. Grades for such courses are noted on the Vermont Law and Graduate School transcript and are included in the grade point average. No residence credit is granted except as provided in regulation III.A.6.
- d. Except for courses transferred under IV.M.2.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. ONLINE HYBRID JD PROGRAM (OHJD)

The Online Hybrid JD (OHJD) allows for completion of the JD course of study online in ten consecutive terms (seven regular semesters and three summer sessions). All academic regulations pertaining to the JD apply to the OHJD except where modified by regulations contained in this subsection.

- a. **Eligibility:** Students are accepted to the OHJD program at the time of admission. Transfers between the VLGS JD program and the OHJD program are not permitted.
- b. **Course Load Requirements:** The minimum course load for the OHJD is 6 credits and the maximum is 10 credits.
- c. **Residence Requirement:** OHJD 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.

- d. Academic Probation: OHJD students are subject to requirements for academic probation and EIS as outlined in regulations III.E.2 and III.E.5 except OHJD students shall not be required to take Legal Methods.
- e. Academic Dismissal: OHJD students are subject to requirements for academic dismissal as outlined in regulation III.E.3. except a credit load of 10 credits will be used to determine if an OHJD student will be allowed to continue for a second semester of academic probation under III.E.3.b.
- f. Residential classes: Other than foundational courses, OHJD students may take classes that are offered in-person in the JD program. In-person courses are not offered with a virtual option and OHJD students need to be physically present to take an in-person course.
- g. Leaves of Absence: A leave of absence for OHJD students normally must be for one year, except a shorter leave may be approved by the Director of the OHJD.
- h. Foundational Courses: OHJD students may take Foundational Courses after 60 credits as required by III.A.2.a with permission of the OHJD Director
- i. Impact on Extracurricular Activities: Students in the OHJD program will be eligible for participation in Vermont Law Review and extramural moot court competitions only after completion of their second year.
- j. Commencement: OHJD students who complete their degree requirements following the fall semester are eligible to walk at the commencement ceremony immediately preceding or following the completion of their degree. Honors will only be read for OHJD students who walk during the commencement ceremony following the completion of their degree.
- k. Externships: OHJD students must enroll for at least three credits when taking a semester long externship course.

11. EXCHANGE PROGRAMS WITH ABA-APPROVED LAW SCHOOLS

- a. Vermont Law and Graduate 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 and Graduate 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 Franklin Pierce 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 Vice Dean of Students, or the Vice Dean's designee, by the deadline set by the 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 Vice Dean of Students 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 and Graduate 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 (GPA). 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 and Graduate School transcript. A student who participates in an exchange program should consult with the Vice Dean of Students or the Registrar prior to registering for courses at the host institution.

12. UNDERGRADUATE TRANSCRIPT REQUIREMENTS

- a. All students must submit an official undergraduate transcript with their undergraduate degree conferred prior to October 1st, for students matriculating in the fall, or within four weeks of the date classes begin for students matriculating at any other time. Students who have not satisfied this requirement will have a registration hold placed on their record preventing them from registering for classes and may be subject to dismissal prior to the start of the next semester. Upon receipt and satisfactory review of the required transcript(s) the registration hold may be lifted.
- b. Students who are participating in an approved 3+3 program in which graduate credits are used towards completion of their undergraduate degree have until October 1st of their second year to provide an official undergraduate degree transcript with the appropriate degree conferred.

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 fifth or sixth semester⁹. 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.
- 4. All clinics and externships are limited enrollment courses with enrollment and application procedures established for each program.

⁹ 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.

5. A student may not:
 - a. Enroll in both a clinic and an 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. Enroll in the same experiential course more than once¹⁰;
 - d. Enroll in an externship program with the same supervisor or at the same site at which the student has been placed as an extern, has or had an employment or volunteer relationship 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 a supervisor not admitted to practice law. This requirement applies whether the supervisor 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 supervisor must have a law degree but need not be actively licensed to practice law;
 - g. Receive compensation for work performed in an externship course for which academic credit is granted, unless the Director of JD Externship Program determines that compensation is not likely to diminish the educational experience; or
 - h. Enroll in more than 23 total JD Externship credits.
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 an externship shall be determined by the student in consultation with the externship Director, or Director's designee, and with supervisor at the time of approval of the externship. Once the number of credits has been agreed upon, it may not be changed without the approval of the externship Director, and under no circumstances may it be changed beyond the end of the Add/Drop period. Any number of credits from six to thirteen may be set, depending upon the amount of student time required by the project and upon approval of the Director or their designee and supervisor.

C. INDEPENDENT RESEARCH PROJECTS

1. GOALS

¹⁰ 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.

- 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; and
 - (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 and Graduate School Policies and Procedures for Research Involving Human Participants and obtain prior approval from the Vice Dean of 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 Vermont Law and Graduate School assistant professor, associate professor, or professor of law must be approved in writing in advance of the commencement of the project by the Vice Dean of Students unless they are adjunct faculty who are full-time employees of Vermont Law and Graduate 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 or 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 Project 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; or
 - (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 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 Project in the academic semester. The Independent Research Project 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 their 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 in a course in the VLGS 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; and
 - (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 Study from the student's registration.
 - (2) Contracts without a sponsor currently holding the rank of Vermont Law and Graduate School assistant professor, associate professor, or professor of law must be approved in writing in advance of the commencement of the Directed Study by the Vice Dean of Students unless the adjunct faculty member is a full-time

employees of Vermont Law and Graduate 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

The mode of evaluation is to be decided by the student and the faculty sponsor and incorporated in the contract.

The Directed Study shall be graded with a letter grade.

5. GRADUATION REQUIREMENTS

A Directed Study may not be used to satisfy any graduation requirement including a required 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 2.30, be eligible to return for the next academic semester or term, and have no pending Honor Code, Code of Conduct, or other disciplinary proceedings.

2. ACADEMIC PROBATION

- a. A student will be placed on academic probation if, at the end of the first semester enrolled as a JD, the student's cumulative average is between 1.75 and 2.30¹¹, or, at the end of any subsequent semester or subsequent summer session (even if summer session is not a residence semester for the student), between 1.90 and 2.30.
- 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. 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. A student who is on academic probation at the end of the first, second or third semester is required to take Bar Exam Skills and Tactics (BEST) during their last semester.
- c. Any student who is on academic probation must have their course schedule and any changes to it be approved by the Vice Dean of Students, the Director of Academic Success, or their designee.

¹¹ Prior to May 2021, a student would have been on academic probation if, at the end of the first semester, the student's cumulative average was between 1.5 and 2.2, 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. All references to 2.20 were changed to 2.30 effective then.

- 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 extracurricular student group. A student who is on academic probation will be assigned a Faculty Mentor and must meet with the Faculty Mentor regularly until graduation. The exact meeting schedule and requirements will be determined by the Faculty Mentor. A student who has been on academic probation may not do an externship for more than six credits during their last semester. A student who has been on academic probation may not participate in a class which has a travel component requiring students to miss any other regularly scheduled class.

3. ACADEMIC DISMISSAL

- a. A student will be dismissed from the 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 1.75; 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 2.30 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 has failed a required course twice;
 - (7) the student's cumulative average is below 2.30 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 2.30 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.E.2.b.
- c. A student who would otherwise be dismissed under subparagraph 3.a.(7) 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 2.30; and

(2) a realistic and specific academic plan to raise the cumulative average to 2.30 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 foundational 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.E.2. AND III.E.3.:

Summer session does not count as a 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 2.30 unless summer is a residence semester for that student. See regulations III.A.7 and III.A.8.c.

5. EARLY INTERVENTION STATUS

A student who has a GPA at or between 2.30 and 2.60 at the end of their first or second semester, and who has not previously been on academic probation, shall go into "Early Intervention Status" (EIS). This designation shall not go on the student's transcript. Students in EIS are subject to the following requirements.

- a. A student who is placed in EIS after the first semester is required to complete the second semester of JD courses, including Legal Methods, before enrolling in upper division courses.
- b. A student in EIS is required to take Bar Exam Skills and Tactics during their last semester. A student who is in EIS will be assigned a Faculty Mentor and must meet with the Faculty Mentor regularly until graduation. The exact meeting schedule and requirements will be determined by the Faculty Mentor.
- c. A student who is in EIS is not permitted to run for election to, or serve in a leadership position (such as officer or chair) of more than one co-curricular or extracurricular student group. A student who has been in EIS may not do an externship for more than six credits during their last semester. A student who has been on EIS may not participate in a class which has a travel component requiring students to miss any other regularly scheduled class.

6. 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 residential

students whose final semester ends in May, August, or December of the same calendar year being ranked as one cohort and all Online Hybrid JD students whose final semester ends in December or May or August of the following 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. For residential JD students, class rank calculated at the end of the spring semester in the year¹² 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. For OHJD students, class rank calculated at the end of the fall semester in the year of completion of degree requirements is final even if the student does not complete the degree requirements until the end of the spring or summer semester of the following 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 for residential JD students or spring or summer for Online Hybrid JD students.

7. 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 the minimum number of credits required for a residency semester for that student.

IV. MASTER'S DEGREE PROGRAMS

A. GENERAL PROVISIONS

The provisions in regulations IV.A., IV.B., IV.C. and IV.D. apply to the EMEP, MCEP, MAPP, MELP, MERL, MFALP, MARJ, MPP, and MLS degrees.

1. GENERAL LIMITATION

A student may only obtain one master's degree from Vermont Law and Graduate 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 cumulative grade point average of 2.30 is required for successful completion of a master's degree.

¹² For purposes of this regulation, "a year" refers to a calendar year not an academic year.

a. Master's-only Students:

- (1) 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 Dean or the Dean's designee.

b. Joint-Degree Students See regulation V below.

c. Dual Degree Students See regulations VI, 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 enter the master's program in the spring, summer or fall semesters only. The appropriate Dean or the Dean's Designee shall have the discretion to require students to enroll in a specific master's course upon entry.

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 appropriate Dean or Dean's designee. Students may not transfer credits to the Executive Master of Environmental Policy (EMEP) program. Before granting such approval, the Director or their 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 relevant 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, ECE or Spantran or AACRAO evaluation. Grades from transferred courses 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 appropriate Program Director 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 five 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 appropriate Dean or Dean's designee, upon showing that the student would benefit from taking the course at Vermont Law and Graduate School. Students may not take Administrative Law at Vermont Law and Graduate School if they have taken it at another law school within the previous five years.

6. COURSES TAKEN AT VERMONT LAW AND GRADUATE SCHOOL PRIOR TO MATRICULATION

Students who have taken courses at Vermont Law and Graduate School prior to matriculation into a master's degree program or Graduate Certificate may transfer a maximum of six credits into the degree program. Students may not transfer credits to the Executive Master of Environmental Policy (EMEP) 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 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 are encouraged to work primarily on site at the master's externship. If a student is working remotely, the student and mentor should hold regularly scheduled, at least weekly, virtual supervision meetings via web or video conference.
- b. Externships cannot be substituted for distributional requirements or required courses. No exceptions are allowed other than with prior written approval of the appropriate Program Director or the Director's designee.
- c. The maximum number of credits a student may earn in one or more master's externship(s) is 10 credits. For the MARJ externship, the maximum number of credits is four.
- 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 after their first academic semester 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 with the same mentor or at the same site at which the student has been placed as an extern, has or had an employment

or volunteer relationship unless the program will provide a qualitatively different or broader learning experience.

- d. Without prior approval from the Administrative Coordinator of the Master's Externship Program, students enrolled 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 Administrative Coordinator 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 qualitatively different or broader than 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 the application in its entirety, including all signatures. The application is available on the VLGS website.
- b. Submit the fully executed contract to the Administrative Coordinator of the Master's Externship Program for approval of the externship opportunity.
- c. All fully executed contracts must be submitted to the Administrative Coordinator of the Master's Externship Program by the first day of classes of the semester in which the student will be doing their externship.
 - (1) The contract, once submitted to the Administrative Coordinator 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 Administrative Coordinator of the Master's 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 graded 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 appropriate Dean or Dean'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 appropriate Dean or Dean'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 not be on academic probation, be eligible to return for the next academic semester or term, and have no pending Honor Code, Code of Conduct, or other disciplinary proceedings.

2. ACADEMIC PROBATION¹³

- a. A student will be placed on academic probation if, after the completion of six 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 2.30.
- 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 appropriate Dean or Dean's 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 if:
 - (1) The student has a cumulative average of 1.0 or below at the completion of six credits; or
 - (2) The student's cumulative average is below 1.90 at any time after the completion of 12 credits; or

¹³ For purposes of regulations E.2. and E.3., "completion" includes grades of F. and F.Wd. but not Wd.

- (3) The student's cumulative average is below 2.30 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 2.30 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 semester¹⁴ 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 2.30 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 2.30; and
 - (2) A realistic and specific academic plan to raise the cumulative average to 2.30 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 CLIMATE AND ENVIRONMENTAL POLICY (MCEP)

1. REQUIRED CURRICULUM

- a. A minimum of 34 credits is required for the MCEP degree.
- b. MCEP students must satisfy the following requirements:

¹⁴ For purposes of this regulation, the summer session shall be considered as a "semester."

REQUIREMENT	COURSES THAT SATISFY THE REQUIREMENT
Required Courses	
CLI9440	MCEP Externship (4-10) (JD students only)
POL5650	Legal Research & Writing for Policy Makers (1)
POL7800	Capstone in Public Policy I (3)
POL7801	Capstone in Public Policy II (3)
REQ7186	Legislation and Regulation Survey (3)
Climate Change Course	
CLM5200	Fundamentals of Climate Change (2)
CLM5212	Climate Change and the Law (3)
Policy Tools Course	
ANM5431	Animal Protection Policy (3)
ENG5220	Environmental Economics and Markets (3)
ENV6122	Communications, Advocacy, and Leadership in China (2)
POL5520	Quantitative Analysis (2)
POL5530	Policy Design (3)
POL5600	Research Methods and Design (3)
RSJ5122	Advocating for Change (3)
Environmental Law Course	
ANM5307	Animals & the Law (3)
ANM5438	Wildlife Law & Policy (3)
ENV5115	Environmental Law (3)
ENV5125	Land Use Regulation (3)
ENV5205	Air Pollution (3)
ENV5209	Law of Toxics and Hazardous Waste (3)
ENV5235	Natural Resources Law (3)
ENV5246	Water Quality (3)
FAA5380	Food Regulation & Policy (3)
ENV5412	Biodiversity Protection (2)
ENV5423	Ocean & Coastal Law (3)
ENV6223	Ecological Governance and Law in China (2)
ENV6310	Environmental Law Practices and Skills in China (2)
Environmental Essentials Course	
ANM5433	Science of Animal Law and Policy (3)
ANM5437	Animal Ethics (3)
CLM5200	Fundamentals of Climate Change (2)
EJU5300	Equity and Environmental Justice (3)
EJU5446	Environmental Justice (2)
ENV5430	Ecology (3)
FAA5478	Global Food Security and Social Justice (3)
ENV6225	Ecology in Practice in China (2)

Any MCEP student having completed a JD degree or enrolled in a JD degree program shall have the Legislation and Regulation Survey and Legal Research & Writing for Policy Makers requirements waived, and may complete Master's externship instead of Capstone. Although the requirements 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 (2)
ADR6410	Alternative Dispute Resolution (3)
ADR6412	Mediation (2)
ADR6415	Environmental Dispute Resolution (3)
ADR6420	Negotiation (2)
ANM5307	Animals and the Law (3)
ANM5406	Animal Rights Jurisprudence (2)
ANM5408	Law of Animals in Agriculture (3)
ANM5422	Animal Welfare Law (2)
ANM5425	Animal Law in Practice (2)
ANM5431	Animal Protection Policy (3)
ANM5433	Science of Animal Law and Policy (3)
ANM5435	International Animal Law (3)
ANM5437	Animal Ethics (3)
ANM5438	Wildlife Law and Policy (3)
ANM5439	Animal Law and Policy Practicum (3)
ANM5440	Rights of Nature (1)
ANM5445	Animal Welfare Science and Ethics (1)
ANM5902.01	Undercover Investigations of Animal Operations (2) – Special Topics
BUS6305	Nonprofit Organizations (3)
CLI9302	Environmental Advocacy Clinic
CLI9318	Environmental Justice Clinic
CLI9321	Farmed Animal Advocacy Clinic (4-12)
CLI9323	Advanced Environmental Advocacy Clinic
CLI9348	Advanced Environmental Justice Clinic
CLI9427	Energy Clinic (3)
CLI9428	Food and Agriculture Clinic (6)
CLI9437	Advanced Energy Clinic (6)
CLM5212	Climate Change & the Law (3)
CLM5214	Climate Change Mitigation (3)
CLM5250	Climate Risk and Resilience (3)
CLM5336	Climate Change, Extinction and Adaptation (3)
CLM5365	Climate Change - Power of Taxes (2)
CLM5370	Climate & Env Sustainability (1)

CLM5372	International Climate Change (1)
DIV7620	Native Americans and the Law (3)
EJU5211	Toxic Exposure and Health (1)
EJU5378	Land Use and Racial Justice (3)
EJU5446	Environmental Justice (2)
ENG5220	Environmental Economics and Markets (3)
ENG5226	Energy Law and Policy in a Carbon-Constrained World (3)
ENG5228	Energy Regulation & Environment (3)
ENG5230	Global Energy Law and Policy (1)
ENG5238	Global Sustainability Field Study (1)
ENG5469	Oil & Gas Development (3)
ENG5510	Engineering Essentials of the Grid (1)
ENG5511	Business Essentials of the Grid (1)
ENG5512	Legal Essentials of the Grid (1)
ENG5547	Energy Efficiency Policy (3)
ENV5105	Administrative Law (3)
ENV5112	Science for Environmental Law (3)
ENV5115	Environmental Law (3)
ENV5125	Land Use Regulation (3)
ENV5205	Air Pollution (3)
ENV5221	Environmental Governance in the Developing World (1)
ENV5235	Natural Resources Law (3)
ENV5239	Land Transactions and Finance (3)
ENV5245	Water Resources Law (3)
ENV5246	Water Quality (3)
ENV5305	Environmental Ethics (2)
ENV5306	Comparative Environmental Law Research (2)
ENV5310	Environmental Health Law Seminar (2)
ENV5335	Extinction and Climate Change (2)
ENV5344	Alternative Fuels and Renewable Energy (3)
ENV5353	Green Finance: Investment Strategies (3)
ENV5375	Global Energy Justice (2)
ENV5383	Food Justice and Sustainability (2)
ENV5401	Agriculture and the Environment (3)
ENV5405	Ecosystem Conservation Strategies (2)
ENV5412	Biodiversity Protection (2)
ENV5423	Ocean and Coastal Law (3)
ENV5425	Clean Transportation Law and Policy (2)
ENV5430	Ecology (3)
ENV5449	Environmental Litigation Workshop (2)
ENV5461	Public Lands Management: Montana Field Study (2)
ENV5468	Oil and Gas Production and the Environment (2)

ENV5474	Land Conservation Law (2)
ENV5480	Environmental Crimes (2)
ENV5497	End Use Energy Efficiency (2)
ENV5561	Environmental Enforcement and Compliance (2)
ENV5600	Federal Env Policy Under Trump II (1)
ENV6250	Regulation of Toxic Substance Risk (3)
FAA5108	Introduction to Agriculture and Food Law and Policy (3)
FAA5130	Farmworkers and the Law (1)
FAA5380	Food Regulation and Policy (3)
FAA5381	Local Farm and Food Law in Practice (3)
FAA5410	The Farm Bill (2)
FAA5411	Federal Regulation of Food and Agriculture (3)
FAA5478	Global Food Security and Social Justice (3)
FAA5479	Law and Policy of Local Food Systems (3)
FAA5490	Urban Agriculture (2)
INT7412	Law of the European Union (2)
INT7414	European Union Law Trento (3)
INT7421	International Environmental Law & Policy (3)
INT7435	International Law of Food (2)
INT7440	Comparative U.S.-China Environmental Law (2)
INT7446	International Trade and the Environment (2)
PUB7585	State and Local Governance and Finance (3)
RSJ7342	Environmental Restorative Justice (3)
WRI7380	Advanced Environmental Legal Research (1)

2. EXTERNSHIPS

The MCEP Externship Program provides students with a field experience to test and develop their environmental policy knowledge and skills. MCEP externships are by definition environment-related, 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 ANIMAL PROTECTION POLICY (MAPP)¹⁵

1. REQUIRED CURRICULUM

- a. A minimum of 34 credits is required for the MAPP degree.
- b. MAPP students must satisfy the following requirements:

¹⁵ As of August 2024, VLGS is no longer admitting students into the Master of Animal Protection Policy (MAPP) program.

REQUIREMENT	COURSES THAT SATISFY THE REQUIREMENT
Required Courses	
ANM5431	Animal Protection Policy (3)
ANM5433	Science of Animal Law (3)
ANM5437	Animal Ethics (3)
EJU5110	Structural Inequality (1)
POL5510	Introduction to Policy Research and Writing (3)
POL5520	Quantitative Analysis (2)
POL5530	Policy Design (3)
REQ7186	Legislation and Regulation Survey (3)
THESIS OR PRACTICE TRACK	<i>(at least one of the following; three credit minimum)</i>
Thesis Track	
POL5700 and POL 5701	Thesis Seminar I (3) and Thesis Seminar II (1)
Practice Track	
	JD Externship on Animal Law and Policy
CLI9302	Environmental Advocacy Clinic (on an animal topic)
CLI9318	Environmental Justice Clinic (on an animal topic)
CLI9321	Farmed Animal Advocacy Clinic
CLI9427	Energy Clinic (on an animal topic)
CLI9428	Food and Agriculture Clinic (on an animal topic)
CLI9433	Transnational Environmental Law Clinic (on an animal topic)
CLI9447	MAPP externship (4-10)

Any MAPP student having completed a JD degree or enrolled in a JD degree program may have the Legislation and Regulation Survey and Introduction to Policy Research and Writing requirements waived. Although the requirements 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 list of approved courses at IV. F. 1. C.

2. EXTERNSHIPS

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

H. MASTER OF ENVIRONMENTAL LAW AND POLICY DEGREE (MELP)¹⁶

1. REQUIRED CURRICULUM

- a. A minimum of 30 credits is required for the MELP degree.

¹⁶ As of August 2024, VLGS is no longer admitting students into the Master of Environmental Law and Policy Degree (MELP).

- b. MELP students must satisfy the following requirements: REQ7186 Legislation and Regulation Survey (3), ENV5122 Communications, Advocacy, and Leadership (3), ENV5115 Environmental Law (3)
- c. In addition to the above, each student must satisfactorily complete courses in at least three of the following core categories:

REQUIREMENT	COURSES THAT SATISFY THE REQUIREMENT
Natural Resources Law	
ENV5235	Natural Resources Law (3)
Environmental Science	
ANM5433	Science of Animal Law (3)
ENV5112	Science for Environmental Law (3)
ENV5430	Ecology (3)
Environmental Economics	
ENG5220	Environmental Economics and Markets (3)
ENV5225	Environmental Governance and the Private Sector
ENV5229	Environmental Issues in Business Transactions (2)
Environmental Ethics	<i>(minimum of 2 credits)</i>
ANM5408	The Law of Animals in Agriculture (3)
ANM5422	Animal Welfare Law (2)
ANM5437	Animal Ethics (3)
CLI9318	Environmental Justice Clinic (6 or 12)
CLI9348	Advanced Environmental Justice Clinic (3 or 9)
CLM5300	Climate Justice (3)
EJU5120	Fundamentals of Environmental Justice (2)
EJU5315	Toxic Exposure and Health (1)
EJU5446	Environmental Justice (2)
ENG5375	Global Energy Justice (2)
ENV5305	Environmental Ethics Seminar (2)
ENV5310	Environmental Health Law (2)
ENV5412	Biodiversity Protection (2)
ENV5480	Environmental Crimes (2)
FAA5130	Farmworkers and the Law (1)
FAA5383	Food Justice and Sustainability (2)
FAA5385	Global Food Security (2)
FAA5478	Global Food Security and Social Justice (3)
RSJ7342	Environmental Restorative Justice (3)
Dispute Resolution	<i>(minimum of 2 credits)</i>
ADR6405	Arbitration (2)
ADR6410	Alternative Dispute Resolution (3)
ADR6412	Mediation (2)
ADR6413	Mediation Advocacy (2)

ADR6415	Environmental Dispute Resolution (3)
ADR6420	Negotiation (2)

Any MELP student having completed a JD degree or enrolled in a JD degree program may have the Legislation/Regulation Survey and the Legal and Policy Writing Seminar requirements waived. Although the requirement may be waived, the total number of credits required for degree completion remains unchanged.

- d. Any remaining electives must be chosen from the courses and experiential options listed above and from the list of approved courses at IV. F. 1. C.

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.

I. MASTER OF ENERGY REGULATION AND LAW DEGREE (MERL)

1. REQUIRED CURRICULUM

- a. A minimum of 34 credits is required for the MERL degree.
- b. MERL students must satisfy the following requirements:¹⁷

REQUIREMENT	COURSES THAT SATISFY THE REQUIREMENT
Required Courses	
ENG5220	Economics and Markets (3)
ENG5226	Energy Law and Policy in a Carbon-Constrained World (3)
ENG5228	Energy Regulation, and Environment (3)
POL5520	Quantitative Analysis (2)
REQ7186	Legislation and Regulation Survey (3)
Project/Writing Requirement	
	Independent Research Project
	Participation in the Institute for Energy and the Environment research associate program
CLI9302	Environmental Advocacy Clinic (on an energy topic)
CLI9318	Environmental Justice Clinic (on an energy topic)
CLI9323	Advanced Environmental Advocacy Clinic (on an energy topic)
CLI9348	Advanced Environmental Justice Clinic (on an energy topic)

¹⁷ Students who matriculated in the MERL program prior to May 2023 must satisfy the following requirements: a total of 30 credits including Legislation and Regulation Survey; Energy Law and Policy in Carbo-Constrained World; Energy Regulation, Markets, and the Environment; Environmental Economics and Markets; 6 credits of energy electives, and a project/writing requirement.

CLI9427	Energy Clinic (3-6)
CLI9433	Transnational Environmental Clinic (on an energy topic)
CLI9437	Advanced Energy Clinic (3-6)
CLS9442	MERL Externship (4–10)
POL5800 and POL5801	Capstone Project in Public Policy I & II
WRI7301	Advanced Writing Seminar
Energy Electives	(minimum of 6 credits)
ENG5232	Global Energy Law and Policy (1)
ENG5238	Global Sustainability Field Study (1)
ENG5344	Alternative Fuels and Renewable Energy (3)
ENG5375	Global Energy Justice (2)
ENG5425	Clean Transportation Law and Policy (2)
ENG5468	Oil and Gas Production and the Environment (2)
ENG5469	Oil and Gas Development and the Environment (3)
ENG5497	End Use Energy Efficiency (2)
ENG5510	Engineering Essentials of the Grid (1)
ENG5511	Business Essentials of the Grid (1)
ENG5512	Legal Essentials of the Grid (1)
ENG5544	Sustainable Transportation (3)
ENG5547	Energy Efficiency Law and Policy (3)
ENG5552	Renewable Energy Project Finance and Development (1)
ENG5556	Sustainable Energy Project Finance (3)

- c. 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.
- d. 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.

J. MASTER OF FOOD AND AGRICULTURAL LAW AND POLICY DEGREE (MFALP)¹⁸

1. REQUIRED CURRICULUM

- a. A minimum of 34 credits is required for the MFALP degree.

¹⁸ As of August 2024, VLGS is no longer accepting students into the Master of Food and Agricultural Law and Policy Degree.

b. MFALP students must satisfy the following requirements:¹⁹

REQUIREMENT	COURSES THAT SATISFY THE REQUIREMENT
Required Courses	
FAA5108	Introduction to Agriculture and Food Law Policy (3)
POL5510	Introduction to Policy Research and Writing (3)
POL5520	Quantitative Analysis (2)
POL5530	Policy Design (3)
REQ7186	Legislation and Regulation Survey (3)
Required Non-Credit Modules	
EJU5100	Understanding Diversity, Equity, and Inclusion (0)
POL5100	Public Participation (0)
POL5200	Professional Identity Formation (0)
POL5300	Negotiation and Consensus-Building (0)
Food and Agriculture Electives	(minimum of 6 credits)
ANM5307	Animals and the Law (3)
ANM5408	Law of Animals and Agriculture (3)
ANM5422	Animal Welfare Law (2)
ENV5238	Global Sustainability Field Study (1)
ENV5245	Water Resources Law (3)
ENV5246	Water Quality (3)
ENV5324	Conservation Agriculture Policy (1)
ENV5362	Representing Farmers and Food Producers (2)
ENV5378	Land Use and Racial Justice (3)
ENV5383	Food Justice and Sustainability (2)
ENV5385	Global Food Security (2)
ENV5540	Public Health and Food and Agriculture Policy (2)
FAA5130	Farmworkers and the Law (1)
FAA5380	Food Regulation and Policy (3)
FAA5381	Local Farm and Food Law in Practice (3)
FAA5401	Agriculture and the Environment (3)
FAA5410	The Farm Bill (2)
FAA5411	Federal Regulation of Food and Agriculture (3)
FAA5478	Global Food Security and Social Justice (3)
FAA5479	Law and Policy of Local Food Systems (3)
INT7435	International Law of Food (2)
INT7446	International Trade and the Environment (2)
THESIS OR PRACTICE TRACK	(at least one of the following; three credit minimum)

¹⁹ Students who matriculated in the MFALP program prior to May 2023 must satisfy the following requirements: a total of 30 credits, including Legislation and Regulation Survey; Introduction to Agriculture and Food Law and Policy; Communications, Advocacy, and Leadership; 9 credits of food and agriculture electives, 3 credits of general electives; and a project/writing requirement.

Thesis Track	
POL5700 and POL 5701	Thesis Seminar I (3) and Thesis Seminar II (1) (on a food/agriculture topic)
Practice Track	
	JD Externship on food/agriculture law and policy
CLI9302	Environmental Advocacy Clinic (on a food/agriculture topic)
CLI9318	Environmental Justice Clinic (on a food/agriculture topic)
CLI9321	Farmed Animal Advocacy Clinic (on a food/agriculture topic)
CLI9323	Advanced Environmental Advocacy Clinic (on a food/agriculture topic)
CLI9348	Advanced Environmental Justice Clinic (on a food/agriculture topic)
CLI9428	Food and Agriculture Clinic (4)
CLI9433	Transnational Environmental Law Clinic (on a food/agriculture topic)
CLI9444	MFALP externship (4-10)

- 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.F.1.c.
- d. 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.

K. EXECUTIVE MASTER OF ENVIRONMENTAL POLICY (EMEP)

1. REQUIRED CURRICULUM

- a. A minimum of 25 credits is required for the EMEP degree.
- b. EMEP students must satisfy the following requirements:

REQUIREMENT	COURSES THAT SATISFY THE REQUIREMENT
Required Courses	
POL5650	Legal Research & Writing for Policy Makers (1)
REQ7186	Legislation and Regulation Survey (3)
Climate Change Course	(at least one of the following; two credit minimum)
CLM5200	Fundamentals of Climate Change (2)

CLM5212	Climate Change and the Law (3)
Policy Tools Course	(at least one of the following; two credit minimum)
ANM5431	Animal Protection Policy (3)
ENG5220	Environmental Economics and Markets (3)
ENV6122	Communications, Advocacy, & Leadership in China (2)
POL5520	Quantitative Analysis (2)
POL5530	Policy Design (3)
POL5600	Research Methods and Design (3)
RSJ5122	Advocating for Change (3)
Environmental Law Course	(at least one of the following; two credit minimum)
ANM5307	Animals & the Law (3)
ANM5438	Wildlife Law & Policy (3)
ENV5115	Environmental Law (3)
ENV5125	Land Use Regulation (3)
ENV5205	Air Pollution (3)
ENV5209	Law of Toxics and Hazardous Waste (3)
ENV5235	Natural Resources Law (3)
ENV5246	Water Quality (3)
FAA5380	Food Regulation & Policy (3)
ENV5412	Biodiversity Protection (2)
ENV5423	Ocean & Coastal Law (3)
ENV6223	Ecological Governance and Law in China (2)
ENV6310	Environmental Law Practices and Skills in China (2)
Environmental Essentials Course	(at least one of the following; two credit minimum)
ANM5433	Science of Animal Law and Policy (3)
ANM5437	Animal Ethics (3)
CLM5200	Fundamentals of Climate Change (2)
EJU5300	Equity and Environmental Justice (3)
EJU5446	Environmental Justice (2)
ENV5430	Ecology (3)
ENV6225	Ecology in Practice in China (2)
FAA5478	Global Food Security and Social Justice (3)

- c. Any remaining electives must be chosen from the courses and experiential options listed above and from the list of approved courses at IV. F. 1. C.

L. MASTER OF ARTS IN RESTORATIVE JUSTICE (MARJ)

1. REQUIRED CURRICULUM

- a. A minimum of 30 credits is required for the MARJ degree.

b. MARJ students must satisfy the following requirements²⁰:

REQUIREMENT	COURSES THAT SATISFY THE REQUIREMENT
Required Foundational Courses	
RSJ7115	Principles of Restorative Justice (3)
RSJ7382	Impactful Restorative Justice Careers (2)
RSJ7903 or POL5510	Evidence Based Restorative Justice (3) or Research Methods and Design (3)
Writing Requirement	<i>(minimum of 3 credits) (see d. below)</i>
CRI7360	Reforming Criminal Justice (3)
POL5510	Introduction to Policy Research and Writing (3)
RSJ7215	Narrative Writing Seminar (3)
RSJ7440	Advocating for Change (3)
WRI7301	Advanced Writing Seminar (3)
Trauma Informed Education	<i>(minimum of 3 credits)</i>
RSJ7210	Adversity, Trauma, and Victimization (3)
RSJ7320	New Approaches to Domestic/Sex Violence (3)
Practice and Facilitation	<i>(minimum of 5 credits)</i>
CLI9355	Justice Reform Clinic (4)
CLI9446	RJ Externship (4)
POL5800 and POL5801	Capstone Project in Public Policy I&II (6)
RSJ7117	RJ Facilitation Training (1)
RSJ7125	Motivational Interviewing (1)
RSJ7130	Restorative Theory and Practice (2)
RSJ7325	Advanced Restorative Practices (2)
RSJ7365	Teaching Restorative Justice (3)
RSJ7385	Introduction to RJ Facilitation (3)
Core Electives	<i>(minimum of 9 additional credits)</i>
ADR6420	Negotiation (2)
CRI7305	Advanced Criminal Law Seminar (2)
CRI7333	Juvenile Justice and Law (3)
CRI7380	Pleas, Sentencing and Accountability (3)
FAM7719	The State, Families, and Child Protection (3)
POL5650	Legal Research and Writing for Policy Makers (1)
POL5660	System of Advantage and Disadvantage (3)
REQ7140	Criminal Law (3)
RSJ7140	Applied Criminal Justice (3)
RSJ7230	Restorative Justice in Indigenous Communities (3)

²⁰ Students who matriculated in the MARJ program prior to May 2023 must satisfy the following requirements: a total of 30 credits, including 2 credits of Foundational Knowledge courses, 2 credits of Legal Foundation courses, 9 credits of Core Elective courses, and a writing requirement.

RSJ7250	Global Restorative Justice (3)
RSJ7260	Truth and Reconciliation (3)
RSJ7270	Clemency, Pardon, and Expungement (3)
RSJ7311	Designing Restoria (3)
RSJ7315	Peacemaking Courts (3)
RSJ7320	New Approaches to Domestic and Sexual Violence (3)
RSJ7330	Restorative Justice in Educational Institutions (3)
RSJ7340	Race, Crimes, and Restorative Justice (3)
RSJ7342	Environmental Restorative Justice (3)
RSJ7350	Ethics and Restorative Justice (3)
RSJ7360	Advanced Victim Rights Seminar (3)
RSJ7371	Youth Justice Reimagined (3)
RSJ7903	Evidence Based Restorative Justice (3)
RSJ7980	Drug Policy Reform (3)
RSJ7375	Global Healing in Policy and Action (3)
RSJ7379	Restorative Organizational Leadership (3)
RSJ7380	Comparative Justice: Criminal and RJ (1)
Elective Courses	<i>(remaining general elective courses may be chosen from the following approved courses)</i>
ADR6415	Environmental Dispute Resolution (2)
CLI9405	Dispute Resolution Clinic (2)
CRI7313	Capital Punishment Seminar (2)
DIV7610	Race and the Law Seminar (2)
DIV7615	Sexual Orientation and the Law (2)
DIV7620	Native Americans and the Law (3)
ENV5105	Administrative Law (3)
ENV5113	Legal and Policy Writing (1)
ENV5446	Environmental Justice (2)
ENV5480	Environmental Crimes (2)
GPP7817	GPP: Criminal Procedure – Bail to Jail (2)
GPP7827	Improv for Advocates (1)
INT7424	International Human Rights (3)
JUR7350	Women and the Law Seminar (2)
REQ7186	Legislation and Regulation Survey (3)
REQ7188	Legislation and Regulation (2)
RSJ7125	Motivational Interviewing (1)
RSJ7355	Police Use of Force (3)
RSJ7901 – RSJ7904	RJ Special Topics (1-4)
WRI7900	Independent Research Project (3)

- c. The Director of the Center for Justice Reform 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.
- d. JD students who pursue a joint degree will waive out of the MARJ writing requirement upon completing Legal Research and Writing, and Legal Writing II, with a GPA of 2.66 or higher in each of these courses.
- e. Any course not selected as a required course may be taken as a core elective. A student may not take both Legislation and regulation and Legislation and Regulation Survey, and a student may not take both Introduction to Policy Research and Writing and Legal Research and Writing for Policy Makers.

2. EXTERNSHIPS

The Master's Externship Program provides students with a field experience to develop their Restorative Justice knowledge and skills. See regulation IV.B. for externship requirements and procedures.

M. MASTER OF LEGAL STUDIES

1. REQUIRED CURRICULUM

- a. A minimum of 30 credits is required for the MLS degree.
- b. Each student must satisfactorily complete the following requirements as part of the requirements for the MLS degree:

REQUIREMENT	COURSES THAT SATISFY THE REQUIREMENT
Required Courses	
INT7407	Comparative Law: Comparative Legal Systems (3)
POL5515	U.S. Law and Legal Analysis (3)
Core Courses (at least one of the following)	
BUS6235	Business Associations (4)
ENV5115	Environmental Law (3)
ENV5235	Natural Resources Law (3)
INT7425	International Law (3)
REQ7107	Civil Procedure (3)
REQ7112	Constitutional Law (4)
REQ7130	Contracts (4)
REQ7140	Criminal Law (3)
REQ7150	Torts (4)
REQ7160	Property (4)
REQ7188	Legislation and Regulation (3)
Project/Writing Requirement (at least one of the following; minimum of two credits)	
	An approved class with a final paper assessment

	An approved final paper written as part of the work of a clinic
	Master's Externship (4-10)
WRI7900	Independent Research Project

c.

- (1) Any JD student who is interested in the MLS degree must apply to this program.
- (2) Any MLS student having completed the first semester of a JD program, but no longer enrolled in a JD program, will be waived from the U.S. Law and Legal Analysis class.
- (3) Any MLS student having completed some foundational JD courses, but no longer enrolled in a JD program, may either waive the Core Courses requirement or transfer in one class from the approved list to meet the Core Courses requirement.
- (4) Under no circumstances can a student transfer more than 6 credits from a JD program.

d. Any remaining electives should be chosen with guidance by the student's academic advisor.

2. Advanced Master of Legal Studies Program (AMLS)

The Advanced Master of Legal Studies Program (AMLS) is a one semester program associated with the MLS degree that allows enrollment into the JD program as a joint JD/MLS student. All academic regulations pertaining to the MLS apply to the AMLS except as modified by regulations contained in this subsection.

- a. Eligibility: MLS students are admitted into the AMLS program during the admissions process to start in the fall term only.
- b. Program: AMLS participants complete assigned first semester courses, correlating with the MLS degree requirements and the JD course curriculum. The Director of the Master of Legal Studies Program or Director's designee has the authority to waive any of these course requirements provided that the student has had comparable experience or coursework. Although requirements may be waived, the total number of credits required for degree completion remains unchanged.
- c. GPA Requirement: Students achieving a 3.2 GPA in their AMLS semester may elect to change their enrollment to the JD/MLS program. AMLS students not achieving a 3.2 GPA in their first MLS semester will continue as MLS students.
- d. Residence Requirement: AMLS students are subject to the residence requirement described in III.A.6. AMLS students who qualify under IV.M.2.c and enroll in the JD/MLS program for their second semester will have all AMLS semester courses transferred to the JD degree as a residential semester. Transferred courses taken, grades, and credit earned will remain on the MLS program transcript and also be noted on the JD program transcript and included in the student's JD grade point average.

N. MASTER OF PUBLIC POLICY (MPP)

1. REQUIRED CURRICULUM

- a. A minimum of 40 credits is required for the MPP degree.
- b. MPP students must satisfy the following requirements:

REQUIREMENT	COURSES THAT SATISFY THE REQUIREMENT
Required Courses	
POL5530	Policy Design (3)
POL5550	Lobbying and Government Affairs (3)
POL5600	Research Methods and Design (3)
POL5601	Introduction to Public Policy (3)
POL5650	Legal Research and Writing for Policy Makers (1)
POL5660	System of Advantage and Disadvantage (3)
POL5800 and POL5801	Capstone in Public Policy I and II (6)
REQ7186	Legislation and Regulation Survey (3)
RSJ7440	Advocating for Change (3)
Track Credits	<i>(minimum of 12 credits in track of choice)</i>
Animal Protection Policy Track (Required 6 credits)	
ANM5431	Animal Protection Policy (3)
ANM5433	Science of Animal Law (3)
Animal Protection Policy Track Electives (6 credits)	
ANM5307	Animals and the Law (3)
ANM5406	Animal Rights Jurisprudence (2)
ANM5408	The Law of Animals in Agriculture (3)
ANM5420	Animal Undercover Investigations (2)
ANM5422	Animal Welfare Law (2)
ANM5425	Animal Law in Practice (2)
ANM5435	International Animal Law (3)
ANM5437	Animal Ethics (3)
ANM5438	Wildlife Law and Policy (3)
ANM5440	Rights of Nature (1)
ANM5445	Animal Welfare Science and Ethics (1)
ENV5336	Climate Change, Extinction, & Adaptation (3)
ENV5412	Biodiversity Protection (2)
ENV5423	Ocean & Coastal Law (3)
Food and Agriculture Policy Track (Required 3 credits)	
FAA5108	Introduction to Agriculture and Food Law Policy (3)
Food and Agriculture Policy Track Electives (9 credits)	
ANM5307	Animals and the Law (3)
ANM5408	Law of Animals and Agriculture (3)
ANM5422	Animal Welfare Law (2)

ANM5431	Animal Protection Policy (3)
ANM5433	Science of Animal Law and Policy (3)
ANM5437	Animal Ethics (3)
ANM5438	Wildlife Law and Policy (3)
ANM5902.01	Undercover Investigations of Animal Operations (2) – Special Topics
EJU5120	Fundamentals of Environmental Justice (2)
EJU5378	Land Use and Racial Justice (2)
ENG5238	Global Sustainability Field Study (1)
ENV5115	Environmental Law (3)
ENV5125	Land Use Regulation (3)
ENV5235	Natural Resources Law (3)
ENV5245	Water Resources Law (3)
ENV5246	Water Quality (3)
ENV5474	Land Conservation Law (2)
FAA5310	Cannabis Law (3)
FAA5350	Farmworkers and the Law (1)
FAA5370	Food Sys Equity & Critical Race Theory (1)
FAA5380	Food Regulation and Policy (3)
FAA5381	Local Farm and Food Law in Practice (3)
FAA5410	The Farm Bill (2)
FAA5411	Federal Regulation of Food and Agriculture (3)
FAA5478	Global Food Security and Social Justice (3)
FAA5479	Law and Policy of Local Food Systems (3)
FAA5490	Urban Agriculture (2)
INT7435	International Law of Food (2)
Clean Energy Policy Track (Required 6 credits)	
ENG5226	Energy Law and Policy in a Carbon-Constrained World (3)
ENG5228	Energy Regulation, Markets and the Environment (3)
Clean Energy Policy Track Electives (6 credits)	
ENG5232	Global Energy Law and Policy (1)
ENG5238	Global Sustainability Field Study (1)
ENG5402	Offshore Wind Energy (1)
ENG5469	Oil and Gas Development and the Environment (3)
ENG5510	Engineering Essentials of the Grid (1)
ENG5511	Business Essentials of the Grid (1)
ENG5512	Legal Essentials of the Grid (1)

ENG5544	Sustainable Transportation (3)
ENG5547	Energy Efficiency Policy (3)
ENG5552	Renewable Energy Project Finance and Development (1)
ENG5556	Sustainable Energy Project Finance (3)
ENV5344	Alternative Fuels and Renewable Energy (3)
ENV5425	Clean Transportation Law and Policy (2)
ENV5497	End Use Energy Efficiency (2)
Justice Reform Policy Track (Required 9 credits)	
RSJ7115	Principles of Restorative Justice (3) OR
RSJ7120	Origins, Evolution & Critical Issues in Restorative Justice (3)
AND at least two of the following	
CRI7360	Reforming Criminal Justice (3)
RSJ7332	Evidence Based Restorative Justice (3)
RSJ7340	Race, Crime, and Restorative Justice (3)
Justice Reform Policy Track Electives (3-6 credits)	
CRI7360	Reforming Criminal Justice (3)
DIV7621	Disability Civil Rights (3)
RSJ7280	Drug Policy Reform (3)
RSJ7320	New Approaches DV/SV (3)
RSJ7332	Evidence Based Restorative Justice (3)
RSJ7340	Race, Crime, and Restorative Justice (3)
Public Policy Electives Track (Required 12 credits)	
	Any courses approved for master's credit
Transnational Environmental Policy Required (3 credits):	
INT7421	International Environmental Law & Policy
Transnational Environmental Policy Electives (any 9 credits):	
ANM5435	International Animal Law (3)
CLI9433	Transnational Environmental Law Clinic
CLM5200	Fundamentals of Climate Change (2)
CLM5212	Climate Change and the Law (3)
CLM5250	Climate Risk and Resilience (3)
CLM5300	Climate Justice (3)
CLM5370	Climate & Env Sustainability (1)
ENG5220	Environmental Economics & Markets (3)

ENG5228	Energy Regulation, Markets and the Environment (3)
ENG5230	Global Energy Law & Policy (1)
ENG5238	Global Sustainability Field Study (Cuba Trip) (1)
ENV5112	Science for Environmental Law (3)
ENV5221	Environmental Governance in the Developing World (1)
ENV5224	Environmental Governance in the Developing World Field Trip (1)
ENV5306	Comparative Environmental Law Research (2)
ENV5353	Green Finance: Investment Strategies (3)
ENV5375	Global Energy Justice (2)
ENV5423	Ocean and Coastal Law (3)
ENV6250	Regulation of Toxic Substance Risk (3)
FAA5478	Global Food Security & Social Justice (3)
INT7407	Comparative Law: Comparative Legal Systems (3)
INT7425	International Law (3)
INT7435	International Law of Food (2)
INT7440	Comparative U.S.-China Environmental Law (2)
INT7446	International Trade and the Environment (2)
INT7455	International Comparative Environmental Law (3)

Any MPP student having completed a JD degree or enrolled in a JD degree program shall have the Legislation and Regulation Survey and Legal Research and Writing for Policy Makers requirements waived. Although the requirements may be waived, the total number of credits required for degree completion remains unchanged.

The Graduate School's Dean or designee has the authority to waive any of these course requirements provided the student has had a 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 develop their Public Policy Justice knowledge and skills. See regulation IV.B. for externship requirements and procedures.

V. JOINT DEGREES

A. JOINT JD/MASTER'S DEGREES

Vermont Law and Graduate School awards joint JD/MCEP, joint JD/MAPP, joint JD/MELP, joint JD/MERL, joint JD/MFALP, joint JD/MPP, JD/MLS, and joint JD/MARJ degrees. The requirements in regulation V.A.1. apply to all seven 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 MELP, MLS, MARJ, MCEP, MAPP, MERL, MFALP, or MPP programs and the JD program at Vermont Law and Graduate School provided that the student matriculated into the JD program at the time that the credits were earned. JD/MELP, JD/MLS, and JD/MARJ joint-degree students must take a minimum of 21 non-shared Master's degree credits at Vermont Law and Graduate School. JD/MCEP, JD/MAPP, JD/MERL, JD/MPP, and JD/MFALP joint-degree students must take a minimum of 22 non-shared Master's degree credits at Vermont Law and Graduate School. All credits must be selected from the list of courses approved for the specific Master's degree program.
- c. Except for courses transferred under IV.M.2.d, a joint-degree student may transfer credits from the MELP, MLS, MARJ, MCEP, MAPP, MERL, MFALP, or MPP programs to the JD program at Vermont Law and Graduate School provided that the credits were earned in the two years prior to matriculating into the JD program and the student was enrolled in that Master's program at the time of matriculating into the JD program. Transfer credit amount allowances match the shared joint degree credit allowances under V.A.1.b.9. 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. Transferred courses taken and credit earned will be noted on the JD transcript but will not be included in the student's JD grade point average. There will be no change to the student's master's transcript for transferred credits under this regulation. No residence credit is granted except as provided in regulation III.A.6.
- d. A joint-degree student may not combine transferred and shared credits if doing so would exceed the allowances under V.A.1.b.
- e. A joint-degree student's course load may not exceed a total of 18 credits during the fall and spring semesters.
- f. No exceptions are allowed other than with prior written approval of the appropriate Program Director or the Director's designee.

2. JOINT JD/MASTER OF CLIMATE AND ENVIRONMENTAL POLICY (MCEP) DEGREE

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

3. JOINT JD/MASTER OF ANIMAL PROTECTION POLICY (MAPP) DEGREE

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

4. 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.

5. 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.

6. 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.

7. JOINT JD/MASTER OF ARTS IN RESTORATIVE JUSTICE (MARJ) DEGREE

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

8. JOINT JD/MASTER OF PUBLIC POLICY (MPP) DEGREE

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

9. JOINT JD/MASTER OF LEGAL STUDIES (MLS) DEGREE

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

B. JOINT JD/LLM DEGREE

Vermont Law and Graduate School awards joint JD/LLM in Environmental Law, joint JD/LLM in Energy Law, joint JD/LLM in Food and Agricultural Law, and joint JD/LLM in Animal Law degrees. The requirements in regulation V.B.1. apply to all four 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 and Graduate School JD program to the LLM program. A JD/LLM student must take a minimum of 21 LLM credits at Vermont Law and Graduate 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.

- e. Students who wish to pursue a joint JD/LLM must either continue their studies in the regular semester following their graduation in the JD program or submit an approved leave of absence which is valid for up to one year.
- f. Students who wish to pursue the JD/LLM must submit the Joint Degree Declaration Form by the end of their fourth semester.

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 course work, 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.

4. JOINT JD/LLM IN FOOD AND AGRICULTURAL LAW DEGREE

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

The Food and Agricultural 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 Agricultural 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 course work 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.

5. JOINT JD/LLM IN ANIMAL LAW

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

The Animal Law and Policy Electives requirement shall not be waived for courses completed prior to matriculation in the LLM program. All LLM candidates must take six credits of Animal Law and Policy Electives from the above list provided they do not duplicate prior coursework. If an LLM candidate is unable to fulfill this requirement without duplicating prior coursework, the candidate must submit an alternative course work 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 and Graduate School, in conjunction with other institutions, offers the following dual degree options for JD students: JD/MEM (Yale School of the Environment), JD/Master I/II (Université de Cergy-Pontoise (Cergy), JD/LLM in French and European Law (Université de Cergy-Pontoise (Cergy), and 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 and Graduate School and its partner institutions have agreed to share supporting documentation, such as transcripts, LSAT and GRE 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 and Graduate 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 and Graduate 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 Université de 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 and Graduate 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.

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 and Graduate School transcript.

G. PROGRAM REQUIREMENTS

1. DUAL JD/MEM

Vermont Law and Graduate School and the Yale School of the Environment 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 and Graduate School and the Yale School of the Environment (Yale). Information on application requirements and procedures for admission to the Yale School of the Environment 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 and Graduate School candidate for a dual JD/MEM degree may apply the equivalent of 12 (twelve) Vermont Law and Graduate 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 and Graduate School required for the JD degree.

- (2) A dual-degree candidate may not satisfy the experiential requirement with courses taken at Yale without the prior permission of the Vice Dean of Students.
- (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 and Graduate School.

2. DUAL JD/MASTER I AND JD/MASTER II DEGREE

Vermont Law and Graduate 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 and Graduate School students must begin the dual degree program at Vermont Law and Graduate School.
- (2) Vermont Law and Graduate 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. A maximum of four Vermont Law and Graduate 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 and Graduate 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 and Graduate School. The total credits that may be applied to the JD degree from study abroad is governed by regulation III.A.4.
- (2) Program participants beginning their studies at Vermont Law and Graduate School must satisfactorily complete the following courses at Vermont Law and Graduate School before beginning course work in France:
 - (a) Business Associations;
 - (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, or Secured Transactions.

(3) Program participants beginning their studies at Vermont Law and Graduate 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; and

(b) French Corporate Law.

Courses satisfying these requirements may be offered at Vermont Law and Graduate School or at Cergy. These requirements may, with the prior permission of the Vice Dean of Faculty, Vice Dean of Students, or their designee, also be satisfied by summer study at another ABA-approved law school.

Other appropriate courses may be substituted for the courses listed in subpart (2) and (3) of this regulation with the prior permission of the Vice Dean of Faculty.

(4) Program participants beginning their studies at Cergy will be admitted to the Vermont Law and Graduate School JD degree program with advanced standing. Advanced standing and credit hours granted for foreign study may not exceed one-third of the total credits required by Vermont Law and Graduate 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 Vice Dean of Students at Vermont Law and Graduate School in consultation with the Vice Dean of Faculty.

Program participants beginning their studies at Cergy will ordinarily be required to complete the required foundational JD curriculum at Vermont Law and Graduate School. Exceptions will be granted by the Vice Dean of Students at Vermont Law and Graduate School in consultation with the Vice Dean of Faculty.

c. Withdrawal from the Program

If a student leaves the program or fails to complete the program requirements for either the Vermont Law and Graduate 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 and Graduate 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 and Graduate School study abroad programs. In

advance of withdrawal, Vermont Law and Graduate School students should consult with the Vermont Law and Graduate 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 and Graduate School and the Université de Cergy-Pontoise (Cergy) offer this dual degree program which enables VLGS students to earn both a JD and LLM degree in French and European Law.

a. Admission/Eligibility

- (1) Vermont Law and Graduate School students must begin the dual degree program at Vermont Law and Graduate School.
- (2) Vermont Law and Graduate 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 and Graduate School students must apply for admission to this program through Vermont Law and Graduate 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 and Graduate 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 and Graduate School.
- (2) Program participants must satisfactorily complete the following course work at Vermont Law and Graduate School before beginning course work at Cergy: Comparative Law: Comparative Legal Systems; or both French Legal Method and French Corporate Law.
- (3) Other appropriate courses may be substituted for the courses listed above with the prior permission of the Director of International and Comparative Law Program.

c. Withdrawal from the Program

If a student leaves the program or fails to complete the program requirements for either the Vermont Law and Graduate 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 and Graduate 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 and Graduate School study abroad programs. In advance of withdrawal, Vermont Law and Graduate School students should consult with the Vermont Law and Graduate School Office of Financial Aid to determine the impact of withdrawal on financial aid awards.

4. DUAL JD/M.PHIL.

Vermont Law and Graduate School and the University of Cambridge offer this dual degree program which enables VLGS 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 and Graduate School students must begin the dual degree program at Vermont Law and Graduate School. A Vermont Law and Graduate 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. Vermont Law and Graduate 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.
- (2) Students will be notified of acceptance before the conclusion of the fall semester in which they apply. A maximum of two Vermont Law and Graduate 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 and Graduate 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 and Graduate 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 and Graduate 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 and Graduate 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 and Graduate School and its partner institutions have agreed to share supporting documentation, such as transcripts and GRE 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 and Graduate School transcript; however, grades will not be included in the computation of the Vermont Law and Graduate 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 and Graduate School master’s 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 and Graduate 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 and Graduate School transcript, except as allowed by regulation IV.A.4.

F. PROGRAM REQUIREMENTS

1. DUAL MELP/MBA (TUCK SCHOOL OF BUSINESS)

Vermont Law and Graduate School and the Tuck School of Business at Dartmouth College (Tuck) 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 and Graduate School candidate for a dual MELP/MBA degree may apply the equivalent of nine Vermont

Law and Graduate 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 and Graduate 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 and Graduate 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, a 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/MASTER'S 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 and Graduate 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 transcript 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 and Graduate School transcript; however, grades will not be included in the computation of the Vermont Law and Graduate 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 and Graduate School master's degree requirements govern except as modified by each program's specific regulations.

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 and Graduate 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 and Graduate School transcript, except as allowed by regulation IV.A.4. above.

F. PROGRAM REQUIREMENTS

Vermont Law and Graduate School offers a dual JD/Master's 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/ Master's programs.

1. REQUIREMENTS

- a. Students are required to begin the dual degree program at the school conferring the JD degree.
- b. A candidate for the dual JD/master's degree must satisfactorily complete all the requirements for the master's degree as described in regulation IV above. A dual degree candidate may transfer a total of nine credits from their JD program to the MELP program, and a total of twelve credits to the MCEP, MAPP, MERL, or MFALP program.
- c. Courses taken at the student's home law school that are to be applied toward the master's degree must be approved by the Director of the Environmental Law Center or the Director's designee. Courses taken at the law school will not be applied toward the master's degree if they substantially duplicate a course taken at Vermont Law and Graduate School.

- d. The total maximum number of credits a student enrolled in this dual degree may earn toward a master's externship is 10 credits.
- e. The courses taken, the grades awarded, and the credits earned for courses transferred from the school conferring the JD degree will be noted on the Vermont Law and Graduate School transcript, but the course grades will not be included in the student's Vermont Law and Graduate School grade average. All passing grades (i.e., a grade of C or better) will be accepted.

2. DUAL JD/MASTER'S WITH THE UNIVERSITY OF SOUTH CAROLINA

Vermont Law and Graduate 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/MASTER'S WITH THE UNIVERSITY OF SOUTH DAKOTA

Vermont Law and Graduate 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/MASTER'S 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 and Graduate School will allow students who meet degree requirements at both schools to receive a dual degree of Juris Doctor and Master of Environmental Law and Policy 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's co-op experiences as an MELP externship. Students must follow both Northeastern co-op and VLGS Externship guidelines and application deadlines.

5. DUAL JD/MASTER'S WITH QUINNIPIAC UNIVERSITY

Vermont Law and Graduate School and Quinnipiac University School of Law offer the following dual JD/ master's degree programs that enable students to earn both degrees concurrently over a three-year period: JD/MELP, JD/MCEP, JD/MAPP, JD/MERL, and JD/MFALP.

6. DUAL JD/MASTER'S WITH ELON UNIVERSITY

Vermont Law and Graduate School and Elon University School of Law offer the following dual JD/master's degree programs that enable students to earn both degrees concurrently over a three-year period: JD/MELP, JD/MCEP, JD/MAPP, JD/MERL, and JD/MFALP.

7. DUAL JD/MASTER'S WITH BOSTON COLLEGE LAW SCHOOL

Vermont Law and Graduate School and 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.H., 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 and Graduate 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 2.30 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 six 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 online learning classes, the recommended course load is three credits per term. The Online Learning Program offers six terms per academic year.

4. TRANSFER OF CREDITS - NON-VERMONT LAW AND GRADUATE 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 six 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 their 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 five 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 five years from matriculation.
- b. Residential students may enter the LLM program in either summer or fall semester.
- c. Online 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 are encouraged to work primarily on site at the LLM externship. If a student is working remotely, the student must attend teleconference meetings with their supervisor at least once a week.
- 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 10 credits.
- e. The minimum number of credits a student may earn in an LLM externship is four credits.

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.

- 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 not be on academic probation, be eligible to return for the next academic semester or term, and have no pending Honor Code, Code of Conduct, or other disciplinary proceedings.

2. ACADEMIC PROBATION²¹

- a. A student will be placed on academic probation if, at any time after the completion of six 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 2.30.
- c. A student will be dismissed if:
 - (1) the student has a cumulative average of 1.0 or below at the completion of six 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 2.30 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 2.30 at the completion of the program.

²¹ For the purposes of regulations D.2. and D.3., "completion" includes grades of F. and F.Wd. but not Wd.

- d. A student who would otherwise be dismissed under subparagraph 3.a(3) will be allowed to continue for a second semester²² 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 2.30 at the end of the second semester on academic probation.
- e. 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 2.30 and (2) a realistic and specific academic plan to raise the cumulative average to 2.30 or above in one additional academic term.
- f. 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 DEGREE²³

- a. Each student must satisfy the following requirements for the LLM degree:

REQUIREMENT	COURSES THAT SATISFY THE REQUIREMENT
Required Courses	
ENV5105	Administrative Law (3)
ENV5115	Environmental Law (3)
LLM9606	LLM Graduate Seminar (3)

- 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.F.1.c.

²² For purposes of this regulation, the summer session shall be considered as a "semester."

²³ Students enrolled in the online 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 online learning program to ensure that all graduation requirements are met.

2. OPTIONAL LLM THESIS OR PROJECT

a. Thesis

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 and Graduate School community of the thesis work and must deposit a copy of the thesis in the Vermont Law and Graduate 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 four and a maximum of six 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 Advocacy Clinic (EAC) may elect to undertake a second teaching project with the approval of the EAC Director. Each teaching project will be for a minimum of four credits and a maximum of six credits. The second teaching project must provide a qualitatively different experience from the first. The EAC Fellow must satisfactorily complete all aspects of each teaching project in accordance with the teaching project plan, subject to the EAC 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 two and a maximum of six 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 DEGREE²⁴

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

REQUIREMENT	COURSES THAT SATISFY THE REQUIREMENT
Required Courses	
ENV5105	Administrative Law (3)
ENG5226	Energy Law and Policy in a Carbon-Constrained World (3)
ENG5228	Energy Regulation, Markets and the Environment (3)
LLM9606	LLM Graduate Seminar (3)
Project/Writing Requirement	
	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
CLI9302	Environmental Advocacy Clinic (on an energy topic)
CLI9318	Environmental Justice Clinic (on an energy topic)
CLI9323	Advanced Environmental Advocacy Clinic (on an energy topic)
CLI9348	Advanced Environmental Justice Clinic (on an energy topic)
CLI9427	Energy Clinic (3-6)
CLI9433	Transnational Environmental Law Clinic (4) (on an energy topic)
CLI9437	Advanced Energy Clinic (3-6)
ENV5303	Advanced Energy Writing Seminar (2)
Energy Electives	(minimum of 4 credits)
ENG5232	Global Energy Law and Policy (1)
ENG5238	Global Sustainability Field Study (1)
ENG5344	Alternative Fuels and Renewable Energy (3)
ENG5375	Global Energy Justice (2)

²⁴ Students enrolled in the online 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 online learning program to ensure that all graduation requirements are met.

ENG5425	Clean Transportation Law and Policy (2)
ENG5468	Oil and Gas Production and the Environment (2)
ENG5469	Oil and Gas Development and the Environment (3)
ENG5497	End Use Energy Efficiency (2)
ENG5510	Three Essentials of the Electric Grid - Engineering (1)
ENG5511	Three Essentials of the Electric Grid - Business (1)
ENG5512	Three Essentials of the Electric Grid - Legal (1)
ENG5544	Sustainable Transportation (3)
ENG5547	Energy Efficiency Law and Policy (3)
ENG5552	Renewable Energy Project Finance and Development (1)
ENG5556	Sustainable Energy Project Finance (3)

- 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 requirement shall not be waived for courses completed prior to matriculation in the LLM program. All LLM candidates must take four credits of Energy 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.E.2.a. apply.

b. Research Project

The provisions of regulation IX.E.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 AGRICULTURAL LAW DEGREE (LLM)

1. REQUIREMENTS FOR THE DEGREE²⁵

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

REQUIREMENT	COURSES THAT SATISFY THE REQUIREMENT
Required Courses	
ENV5105	Administrative Law (3)
FAA5108	Introduction to Agriculture and Food Law and Policy (3)
LLM9606	LLM Graduate Seminar (3)
Food and Agricultural Electives	(minimum of 6 credits)
ANM5307	Animals and the Law (3)
ANM5422	Animal Welfare Law (2)
ENV5238	Global Sustainability Field Study (1)
ENV5245	Water Resources Law (3)
ENV5246	Water Quality (3)
ENV5378	Land Use and Racial Justice (3)
FAA5130	Farmworkers and the Law (1)
FAA5324	Conservation Agriculture Policy (1)
FAA5362	Representing Farmers and Food Producers (2)
FAA5380	Food Regulation and Policy (3)
FAA5381	Local Farm and Food Law in Practice (3)
FAA5383	Food Justice and Sustainability (2)
FAA5385	Global Food Security (2)
FAA5401	Agriculture and the Environment (3)
FAA5408	Law of Animals and Agriculture (3)
FAA5410	The Farm Bill (2)
FAA5411	Federal Regulation of Food and Agriculture (3)
FAA5478	Global Food Security and Social Justice (3)
FAA5479	Law and Policy of Local Food Systems (3)
FAA5490	Urban Agriculture (2)
FAA5540	Public Health and Food and Agriculture Policy (2)
INT7435	International Law of Food (2)
INT7446	International Trade and the Environment (2)
Project/Writing Requirement	
CLI9302	Environmental Advocacy Clinic (on a food/agriculture topic)
CLI9318	Environmental Justice Clinic (on a food/agriculture topic)
CLI9321	Farmed Animal Advocacy Clinic (4)

²⁵ Students enrolled in the online 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 online learning program to ensure that all graduation requirements are met.

CLI9323	Advanced Environmental Advocacy Clinic (on a food/agriculture topic)
CLI9348	Advanced Environmental Justice Clinic (on a food/agriculture topic)
CLI9428	Food and Agriculture Law Clinic (4)
CLI9433	Transnational Environmental Clinic (on a food/agriculture topic)

- 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 Agricultural 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 Agricultural 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.E.2.a. apply.

b. Research Project

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

3. EXTERNSHIPS

The LLM Externship Program provides students with a field experience to test and develop their food and agricultural 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 37 credits.
- b. 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: Evidence; Civil Procedure; Contracts; or Torts; Criminal Law; Property; Legal Research and Writing; and Professional Responsibility. With the approval of the Vice Dean of Students, 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 an optional summer start semester or their spring semester, with prior approval of the Vice Dean of Students.
- e. A cumulative average of 2.30 is required for successful completion of the LLM degree.
- f. Residence Requirement: To obtain this degree, students must be in residence at Vermont Law and Graduate School for all 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 2.30, be eligible to return for the next academic semester or term, and have no pending Honor Code, Code of Conduct, or other disciplinary proceedings.

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 1.75 and 2.30.

c. Academic Dismissal

A student will be dismissed from the 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 1.75; or
- (3) The student's cumulative average is below 2.30 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 2.30 at the completion of the LLM program.

I. MASTER OF LAWS IN ANIMAL LAW DEGREE (LLM)

1. REQUIREMENTS FOR THE DEGREE

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

REQUIREMENT	COURSES THAT SATISFY THE REQUIREMENT
Required Courses	
ANM5307	Animals in the Law (3)
ENV5105	Administrative Law (3)
LLM9606	LLM Graduate Seminar (3)
Animal Law and Policy Electives (minimum of 6 credits)	
ANM5406	Animal Rights Jurisprudence (2)
ANM5408	Law of Animals in Agriculture (3)
ANM5420	Animal Undercover Investigations (2)
ANM5422	Animal Welfare Law (2)
ANM5425	Animal Law and Practice (3)
ANM5431	Animal Protection Policy (3)
ANM5433	Science of Animal Law and Policy (3)
ANM5435	International Animal Law (3)
ANM5437	Animal Ethics (3)
ANM5438	Wildlife Law and Policy (3)
ANM5440	Rights of Nature (1)
ANM5445	Animal Welfare Science and Ethics (1)
CLI9321	Farmed Animal Advocacy Clinic (4-12)
CLM5336	Climate Change, Extinction, and Adaption (3)
ENV5235	Natural Resources Law (3)
ENV5412	Biodiversity Protection (2)
ENV5423	Ocean and Coastal Law (3)
ENV5480	Environmental Crimes (2)
FAA5108	Introduction to Food and Agriculture Law and Policy (3)
FAA5410	The Farm Bill (2)
FAA5411	Federal Regulation of Food and Agriculture (3)

Project/Writing Requirement (at least one of the following; zero credit minimum)	
	LLM thesis or research project on animal law topic (2-6)
	LLM externship in animal law (4-10)
Conen	Teaching Practicum on animal law
	Any other VLGS clinic working on an animal law matter (4-12)
ANM5439	Animal Law and Policy Practicum (3)
CLI9321	Farmed Animal Advocacy Clinic (4-12)

- b. Any remaining electives may be chosen from the courses and experiential options listed above and from the list of approved courses in Section 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 Animal Law and Policy Electives requirement shall not be waived for courses completed prior to matriculation in the LLM program. All LLM candidates must take six credits of Animal Law and Policy 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 E.2.a. apply.

b. Research Project

The provisions of regulation E.2.d. apply.

c. Teaching practicum

The provisions of regulation E.2.b. apply.

3. EXTERNSHIPS

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

X. GRADUATE CERTIFICATE PROGRAMS

Vermont Law and Graduate School awards Graduate Certificates as described below. Graduate Certificates differ from the certificates earned by JD students as part of their JD concentrated field of study.

A. GENERAL PROVISIONS

The requirements in subsections X.A. and X.B of this regulation apply to all Graduate Certificates.

1. GENERAL LIMITATION

- a. Graduate Certificate credits may not be counted towards a Juris Doctorate (JD) or Master of Laws (LL.M.) degree
- b. A student may only obtain one Graduate Certificate from Vermont Law and Graduate School.

2. REQUIREMENTS FOR GRADUATE CERTIFICATES

- a. Graduate Certificates require a minimum of nine credits and a maximum of 12 credits. Approved Graduate Certificate course credits may be transferred to the Master's degree programs. JD students who want to pursue Graduate Certificates need to earn the certificate credits independently of and in addition to any other courses they take as part of the JD program.
- b. Students pursuing a Graduate Certificate may elect their courses in either a resident or online format or both from the following list of approved courses.

3. DURATION OF PROGRAM

A student who matriculates into the Graduate Certificate program must complete the program requirements in no longer than two years from the date of matriculation. A matriculated student enrolled in a Graduate Certificate program who decides to pursue a VLGS Master's degree will have five (5) years from the date of original certificate program matriculation to complete the Master's degree.

4. ADD/DROP AND WITHDRAWAL POLICIES

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

B. GRADES AND ACADEMIC STANDARDS

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

1. ACADEMIC DISMISSAL

- a. A student will be dismissed from the Graduate Certificate program if:
 - (1) The student has a cumulative average of 1.0 or below upon completion of 6 or more credits; or

- (2) The student's cumulative average is below 2.3 at the completion of the program.

C. GRADUATE CERTIFICATE IN RESTORATIVE JUSTICE

1. REQUIRED CURRICULUM

- a. A minimum of 9 credits is required for GCRJ.
- b. Students must satisfy the following requirements:

REQUIREMENT	COURSES THAT SATISFY THE REQUIREMENT
Required Course	
RSJ7115	Principles of Restorative Justice (3)
Elective Courses	
ADR6420	Negotiation (2)
CRI7305	Advanced Criminal Law Seminar (2)
CRI7333	Juvenile Justice and Law (3)
CRI7360	Reforming Criminal Justice (3)
CRI7380	Pleas, Sentencing and Accountability (3)
DIV7621	Disability Civil Rights (3)
POL5660	System of Advantage and Disadvantage (3)
REQ7140	Criminal Law (3)
REQ7186	Legislation and Regulation Survey (3)
REQ7188	Legislation and Regulation (2)
RSJ7110	Restorative Justice Theory and Practice (2)
RSJ7117	RJ Facilitation Intensive (1)
RSJ7125	Motivational Interviewing (1)
RSJ7140	Applied Criminal Justice (3)
RSJ7210	Adversity, Trauma, and Victimization (3)
RSJ7215	Narrative Writing Seminar (3)
RSJ7230	Restorative Justice in Indigenous Communities (3)
RSJ7230	Restorative Justice in Indigenous Communities (3)
RSJ7250	Global Restorative Justice (3)
RSJ7270	Clemency, Pardon, and Expungement (3)
RSJ7280	Drug Policy Reform (3)
RSJ7315	Peacemaking Courts (3)
RSJ7320	New Approaches to Domestic and Sexual Violence (3)
RSJ7325	Advanced Restorative Practices (2)
RSJ7330	Restorative Justice in Educational Institutions (3)
RSJ7332	Evidence Based Restorative Justice (3)
RSJ7340	Race, Crimes, and Restorative Justice (3)
RSJ7350	Ethics and Restorative Justice (3)
RSJ7355	Police Use of Force (3)
RSJ7360	Advanced Victim Rights Seminar (3)

RSJ7365	Teaching Restorative Justice (3)
RSJ7371	Youth Justice Reimagined (3)
RSJ7375	Global Healing in Policy and Action (3)
RSJ7379	Restorative Organizational Leadership (3)
RSJ7380	Comparative Justice: Criminal and RJ (1)
RSJ7382	Impactful Restorative Justice Careers (2)
RSJ7385	Introduction to RJ Facilitation (3)
RSJ7440	Advocating for Change (3)
RSJ7901 – RSJ7904	RJ Special Topics (1-4)
WRI7301	Advanced Writing Seminar (3)

A student may not take both Legislation and Regulation and Legislation and Regulation Survey.

The Director of the Center for Justice Reform or Director's designee has the authority to waive the required course provided the student has had comparable experience or course work. Although the course requirement may be waived, the total number of credits required for certificate completion remain unchanged.

- c. Any course not selected as a required course may be taken as an elective.

D. GRADUATE CERTIFICATE IN ENVIRONMENTAL GOVERNANCE IN CHINA

1. REQUIRED CURRICULUM

- a. A minimum of 9 credits is required for the Graduate Certificate in Environmental Governance in China (GCEGC).
- b. Students must satisfy the following requirements:

REQUIREMENT	COURSES THAT SATISFY THE REQUIREMENT
Required Courses	
ENV6225	Ecology in Practice in China (2)
ENV6223	Ecological Governance and Law in China (2)
ENV6310	Environmental Law Practices and Skills in China (2)
ENV6122	Communication, Advocacy and Leadership in China (2)
Elective Courses	
ENV6320	Comparative Environmental Public Interest Litigation (2)
	Independent Research Project (1-2)

A student may not take both Comparative Environmental Public Interest Litigation and an Independent Research Project if they overlap in content or supervision. All final determinations regarding credit allocation and elective approval will be made by the Faculty Director of the GCEGC or Director's designee.

The Faculty Director of the GCEGC or Director's designee has the authority to waive a required course provided the student has had comparable experience or course work. Although a course requirement may be waived, the total number of

credits required for certificate completion remain unchanged.

- c. Any course not selected as a required course may be taken as an elective.

E. GRADUATE CERTIFICATE IN FOOD AND AGRICULTURAL POLICY

1. REQUIRED CURRICULUM

- a. A minimum of 9 credits is required for the Graduate Certificate in Food and Agricultural Policy.
- b. Students must satisfy the following requirements:

REQUIREMENT	COURSES THAT SATISFY THE REQUIREMENT
Required Course	
FAA5108	Intro to Law & Policy of Food & Agriculture (3)
Elective Courses	
ANM5408	Law of Animals and Agriculture (3)
EJU5220	Food Systems Equity & Critical Race Theory (1)
ENV5474	Land Conservation Law (2)
FAA5130	Farmworkers and the Law (2)
FAA5380	Food Regulation and Policy (3)
FAA5410	Global Food Security and Social Justice (3)
FAA5479	Law and Policy of Local Food Systems (3)
FAA5411	Federal Regulation of Food and Agriculture (3)
FAA5490	Urban Agriculture (2)

The Director of the Center for Agriculture and Food Systems or Director's designee has the authority to waive the required course provided the student has had comparable experience or course work. Although the course requirement may be waived, the total number of credits required for certificate completion remain unchanged.

F. GRAUDATE CERTIFICATE IN ANIMAL PROTECTION POLICY

1. REQUIRED CURRICULUM

- a. A minimum of 9 credits is required for the Graduate Certificate in Animal Protection Policy.
- b. Students must satisfy the following requirements:

REQUIREMENT	COURSES THAT SATISFY THE REQUIREMENT
Required Course	
FAA5108	Intro to Law & Policy of Food & Agriculture (3)
Elective Courses	
ANM5307	Animals and the Law (3)
ANM5408	Law of Animals and Agriculture (3)

ANM5420	Animal Undercover Investigations (2)
ANM5422	Animal Welfare Law (2)
ANM5425	Animal Law in Practice (2) (JD students and JD graduates only)
ANM5433	Science of Animal Law and Policy (3)
ANM5435	International Animal Law (3)
ANM5437	Animal Ethics (3)
ANM5438	Wildlife Law & Policy (3)
ANM5439	Animal Law and Policy Practicum (3)
ANM5445	Animal Welfare Science and Ethics (1)
ENV5412	Biodiversity Protection (2)

The Director of the Animal Law and Policy Institute or Director's designee has the authority to waive the required course provided the student has had comparable experience or course work. Although the course requirement may be waived, the total number of credits required for certificate completion remain unchanged.

G. GRADUATE CERTIFICATE IN POLICY ACTION

1. REQUIRED CURRICULUM

- a. A minimum of 9 credits is required for the Graduate Certificate in Policy Action.
- b. Students must satisfy the following requirements:

REQUIREMENT	COURSES THAT SATISFY THE REQUIREMENT
Required Courses	
POL5550	Lobbying and Government Affairs (3)
RJS7440	Advocating for Change (3)
AND one of the following	
POL5530	Policy Design (3) or
POL5601	Introduction to Public Policy (3)
Elective Courses	
POL5600	Research Methods and Design (3)
POL5660	Systems of Advantage and Disadvantage (3)

A student may not take both Policy Design and Introduction to Public Policy. The Faculty Director of the Graduate Certificate in Policy Action or Director's designee has the authority to waive a required course provided the student has had comparable experience or course work. Although a course requirement may be waived, the total number of credits required for certificate completion remain unchanged.

XI. CONCENTRATION PROGRAMS

All concentrations for JD students must be declared by the end of their fourth 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 vermontlaw.edu/academics/concentrations for more information.

A. GENERAL

1. A student may only obtain one concentration.
2. All concentrations require a cumulative grade point average of 3.00 in all courses that count toward the concentration.
3. Students must declare their intention to pursue a concentration by filing a written declaration with the Registrar. The declaration must be signed by the student and by the Director of the concentration program.

All concentrations for JD students must be declared by the end of their fourth semester.

All concentrations 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 concentration declaration, the student must meet with and obtain the permission of the Director of the concentration program or the Director's designee.
5. Completion of the concentration requirements will be noted on the student's transcript.

B. CONCENTRATION IN INTERNATIONAL AND COMPARATIVE LAW

1. GENERAL

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

2. REQUIREMENTS

To earn the International and Comparative Law Concentration, each student must satisfactorily complete the following requirements in addition to those noted in regulation XI.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 h. as meeting this requirement; and
- (3) a Study Abroad course, from the list of courses designated in the table below in subsection h. 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 the Vice Dean of Faculty, Vice Dean of Students, or their designee.

- 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 concentration.
- c. No more than 10 credits taken on a Pass/Fail basis may be used to satisfy the Concentration's credit requirement.
- d. No more than 10 credits from a qualifying Semester-in-Practice may be used to satisfy the Concentration's credit requirement.
- e. Courses taken at an ABA-approved summer study-abroad program must have the prior approval of the Vice Dean of Faculty or their designee for the course to be used to satisfy the study-abroad requirement, and prior approval of the Registrar to determine that VLGS will accept the credits.
- f. 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.
- g. Official transcripts and translations or foreign evaluations as required must be submitted prior to the credits being accepted and noted on the transcript.
- h. List of courses meeting the concentration requirements:

REQUIREMENT	Courses that satisfy the requirement
Required Course	<i>(must earn B or above in this course)</i>
INT7425	International Law (3)
International Electives	
ENV5232	Global Energy Law and Policy (1)
ENV5385	Global Food Security (2)
ENV5423	Ocean and Coastal Law (3)
ENV5478	Global Food Security and Social Justice (3)
ENV5564	Peace, War, and the Environment (2)
INT7415	Immigration Law (3)
INT7421	International Environmental Law and Policy (3)
INT7424	International Human Rights (3)
INT7428	Trade Law and Policy (3)
INT7435	International Law of Food (2)
INT7446	International Trade and the Environment (2)
Take at least one course from each of the following two categories:	Courses that satisfy the requirement
Comparative or Foreign Law Course	(minimum 1 course) (Must earn a B or above)
ENV5221	Environmental Governance in the Developing World (1)
INT7412	Law of the European Union (2)

INT7440	Comparative U.S. China Environmental Law (2)
Study Abroad Electives	(minimum 1 course)
	Semester Study at McGill University ²⁶
	Semester Study at University of Trento
	Semester Study at University of Copenhagen
	Semester Study at the CY Cergy Paris Université
	Semester Study at Université de Paris 1Panthéon-Sorbonne
	ABA-approved Summer Course ²⁷
	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 Vice Dean of Students, the Vice Dean of Faculty, or their designee.
	Other such courses approved by the Vice Dean of Students, the Vice Dean of Faculty, or their designee.
ENV5218	International Climate Law (COP) (3)
ENV5238	Global Sustainability Field Study (1)
INT7414	European Union Law – Trento (1)
INT7441	China Field Study (1)

C. CONCENTRATION IN CLIMATE LAW

1. GENERAL

The Concentration 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 Concentration in Climate Law requires 14 credits. Concentration 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)
ENG5226	Energy Law and Policy in Carbon-Constrained World (3)
Climate Electives	(minimum of 4 credits)
CLM5250	Climate Risk and Resilience (3)
CLM5370	Climate & Env. Sustainability (1)
CLM5372	International Climate Litigation (1)
ENV5205	Air Pollution Law and Policy (3)

²⁶Number 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 credits.

²⁷Courses taken at an ABA-approved summer study-abroad program must have the prior approval of the Vice Dean of Faculty for the course to be used to satisfy the study-abroad requirement, and of the Registrar to determine that VLGS will accept the credits.

ENV5214	Climate Change Mitigation (3)
ENV5218	International Climate Change Law (3)
ENV5232	Global Energy Law and Policy (1)
ENV5335	Extinction and Climate Change (2)
ENV5342	Legal Adaptations to Global Warming Impacts (2)
ENV5336	Climate Change, Extinction and Adaptation (3)
ENV5365	Climate Change: The Power of Taxes (2)
General Electives	(minimum of 3 credits)
ENV5112	Science for Environmental Law (3)
ENG5228	Energy Regulation, Markets and the Environment (3)
ENV5346	New Frontiers in Environmental Policy (3)
ENV5375	Global Energy Justice (2)
ENV5468	Oil and Gas Production and the Environment (2)
ENG5469	Oil and Gas Development (3)
ENV5510	Three Essentials of the Electric Grid (3)
ENV5552	Renewable Energy Project Finance and Development (1)
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)
CLI9302	Environmental Advocacy Clinic (on a climate topic)
CLI9318	Environmental Justice Clinic (on a climate topic)
CLI9323	Advanced Environmental Advocacy Clinic (on a climate topic)
CLI9348	Advanced Environmental Justice Clinic (on a climate topic)
CLI9433	Transnational Environmental Practicum (on a climate topic)

Other elective courses as approved by the climate Law Concentration Director.

D. CONCENTRATION IN ENERGY LAW

1. GENERAL

The Concentration 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 Concentration in Energy Law.

2. REQUIREMENTS

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

REQUIREMENT	COURSES THAT SATISFY THE REQUIREMENT
Required Courses	<i>(minimum of 6 credits)</i>
ENG5226	Energy Law and Policy in a Carbon-Constrained World (3)
ENG5228	Energy Regulation, Markets and the Environment (3)
Energy Electives	<i>(minimum of 4 credits)</i>
CLI9427	Energy Clinic (3-6)
CLI9437	Advanced Energy Clinic (3-6)
ENG5220	Environmental Economics and Markets
ENG5469	Oil and Gas Development (3)
ENV5232	Global Energy Law and Policy (1)
ENV5238	Global Sustainability Field Study (1)
ENV5344	Alternative Fuels and Renewable Energy (3)
ENV5425	Clean Transportation Law and Policy (2)
ENV5468	Oil and Gas Production and the Environment (2)
ENV5510	Three Essentials of the Electric Grid (1-3)
ENV5547	Energy Efficiency Law and Policy (3)
ENV5552	Renewable Energy Project Finance and Development (1)
General Electives	<i>(minimum of 3 credits)</i>
BUS6226	Corporate Finance: Mergers and Acquisitions (3)
BUS6235	Business Associations (4)
ENV5105	Administrative Law (3)
ENV5125	Land Use Regulation (3)
ENV5205	Air Pollution Law and Policy (3)
ENV5209	The Law of Toxics and Hazardous Substances (3)
ENV5210	CERCLA Liability and Cleanup (2)
ENV5212	Climate Change and the Law (3)
ENV5365	Climate Change: The Power of Taxes (2)
ENV5375	Global Energy Justice (2)
ENV5497	End Use Energy Efficiency (2)
Experiential/Writing Requirement	<i>(minimum of 1 credit)</i>
	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)
CLI9302	Environmental Advocacy Clinic (on an energy topic)
CLI9318	Environmental Justice Clinic (on an energy topic)
CLI9323	Advanced Environmental Advocacy Clinic (on an energy topic)
CLI9348	Advanced Environmental Justice Clinic (on an energy topic)
CLI9433	Transnational Environmental Clinic (on an energy topic)
ENV5303	Advanced Energy Writing Seminar (2)

Other elective courses as approved by the Energy Law Concentration Director.

E. CONCENTRATION IN CRIMINAL LAW

1. GENERAL

The Concentration 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 Concentration in Criminal Law requires 18 credits.

REQUIREMENT	COURSES THAT SATISFY THE REQUIREMENT
Doctrinal Requirements	(10-11 credits)
CRI7262	Constitutional Criminal Procedure (3) or CRI7307
CRI7307	Criminal Practice and Procedure (4) or CRI7262
LIT7210	Evidence (4)
REQ7140	Criminal Law (3)
Skills/Experiential Requirements	(8-16 credits)
LIT7220	Trial Practice (3) or
LIT7318	Intensive Trial Practice (3)
	Externship in a prosecutor's or defender's office judicial setting where 50% or more of student's time is spent on criminal matters.
Writing Requirements (0-3 credits)	A law review note written on a criminal law topic or a seminar paper, to be chosen from the following list:
CRI7304	Sex Crimes Seminar (2)
CRI7305	Advanced Criminal Law Seminar (2)
CRI7313	Capital Punishment Seminar (2)
CRI7314	Narcotics Law and Policy Seminar (2)
CRI7319	Juvenile Justice Seminar (2)

Other elective courses as approved by the Criminal Law Concentration Director.

F. CONCENTRATION IN BUSINESS LAW

1. GENERAL

The Concentration 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 Concentration in Business Law requires 15 credits and satisfactory completion of an experiential/written component as described below. Concentration courses may also be used to satisfy course requirements in the JD, LL.M, Master's or other degree programs where applicable.

REQUIREMENT (15 Credits)	COURSES THAT SATISFY THE REQUIREMENT
REQUIRED	(4 credits)
BUS6235	Business Associations (4)
CORE ELECTIVES	<i>At least one course from this section, no maximum.</i>
BUS6200	Accounting & Business Fundamentals (2)
BUS6207	Antitrust Law (3)
BUS6215	Business Taxation (3)
BUS6218	Intro to Startup Law (2)
BUS6220	Commercial Law/Payment Systems (3)
BUS6225	Corporate Finance/Mergers & Acquisitions (3)
BUS6226	Corporate Finance (3)
BUS6245	Employment Law (3)
BUS6255	Federal Income Taxation (3)
BUS6260	Intellectual Property (2)
BUS6262	Social Enterprise Law (3)
BUS6277	Representing a Private Business (2)
BUS6280	Sales (2)
BUS6285	Secured Transactions (3)
BUS6290	Securities Regulation (3)
BUS6305	Non-Profit Organizations (3)
BUS6350	Non-Profit Management (2)
BUS7819	Environmental Issues in Business Transactions (2)
ENV5353	Green Finance (3)
ENV5525	Fundamentals of ESG (2)
GPP7818	Representing Entrepreneurial Businesses (2)
GENERAL ELECTIVES	No Maximum, other requirements must be met.
ADR6405	Arbitration (2), maximum 6 credits ADR classes
ADR6410	Alternative Dispute Resolution (3), maximum 6 credits ADR classes
ADR6415	Environmental Dispute Resolution (2), maximum 6 credits ADR classes
ADR6420	Negotiation (2), maximum 6 credits ADR classes
BUS6210	Bankruptcy (2)
BUS6237	Debtor-Creditor Law & Bankruptcy (2)
CLI9360	Small Business Legal Clinic, maximum 6 credits
CRI7318	White Collar Crime (3)
ENG5220	Environmental Economics and Markets (3)
ENG5228	Energy Regulation, Markets and the Environment (3)
ENG5511	Business Essentials of the Grid (3)
ENG5556	Sustainable Energy Project Finance (3)
ENV5239	Land Transaction and Finance (3)
ENV5365	Climate Change and the Power of Taxes (2)

ENV5552	Renewable Energy Project Finance and Development (1)
FAA5310	Cannabis Law (3)
FAA5381	Local Farm & Food Law in Practice (3)
FAM7710	Estates (4)
GPP7810	Commercial Transactions (2)
GPP7812	Real Estate Transactions (2)
GPP7814	International Intellectual Property
INT7411	French Corporate Law (1)
INT7416	International Business Transactions (3)
INT7446	International Trade and the Environment (2)
Experiential/Writing Requirement	(minimum of 1 credit)
	Independent Research Project (on a business law topic)
	Law Review or journal article (on a business law topic)
	Master's or JD externship (on a business law topic) (maximum 6 credits apply to elective requirement)
BUS6218	Intro to Startup Law (2)
CLI9360	Small Business Law Clinic

Other elective courses as approved by the Business Law Concentration Director.

G. CONCENTRATION IN FOOD AND AGRICULTURAL LAW

1. GENERAL

The Concentration in Food and Agricultural 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 Concentration in Food and Agricultural Law requires 14 credits. Concentration 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 (15 credits)	COURSES THAT SATISFY THE REQUIREMENT
Required Courses	(3 credits)
FAA5108	Introduction to Agriculture and Food Law and Policy (3)
Food and Agriculture Electives	(minimum of 7 credits)
ANM5307	Animals and the Law (3)
ANM5422	Animal Welfare Law (2)
ANM5425	Animal Law in Practice (2)
ANM5431	Animal Protection Policy (3)
ANM5433	Science of Animal Law and Policy (3)
ENV5238	Global Sustainability Field Study (1)
ENV5245	Water Resources Law (3)
ENV5246	Water Quality (3)

ENV5324	Conservation Agriculture Policy (1)
ENV5362	Representing Farmers and Food Producers (2)
ENV5380	Food Regulation and Policy (3)
ENV5381	Local Farm and Food Law in Practice (3)
ENV5383	Food Justice and Sustainability (2)
ENV5385	Global Food Security (2)
ENV5401	Agriculture and The Environment (3)
ENV5408	Law of Animals and Agriculture (3)
ENV5410	The 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 (3)
ENV5540	Public Health and Food and Agriculture Policy (2)
FAA5490	Urban Agriculture (2)
General Electives	(minimum of 3 credits)
ENV5125	Land Use Regulation (3)
ENV5212	Climate Change and the Law (3)
ENV5235	Natural Resources Law (3)
ENV5239	Land Transactions and Finance (3)
ENV5245	Water Resources (3)
ENV5246	Water Quality (3)
ENV5250	Watershed Management and Protection (3)
ENV5310	Environmental Health Law (3)
ENV5349	Regulating the Marine Environment (2)
ENV5405	Ecosystem Conservation Strategies (2)
ENV5406	Animal Rights Jurisprudence (2)
ENV5423	Ocean and Coastal Law (3)
ENV5446	Environmental Justice (2)
ENV5474	Land Conservation Law (2)
ENV5561	Environmental Enforcement and Compliance (2)
ENV7380	Advanced Environmental Legal Research (1)
INT7435	International Law of Food (2)
INT7446	International Trade and the Environment (2)
Experiential/Writing Requirement	(minimum of 1 credit)
	Advanced Writing Requirement (on a food/agriculture topic)
	Independent Research Project (on a food/agriculture topic)
	LLM thesis or research project (on a food/agriculture topic)
	Master's or JD externship (on a food/agriculture topic)
CLI9302	Environmental Advocacy Clinic (on a food/agriculture topic)
CLI9318	Environmental Justice Clinic (on a food/agriculture topic)
CLI9321	Farmed Animal Advocacy Clinic (6), (9), or (12)

CLI9323	Advanced Environmental Advocacy Clinic (on a food/agriculture topic)
CLI9348	Advanced Environmental Justice Clinic (on a food/agriculture topic)
CLI9428	Food and Agriculture Clinic (4)
ENV5535	Transnational Environmental Practicum (4) (on a food/agriculture topic)

Other elective courses as approved by the Food and Agricultural Law Concentration Director.

H. CONCENTRATION IN ANIMAL LAW

1. GENERAL

The Concentration in Animal Law is a formal recognition that a student has pursued a concentrated course of study in the field of animal law.

2. REQUIREMENTS

The Concentration requires a minimum of 14 credits of coursework and experience or writing in the area of animal law.

REQUIREMENT	COURSES THAT SATISFY THE REQUIREMENT
Required Courses	<i>(take at least one of the following)</i>
ANM5307	Animals and the Law (3)
ANM5422	Animal Welfare Law (2)
Electives	(minimum of six credits)
ANM5307	Animals and the Law (3)
ANM5360	Undercover Investigations of Animal Operations (2)
ANM5406	Animal Rights Jurisprudence (2)
ANM5408	The Law of Animals in Agriculture (3)
ANM5422	Animal Welfare Law (2)
ANM5425	Animal Law in Practice (3)
ANM5431	Animal Protection Policy (3)
ANM5433	Science of Animal Law and Policy (3)
ANM5435	International Animal Law (3)
ANM5437	Animal Ethics (3)
ANM5438	Wildlife Law and Policy (3)
ANM5439	Animal Law and Policy Practicum (3)
ANM5440	Rights of Nature (1)
ANM5445	Animal Welfare Science and Ethics (1)
ENV5336	Climate Change, Extinction & Adaptation (3)
ENV5412	Biodiversity Protection (2)
ENV5423	Ocean and Coastal Law (3)
ENV5480	Environmental Crimes (2)

Experiential/Writing Requirement	(minimum of 1 credit)
	Advanced Writing Requirement (on an animal law topic)
	Independent Research Project (on an animal law topic)
	Master or JD externship (on an animal law topic)
CLI9302	Environmental Advocacy Clinic (on an animal law topic)
CLI9318	Environmental Justice Clinic (on an animal law topic)
CLI9321	Farmed Animal Advocacy Clinic
CLI9428	Food and Agriculture Clinic (on an animal law topic)
CLI9433	Transnational Environmental Law Clinic (on an animal law topic)

Other elective courses as approved by the Animal Law and Policy Institute Director.

XII. VERMONT LAW AND GRADUATE SCHOOL HONOR CODE

ARTICLE I. AN HONOR CODE FOR ACADEMIC INTEGRITY AND HONESTY

A. STATEMENT OF PRINCIPLES

Vermont Law and Graduate 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 and Graduate 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 and Graduate 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 misconduct²⁸:

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 and Graduate 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.

²⁸ Non-academic matters are governed by a separate Code of Conduct.

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:

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 school's 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 Vice Dean of Students 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 and Graduate 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 Vice Dean of Students 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 Vice Dean of Students as Ex Officio member²⁹; (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 Vice Dean of Faculty.

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 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.
- 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, an alternate faculty member, appointed by the Vice Dean of Faculty, shall complete the term or participate as necessary.

²⁹Ex Officio in this context means the Vice Dean of Students participates, but does not vote, on matters before the Honor Committee. The Vice Dean of Students participates in hearings before the Honor Committee under the Formal Process as described in IV (C).

- 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 and Graduate 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 Vice Dean of Students. 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 (15) working days (defined as periods during which all administrative offices of the Vermont Law and Graduate School are open and operating under regular business hours) after receiving the written report of the violation, the Vice Dean of Students shall notify the accused student in writing that a complaint has been filed. In addition, the Vice Dean of Students will inform the accused student of his/her rights under the Honor Code, including the appointment of an advocate for the accused student. The Vice Dean of Students 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 Vice Dean of Students.
3. At the same time as the Vice Dean of Students 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 Vice Dean of Students 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 Vice Dean of Students. The investigator shall submit a report about the matter to the Vice Dean of Students 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 Vice Dean of Students 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 of Students 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 Vice Dean's receipt of the investigator's report.
2. If the Vice Dean of Students determines that it is more probable than not that a violation of the Honor Code has occurred, the 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 Vice Dean as to whether a violation of the Honor Code occurred and the penalty assessed by the Dean³⁰ of the School upon recommendation of the 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 Dean of the School retains the right to accept, reject or modify any recommendation which may be made by the Vice Dean of Students. The decision of the Dean of the School is final.

C. FORMAL PROCESS

1. If the Vice Dean of Students 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 Vice Dean will notify the Honor Committee in writing of the nature of the complaint and of her or his conclusions. The 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 Vice Dean of Students may request that the investigator conduct further investigation in preparation for the formal hearing.
3. The Honor Committee as described in Article II (C) shall conduct a formal hearing of this matter at a meeting scheduled not more than thirty (30) calendar days after the Vice Dean of Students has reported a probable violation of the Honor Code to the Honor Committee.

³⁰ Dean shall refer to the Law School Dean for all Honor Code matters involving a JD or joint degree student and to the Graduate School Dean for all matters involving master's or LLM students.

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 Vice Dean of Students the written notice of the nature of the complaint and the Vice Dean's conclusions. The Vice Dean of Students is not a member of the Honor Committee when it sits in a formal hearing

D. FORMAL HEARING

1. The Vice Dean of Students, 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.
2. 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.
3. 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 Dean of the School.
4. 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 Dean's Office. This record may be referred to by the Honor Committee for any purpose and by the Dean of the 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 Dean of the School, if any.
5. 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 Dean of the School shall proceed to consider implementation of the recommended penalty. In so doing, the Dean of the School shall have plenary power to accept, reject or modify the recommended penalty. The decision of the Dean of the School is final.

E. 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 Vice Dean of Students 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 Dean of the School can modify all agreed to sanctions.

F. 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.

G. THE POWER TO APPOINT ALTERNATES

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

H. 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 and Graduate 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 Vice Dean of Students shall recommend a sanction³¹ in accordance with the provisions below:

CLASS ONE SANCTIONS: If the Honor Committee members or the Vice Dean of Students 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 the Vice Dean of Students 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 Vice Dean of Students shall recommend such lesser

³¹ Grade adjustments have been excluded from the list of sanctions. Grading is solely a faculty function. A Faculty member may consider a determination that student violated the Honor Code, for example by cheating or plagiarism, in assigning a grade. The Dean of the Law School cannot, however, compel the faculty member to adjust the grade based on the result of an Honor Code determination.

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 and Graduate School in all programs (e.g., JD, MELP, MERL, MFALP, MARJ, 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 Dean of the 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 Dean of the 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 Dean of the 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 Dean of the School a copy of the tape recording of the hearing and copies of any documents received by the Honor Committee.
- D. The Dean of the School shall schedule a meeting with the accused student within a reasonable time after receiving the written notice of appeal. The Dean of the School shall allow the accused student, the student's counsel or advocate, the Vice Dean of Students 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 Dean of the School shall have the plenary power to accept, reject, or modify the recommended penalty. The decision of the Dean of the 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 and Graduate 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. 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.

XIII. 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 seven days prior to 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, 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

Involuntary Separation,
Sexual Harrassment, and
Title IX Policies

CODE OF CONDUCT

ADOPTED 10/10/94

AMENDED 6/26/25

The effective date of this policy is 6/26/25.

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 and Graduate School students on their first morning of school. Vermont Law and Graduate 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 and Graduate 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 and Graduate School Honor Code. It applies to the conduct of all students of Vermont Law and Graduate School (VLGS) 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 VLGS property or in the use of VLGS 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 (including both part-time and full-time externships). This Code also applies when those actions occur off campus in connection with events sponsored by VLGS or VLGS-approved organizations, or in connection with official business undertaken for VLGS, or in other circumstances where an action could have a significant impact on the educational or employment environment or the reputation or integrity of VLGS or could pose a threat to the safety or other interests of VLGS or members of the VLGS community.

This Code of Conduct does not govern interactions between members of the Vermont Law and Graduate 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 and Graduate 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 that is 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 and Graduate School’s distinct interests as an academic community are involved, the School may pursue enforcement of its own policies whether or not legal proceedings involving the same incident are underway or anticipated. Vermont Law and Graduate 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 and Graduate 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:

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 any conduct that violates Vermont Law and Graduate School regulations or policies contained in the Vermont Law and Graduate School Student Handbook; and 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 they act 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 their conduct will cause a prohibited result. A student acts recklessly when that student consciously disregards a substantial and unjustifiable risk that their 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 they have 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 School career and their graduation, or the School's confirmation of their withdrawal. Online 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 VLGS course or program. The 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 School community or fitness to practice law, or that reflects negatively on the student's honesty or integrity. Further, the 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, IDs, or keys
- Any and all felonies and misdemeanors, excluding minor traffic violations
- Arson
- Attempting to improperly influence the decision of the VLGS Disciplinary Board
- Conduct off campus that is incongruent with the mission and goals of VLGS
- Deliberate tampering with fire safety equipment on campus
- Desecration, profanation, misuse of any VLGS property
- Disruptive behavior
- Drug policy violation
- Failure to present proper identification of oneself or one's guest when asked by VLGS personnel or campus security; failure to comply with the directives of VLGS personnel, including Café staff, or knowingly furnishing false information to VLGS personnel
- Harassment, Sexual Harassment, Discrimination, and Retaliation Policy violation
- Lewd, indecent, or obscene conduct
- Lying
- Misuse of VLGS fire equipment, VLGS ID card, the VLGS computer network, the VLGS email system or telephones (including pay phones)
- Obstruction or disruption of educational activities, administrative functions, or other activities of the School

- Physical assault
- Sexual Harassment, Domestic Violence, Dating Violence, and Stalking Prohibited by Title IX Policy violation
- Sexual Exploitation as defined below
- Stalking as defined below
- Theft, attempted theft, or sale of VLGS property or property belonging to others
- Unauthorized entry into any VLGS sponsored event or club/organization activity
- Unauthorized entry into or use of VLGS 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 VLGS computing facilities for outside business purposes

Any of the behaviors listed above and exhibited in electronic form are also prohibited.

For purposes of the Code of Conduct, the following definitions apply:

“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.

- 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.
- Lying in wait for - defined as hiding or being concealed for the purpose of attacking or harming another person, or
- 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:

- 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.
- 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 VLGS policy, VLGS strictly prohibits conduct that would constitute stalking under VLGS policy as defined above, and as defined by Vermont law. The 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 School through the procedures described below, and to seek the support of the School and/or external resources.

"Sexual Exploitation" is defined as taking 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 act, for purposes of the definition of sexual exploitation under this policy, is defined as: conduct between persons consisting of (A) contact between the penis and the vulva, (B) contact between the penis and the anus, (C) contact between the mouth and the penis, (D) contact between the mouth and the vulva, and/or (E) any intrusion, however slight, by any part of a person's body or any object in the genital or anal opening of another.

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 VLGS Code of Conduct.

ARTICLE III. STUDENT'S DUTY TO REPORT

Vermont Law and Graduate 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 Vice Dean of Students 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 and Graduate 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 Director of Admissions. 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 Harassment, Domestic Violence, Dating Violence, and Stalking Prohibited by Title IX Policy" are set forth in those policies. Such specific provisions will apply to complaints that allege harassment, discrimination, retaliation, 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 Dean of the Law or Graduate School to take whatever action they deem necessary to maintain good order within the 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 Vice Dean of Students (the Vice Dean) alleging a violation of the Code. The complaint **must be in writing**. Upon receiving a complaint that this Code has been violated, the Vice Dean shall meet with the complainant, outline the possible courses of action, and explain the operation of these procedures. The Vice Dean shall discuss the allegations with the complainant to determine whether all pertinent facts have been alleged. The Vice Dean may conduct a further investigation.
2. If the Vice Dean determines that the facts alleged, if true, would not establish a violation of the Code, the Vice Dean shall dismiss the complaint. When a complaint is dismissed for this reason, the Vice 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 Vice Dean or any party unless all parties agree.

3. If the Vice 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 Vice Dean at their 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 Vice Dean shall give the student the opportunity to tell their side of the story. If it is appropriate in the circumstances, the Vice 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 School community.
4. If the Vice Dean does not request voluntary informal resolution, or that procedure does not result in resolution of the complaint, the Vice Dean shall appoint a Preliminary Investigator to conduct a preliminary investigation of the facts and submit a written report to the Vice 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 their report within 30 working days after the date of appointment unless the time is extended by the Vice Dean for reasonable cause. Upon receipt of the Preliminary Investigator's report, the Vice 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 Vice Dean of Students under subsection IV.E. or to the Chair of the Disciplinary Board and the Dean of the School³² under subsection IV.F. The report will be included in the 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 Vice 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 Vice Dean shall dismiss the complaint. If the complaint is dismissed on this ground, the Vice 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 School community.
7. If the Vice Dean finds reasonable grounds to believe that a violation of this Code has occurred, they 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 Vice Dean, or the Dean, is authorized to take whatever interim measures they deem necessary to maintain good order within the School or to ensure that any harassment or discrimination complained of ceases.
8. The Vice Dean shall issue a written statement of reasons for any decision that they make under this subsection and shall provide a copy of that statement to the parties and to the Dean.

³² Dean shall refer to the Law School Dean for all JD or joint degree students and to the Graduate School Dean for Master's or LLM students.

C. VOLUNTARY INFORMAL RESOLUTION

1. With the agreement of the parties, the Vice Dean may work with them to reach an informal resolution of the complaint. Other members of the School community or outside individuals with appropriate experience or expertise may be asked to participate in an informal resolution process.
2. Voluntary informal resolution must be completed within 20 working days after the parties have signified their agreement to participate unless the Vice Dean extends the time for reasonable cause. If the process does not result in a resolution satisfactory to the parties and approved by the Vice Dean within the allotted time, the Vice Dean shall resume the proceeding at the point at which voluntary informal resolution was undertaken.
3. A written report of a voluntary informal resolution that reaches a result satisfactory to the parties and approved by the Vice Dean shall be provided to the Dean and made part of the confidential file of the complaint. The resolution reached shall not be disclosed by the Vice Dean or any party unless the parties agree.
4. An informal resolution of the complaint by the parties does not affect the power and responsibility of Vermont Law and Graduate School to take whatever action may be necessary to ensure past and future compliance with all policies and regulations of the School.

D. MEDIATION

1. If the Vice Dean determines that mediation is appropriate, then the Vice Dean, or another mediator selected by the Vice 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 their 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 Vice 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 Vice 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, they shall make a complaint to the Vice Dean. If the Vice 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 Dean. The 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 Vice Dean. The Vice 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 Vice 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 Vice 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 Vice Dean shall make a decision as to whether a violation has occurred and shall make a recommendation concerning sanctions to the Dean. In this recommendation, the Vice Dean is limited to Class Two Sanctions.
2. The student may appeal the decision and recommendation of the Vice Dean to the Dean. No other appeal is available. If the student does appeal, the Dean may affirm, reverse, or modify the decision of the Vice Dean, and may accept, reject, or modify any recommended sanction that may be made by the Vice Dean, provided that only a Class Two Sanction may be imposed. The Dean may confer with the Vice Dean during this process. The decision of the Dean is final.
3. If the student does not appeal, the 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 Vice 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 Vice Dean as to whether a violation of this Code of Conduct has occurred and by the sanction imposed by the Dean upon the recommendation of the Vice Dean. Such agreement by the student will constitute a waiver of any right to the formal process. In this process, the Dean may accept, reject, or modify any recommendation which may be made by the Vice Dean.

The Dean may confer with the Vice Dean during this process. The decision of the Dean is final. In this process, the Vice Dean and the Dean are not limited to Class Two Sanctions.

2. If the student decides to proceed with the formal process, the Vice Dean will schedule a hearing before the Vermont Law and Graduate School Disciplinary Board and shall give notice to all parties and the Dean. The hearing shall be held within 20 working days after notice is given unless the time is extended by the Vice 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 and Graduate School Disciplinary Board shall be composed of the Vice Dean as a non-voting chair, three members of the Vermont Law and Graduate School faculty committee

on standards, administration or staff appointed by the 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 Vice Dean shall conduct the proceeding and shall have the right to call witnesses and present documents as evidence. The Vice Dean and all members of the Disciplinary Board shall have the right to question witnesses and examine documents offered as evidence. The 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 their 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 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 Vice 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 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 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 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 Dean shall proceed to consider implementation of the recommended penalty. In so doing, the Dean may confer with the Vice Dean and shall have plenary power to accept, reject, or modify the recommended penalty. The decision of the Dean is final.
10. The student may appeal the decision of the Disciplinary Board directly to the Dean. If the student appeals, the Dean may affirm, reverse, or modify the decision of the Disciplinary Board and may accept, reject, or modify any recommended sanction. The Dean may confer with the Vice Dean during this process. The decision of the 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 Dean. The identity of the complainant and other witnesses will be disclosed to the student complained against, unless the Vice Dean decides otherwise.
2. The 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 Dean has discretion to report violations of local, state, and federal law to the appropriate authorities. The Dean also has discretion to report the results to the Vermont Law and Graduate School community, to the extent permitted by applicable law. The Vice 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 Vice 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 and Graduate 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 Dean shall have the power to appoint alternates to serve either in the role of the Vice 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 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 Vice Dean or the members of the Disciplinary Board shall recommend a sanction in accordance with the provisions below:

A. CLASS ONE SANCTIONS

If the Vice 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 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 Vice 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 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 and Graduate 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 and

Graduate 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. VLGS reserves the right to adjudicate disciplinary matters even after a student has withdrawn with a disciplinary matter pending.

F. CO-CURRICULAR RESTRICTIONS

If the student complained against receives either a Class One sanction or Class Two sanction, the student will be prohibited from running for or holding Student Bar Association positions of Code of Conduct Committee Representative and/or Honor Code Committee Representative.

ARTICLE VI. AMENDMENT

This Code of Conduct may be amended at any time by the President, Dean of the Law School, or Dean of the Graduate School after consultation with the Student Services Committee, the Vice Dean of Students, and the Director of Student Affairs. 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 and Graduate School is committed to providing a safe environment for students, staff, faculty, and community members. Subject to the limitations regarding emergency removal set forth in the Sexual Harassment, Domestic Violence, Dating Violence, and Stalking Prohibited by Title IX Policy, VLGS reserves the right to involuntarily withdraw or separate a student whose conduct VLGS 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 VLGS 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 and Graduate School campus or at Vermont Law and Graduate School sponsored events;
- Conduct that interferes substantially with the regular daily activities of members of the VLGS or South Royalton community;
- Conduct that interferes substantially with the educational and employment environment or the orderly operation of the School and activities conducted on its campus; or
- Conduct that significantly or unreasonably burdens VLGS's human and/or financial resources.

VLGS 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 of Faculty, the Vice Dean of Students, the Associate Dean of Diversity, Equity, and Inclusion, the Associate Dean for Experiential Learning, and the Dean.³³

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

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

POLICY AGAINST HARASSMENT, SEXUAL HARASSMENT, DISCRIMINATION, AND RETALIATION

A. GENERAL PROVISIONS

1. **INTRODUCTION:** This policy applies to all Vermont Law and Graduate School (VLGS) 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 VLGS property or in the use of VLGS 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 VLGS or VLGS-approved organizations, or in connection with official business undertaken for VLGS, or when the alleged conduct of concern involves interactions between VLGS 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 VLGS, and/or could pose a threat to the safety or other interests of VLGS or members of the VLGS community. This policy also applies to the actions of VLGS agents and contractors in the circumstances set forth in this paragraph to the extent that VLGS can control their conduct.

In addition to this Policy, VLGS also maintains a Sexual Harassment, Domestic Violence, Dating Violence, and Stalking Prohibited by Title IX Policy (“SHDVS Policy”). Reports of sexual harassment that fit within the definition of prohibited conduct in the SHDVS Policy will be handled under the SHDVS Policy. Reports of sexual harassment that fit within the definition of sexual harassment in this Policy Against Harassment, Sexual Harassment, Discrimination and Retaliation (“HSHDR Policy”) but do not fit within the definition of prohibited conduct in the SHDVS 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 SHDVS Policy will be followed.

2. **NOTICE OF NON-DISCRIMINATION:** Vermont Law and Graduate School is committed to promoting an employment and educational environment free from unlawful harassment,

³³ Dean shall refer to the Law School Dean for all JD or joint degree students and to the Graduate School Dean for Master’s or LLM students.

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 and Graduate 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. The 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 School’s Title IX Coordinator has primary responsibility for coordinating the 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 and Graduate School has designated Jessica Durkis-Stokes, Professor of Law, 802-831-1274, to serve as its Title IX Coordinator. Professor Joseph Brennan, 802-831-1244, will act as the Deputy Title IX Coordinator when Professor Durkis-Stokes is unavailable, or in the event of a conflict of interest. The Title IX Coordinator is responsible for coordinating VLGS’s compliance with Title IX, including overseeing all reports of sex discrimination and identifying and addressing any patterns or systemic problems that arise during the review of such reports. The School’s Title IX Coordinator also oversees, in collaboration with other School offices as necessary, the School’s response to reports of sexual harassment, domestic violence, dating violence, and stalking involving VLGS students and employees. Inquiries concerning Title IX may be referred to the 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 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, file a complaint, or make a report of sex discrimination,
- notify the 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,
- ask questions about the VLGS’ policies and procedures related to sex discrimination, and
- seek or provide information about any of these issues as they relate to domestic violence, dating violence, or stalking involving VLGS 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 Associate Dean for Restorative Justice and Inclusive Excellence. The Associate Dean for Restorative Justice and Inclusive Excellence or designee will appoint another person to handle the 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 or

the Educational Opportunities Section of the Civil Rights Division of the U.S. Department of Justice (DOJ). Please see also the section on Outside Agencies below.

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 VLGS programs or activities, or other employment or educational actions; (b) an employment decision such as hiring, promotion, retention, or compensation, or an educational decision such as admission, a grade, or participation in any VLGS program or activity, based 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 VLGS, or participation in or access to the benefits of any VLGS 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 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 School has some form of jurisdiction) who is reported to have violated the School’s HSHDR policy.
 - g. “Responsible Employee” is defined as a Vermont Law and Graduate 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. School administrators, staff, and student employees whose job responsibilities include working with students, and faculty, are considered to be “responsible employees,” as are (where the complainant is an employee) supervisors, administrators, and individuals working in Human Resources. Responsible employees are respectful of an individual’s wishes to the extent appropriate and are discreet, but they may need to convey information about reported conduct in violation of this policy to the School’s Title IX Coordinator and/or the Associate Dean for Restorative Justice and Inclusive Excellence.
 - h. General inquiries or questions about this policy may remain private, do not have to be reported, and the 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 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 and/or the Associate Dean for Restorative Justice and Inclusive Excellence of such complaint or report. 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 School generally obligates the School to investigate the incident and take appropriate steps to address the situation. “Responsible employee” does not include the confidential resources as defined in the School’s SHDVS Policy.
5. ACADEMIC FREEDOM: In the establishment and enforcement of this policy against unlawful harassment, VLGS recognizes and affirms that free, honest intellectual inquiry, debate, constructive dialogue, and the open exchange of ideas are essential to the 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. VLGS 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 School’s procedures for enforcing this policy.

6. **OUTSIDE AGENCIES:** All members of the VLGS community have the right to pursue discrimination and harassment complaints, including sexual harassment complaints, and complaints of retaliation, beyond the 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 is contact information for state and federal agencies where complainants may pursue their complaints. Please check their websites for any updates or changes to their contact information.

The following agencies have jurisdiction over student complaints:

- **Vermont Human Rights Commission**
12 Baldwin Street, Montpelier, VT 05633
802-828-2480
Email: human.rights@vermont.gov
- **United States Department of Education**
Office for Civil Rights
400 Maryland Ave, SW
Washington, DC 20202-1100
Tel: 800-421-3481, TDD: 800-877-8339
Fax: 202-453-6021
Email: OCR.DC@ed.gov

Employees may contact the following agencies:

- **Vermont Attorney General's Office**
Civil Rights Unit, 109 State Street
Montpelier, VT 05609-1001
Tel: 802-828-3657 or 888-745-9195
Email: ago.civilrights@vermont.gov
Online: [CRU Contact Form](#)
- **Equal Employment Opportunity Commission (EEOC)**
Boston Area Office, John F. Kennedy Federal Building
15 New Sudbury Street, Room 475
Boston, Mass. 02203-0506
Tel: 800-669-4000, TTY: 800-669-6820
Fax: 617-565-3196
ASL video phone: 844-234-5122
To schedule an appointment online: [EEOC Public Portal](#)

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. **QUESTIONS:** If any person has questions or concerns regarding this policy, they should talk with the VLGS Title IX Coordinators, the Vice President of People and Operations, and/or Associate Dean for Restorative Justice and Inclusive Excellence.

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 and Graduate School or covered third parties who wish to report a complaint of harassment, sexual harassment, discrimination, or retaliation. Vermont Law and Graduate School is committed, and required by law, to take action when it learns of potential harassment or discrimination. VLGS 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 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 School personnel.

1. **COMPLAINTS.** Any Vermont Law and Graduate 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 and Graduate 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 Vice President of People of Operations, any Dean or Vice President, or the Dean of the Law School or Dean of the Graduate School. 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 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 Associate Dean for Restorative Justice and Inclusive Excellence of the complaint and transmit the written complaint or other material concerning the matter to the Associate Dean for Restorative Justice and Inclusive Excellence. The Associate Dean for Restorative Justice and Inclusive Excellence will inform the Title IX Coordinator of complaints that involve reports of sexual harassment, sex discrimination or related retaliation. The Associate Dean for Restorative Justice and Inclusive Excellence will appoint a Vice President, Associate Dean, or Director to undertake the investigatory responsibilities set forth in paragraph 3. If a complaint involves the Dean³⁴ or another officer or Trustee, the Associate Dean for Restorative Justice and Inclusive Excellence shall inform the Chair of the Board of Trustees, who will appoint a Trustee to undertake the responsibilities of the Associate Dean for Restorative Justice and Inclusive Excellence to oversee the investigation. If a complaint involves the Chair, the Vice Chair will appoint a Trustee to undertake those responsibilities. If a complaint involves the Associate Dean for Restorative Justice and Inclusive Excellence, or if the Associate Dean for Restorative Justice and Inclusive Excellence has an actual or an appearance of conflict of interest, the Dean will appoint a vice president, dean, or director to undertake those responsibilities. With the approval of the Dean, or the Chair or Vice Chair of the Board of Trustees if appropriate, a qualified individual from outside the School community may be appointed to undertake or assist in those responsibilities.

³⁴ Dean shall refer to the Law School Dean for all JD or joint degree students and to the Graduate School Dean for Master's or LLM degree students.

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 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 notified of the identity of the appointed Investigator and will be informed that any objections to the appointed Investigator on grounds of conflict of interest or a lack of impartiality should be submitted in writing within three days of the notice of appointment to the person who appointed the Investigator under paragraph 2. The person who made the appointment 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 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 School may also decide, at its discretion, not to pursue or to discontinue informal resolution. Informal resolution will not be pursued in cases involving allegations that an employee sexually harassed a student.
6. **INVESTIGATOR'S REPORT.** After the investigation is completed, the Investigator shall issue a report to the person, who is overseeing the investigation, 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 person, who is overseeing the investigation, 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 person, who is overseeing the investigation, 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 person, who is overseeing the investigation, prior to his/her final determination. Equally, the person who, is overseeing the investigation, 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 person, who is overseeing the investigation, 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 person, who is overseeing the investigation, will issue the final determination within 10 business days after receipt of the Investigator's report. The complainant and respondent will ordinarily be notified of the final determination of the person, who is overseeing the investigation, as to whether this policy was violated. In sexual harassment 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 person, who is overseeing the investigation, will work with those School officials who have authority over the individuals involved in the matter and the 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 person, who is overseeing the investigation, 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. The appropriate supervisory authority shall consider the initiation of disciplinary proceedings and/or action up to and including termination of employment. If the person, who is overseeing the investigation, determines that the Dean, another officer or Trustee, or an agent or contractor of the 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 person, who is overseeing the investigation, determines that a student has engaged in conduct in violation of this policy, he/she will determine an appropriate sanction, up to and including expulsion. Within seven days of the determination, the student may appeal the determination to the Dean by submitting a written notice of appeal. Within a reasonable time after receiving the written notice of appeal, the Dean will schedule a meeting with the student and the person who oversaw the investigation and will make a decision after the meeting. The Dean's decision is final.

SEXUAL HARASSMENT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING PROHIBITED BY TITLE IX POLICY

I. ARTICLE I. POLICY OVERVIEW

This policy sets forth Vermont Law and Graduate School's obligations under the 2020 Title IX Regulations.

Our Title IX Coordinator is:

Jessica Durkis-Stokes
jdurkisstokes@vermontlaw.edu
802-831-1274
164 Chelsea Street, P.O. Box 96, South Royalton, VT 05068

Our Deputy Title IX Coordinator is:

Joseph Brennan
jbrennan@vermontlaw.edu
802-831-1244
164 Chelsea Street, P.O. Box 96, South Royalton, VT 05068

Questions about Title IX may be referred to the Title IX Coordinator, Deputy Title IX Coordinators, or to the Office of Civil Rights at:

Office for Civil Rights
U.S. Department of Health and Human Services
200 Independence Avenue, SW
Room 509F, HHH Building
Washington D.C., 20201
Toll-free: (800) 368-1019
TDD toll free: (800) 537-7697

Any person may report conduct prohibited by this policy to the Title IX Coordinator or to: the President, Dean of the Law School, Dean of the Graduate School, Vice Dean for Faculty, or Vice Dean for Students. These are the only individuals with authority to institute corrective measures on behalf of VLGS under this policy.

A complaint about the Title IX Coordinator may be made to the Vice Dean for Faculty, the Dean of the Law School, or President.

II. ARTICLE II. STATEMENT OF NON-DISCRIMINATION

VLGS does not discriminate on the basis of sex, and prohibits Sexual Harassment in any education program or activity it operates, including employment and admission. Complaints of discrimination on the basis of sex will be handled under the Policy Against Harassment, Sexual Harassment, Discrimination, and Related Retaliation ("HSHDR Policy").

III. ARTICLE III. SCOPE

This policy applies to all individuals who experience prohibited Sexual Harassment in VLGS's education programs or activities. This includes locations, events, or circumstances over which VLGS exercised substantial control over both the Respondent and the context in which the Sexual Harassment occurred, and also includes any building owned or controlled by a student organization that is officially recognized by VLGS.

VLGS has other policies and procedures that may be applicable if the conduct does not meet the definition of prohibited Sexual Harassment under this policy or otherwise fall within the scope of this policy, including the Harassment Sexual Harassment Discrimination and Related Retaliation (HSHDR) Policy and the Code of Conduct.

Conduct that meets the definition of prohibited Sexual Harassment under this policy will be handled under this policy.

This Policy will be used to address incidents alleged to have taken place on or after August 14, 2020. Reports concerning incidents alleged to have taken place before August 14, 2020 will be handled under VLGS's Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Policy adopted May 8, 2015.

IV. ARTICLE IV. PROHIBITED SEXUAL HARASSMENT

In accordance with its obligations under the Title IX Regulations of 2020, VLGS prohibits **Sexual Harassment**, which is harassment on the basis of sex that satisfies one or more of the following definitions:

A. Quid Pro Quo Conduct

An employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct;

B. Unwelcome Conduct

Unwelcome conduct that is determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to VLGS's education program or activity; or

C. Sexual Assault

This category of prohibited conduct includes the following:

1. Sex Offenses

Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent. Sexual act is defined as conduct between persons consisting of:

- a. Contact between the penis and the vulva. b. Contact between the penis and the anus.
- c. Contact between the mouth and the penis. d. Contact between the mouth and the vulva. e. Any intrusion, however slight, by any part of a person's body or any object in the genital or anal opening of another.

2. Non-Consensual Penetration

Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

This includes instances where the other person is incapable of giving consent because of their age, due to temporary or permanent mental or physical incapacity, or conditions resulting from alcohol or drug consumption.

3. Sexual Contact

The intentional touching of the clothed or unclothed body parts without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation.

The forced touching by the victim of the actor's clothed or unclothed body parts, without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. This offense includes instances where the victim is incapable of giving consent because of age or incapacity due to temporary or permanent mental or physical impairment or intoxication.

4. Incest

Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

5. Statutory Rape

Sexual intercourse with a person who is under the statutory age of consent.

D. Dating Violence

Violence committed by a person— (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship.

E. Domestic Violence

A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state of Vermont or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state 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.

F. Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.

V. ARTICLE V. DEFINITIONS

A. **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 the purposes of this 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 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. VLGS will use an objective standard when determining incapacitation-related questions; that is, VLGS 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 the Complainant was incapacitated.

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

- B. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment under this policy.
- C. **Formal Complaint** means a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that VLGS investigate the allegation of Sexual Harassment. At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in the education program or activity of VLGS with which the Formal Complaint is filed.
- D. **Grievance Process** means the fact-finding process from the time of the filing of the Formal Complaint through the final determination of an appeal (if any).
- E. **Party** means a Complainant or Respondent.
- F. **Relevant** means related to the allegations of Sexual Harassment under investigation as part of the grievance procedures. Questions are relevant when they seek evidence that may aid in showing whether the alleged Sexual Harassment occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged Sexual Harassment occurred.
- G. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment under this policy.
- H. **Supportive Measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to VLGS's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or VLGS's educational environment, or deter sexual harassment.

Supportive Measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. Supportive Measures may also include written notification about available services both within the institution and the community and options for available assistance as required by the Clery Act. Supportive Measures are not disciplinary measures.

VI. ARTICLE VI. REPORTING PROHIBITED SEXUAL HARASSMENT

- A. **Notice of Allegations.**
VLGS has notice of Sexual Harassment or allegations of Sexual Harassment when such conduct is reported to the Title IX Coordinator or any official of VLGS who has authority to institute corrective measures on behalf of VLGS. The President, Dean of the Law School, Dean of the Graduate School, Vice Dean for Faculty, and Vice Dean for Students are the only individuals with authority to institute corrective measures on behalf of VLGS under this policy.

B. Response to a Report.

With or without a Formal Complaint, upon a report of Sexual Harassment, the Title IX Coordinator will promptly contact the Complainant to discuss the availability of Supportive Measures, consider the Complainant's wishes with respect to Supportive Measures, inform the Complainant of the availability of Supportive Measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint.

C. Information Packet.

Upon a receipt of a report of sexual assault, dating violence, domestic violence, or stalking, VLGS shall provide information that contains procedures to follow if sexual assault, domestic violence, dating violence, or stalking has occurred, including information in writing about—

1. The importance of preserving evidence as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order;
2. How and to whom the alleged offense should be reported;
3. Options regarding law enforcement and campus authorities, including notification of the option to:
 - a. notify proper law enforcement authorities, including on-campus and local police;
 - b. be assisted by campus authorities in voluntarily notifying law enforcement authorities; and
 - c. decline to notify such authorities;
4. Where applicable, their rights and the institution's responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court;
5. Information about appropriate and available services both at the institution and in the community; and
6. Options for, available reasonably available assistance and accommodations and how to request them.

VLGS's information for victims of sexual assault, dating violence, domestic violence, and stalking is located in our student handbook or in the student services office, or available from the Title IX Coordinator.

7. Implementation of Supportive Measures.

VLGS shall treat parties equitably by offering Supportive Measures to the Complainant and Respondent where appropriate, and by following a grievance process that complies with this policy before the imposition of any disciplinary sanctions or other actions that are not Supportive Measures as against the Respondent. VLGS will maintain as confidential any Supportive Measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of VLGS to provide the Supportive Measures. The Title IX Coordinator is responsible for coordinating the effective implementation of Supportive Measures. The Title IX

Coordinator should record and retain records regarding requests and provision of Supportive Measure in accordance with the requirements set out at XIV. Recordkeeping, below.

8. Emergency Removal.

Nothing in this policy precludes VLGS from removing a Respondent from VLGS's education program or activity on an emergency basis, provided that VLGS undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations justifies removal, and provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal.

9. Administrative Leave.

VLGS reserves the right to place a non-student employee Respondent on paid or unpaid administrative leave during the pendency of a grievance process.

10. 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 VLGS that all perceived violations of this policy are reported so that those affected can receive the support and resources needed. Therefore, in order to facilitate reporting, VLGS may choose not to charge students who report violations of this policy with violations of Code of Conduct standards.

VII. ARTICLE VII. PROCEDURES FOR RESOLVING COMPLAINTS OF PROHIBITED SEXUAL HARASSMENT

A. Informal Resolution

Consistent with the requirements of this section, at any time prior to reaching a determination regarding responsibility, VLGS may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination regarding responsibility in its discretion, provided that VLGS:

1. Provides to the parties a written notice disclosing:
 - a. The allegations,
 - b. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint, and
 - c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
2. Obtains the parties' voluntary, written consent to the informal resolution process;

3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student; and
4. Completes the informal resolution process within 60 days of receiving the Formal Complaint, unless unusual or complex circumstances exist.

VLGS does not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of Formal Complaints of Sexual Harassment under this policy. VLGS shall not require the parties to participate in an informal resolution process and will not offer an informal resolution process unless a Formal Complaint is filed.

B. Formal Complaint and Grievance Process

1. Filing a Formal Complaint

A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed for the Title IX Coordinator above. A “document filed by a Complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by VLGS) that contains the Complainant’s physical or digital signature, or otherwise indicates that the Complainant is the person filing the Formal Complaint. Where the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not a Complainant or otherwise a party. A Formal Complaint shall trigger an investigation except as specified below. The Formal Complaint should include the date(s) of the alleged incident(s), the name of the Respondent, and should describe the circumstances of the incident(s), where known.

2. Dismissal of a Formal Complaint

VLGS shall investigate the allegations in a Formal Complaint, except as follows:

a. Mandatory Dismissal

VLGS shall dismiss the Formal Complaint if the conduct alleged in the Formal Complaint:

- (1) would not constitute Sexual Harassment as defined by this policy, even if proved,
- (2) did not occur in VLGS’s education program or activity, or
- (3) or did not occur against a person in the United States.

This dismissal does not preclude action under another policy or procedure of VLGS, including but not limited to the Code of Conduct and HSHDR Policy.

b. Discretionary Dismissal

VLGS may dismiss the Formal Complaint or any allegations therein, if at any time during the investigation or hearing:

- (1) A Complainant notifies the Title IX Coordinator or in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein;
- (2) The Respondent is no longer enrolled in or employed by VLGS; or

- (3) Specific circumstances prevent VLGS from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein; or
- (4) The incident(s) alleged occurred prior to August 14, 2020, in which case VLGS's Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Policy adopted May 8, 2015 shall be used.

Upon a dismissal required or permitted under this section, VLGS will promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties.

3. Consolidation of Formal Complaints

VLGS may consolidate Complaints as to allegations of Sexual Harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of Sexual Harassment arise out of the same facts or circumstances. Where a grievance process involves more than one Complainant or more than one Respondent, references in this section to the singular "party," "Complainant," or "Respondent" include the plural, as applicable.

4. Notice of Charges

a. Initial Notice of Charges

Upon receipt of a Formal Complaint, prior to commencing the investigation, VLGS shall provide the following written notice to the parties who are known. This notice shall include:

- (1) This policy (as a link or attachment).
- (2) Notice of the allegations of conduct potentially constituting Sexual Harassment as defined in this policy, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting prohibited conduct under this policy, and the date and location of the alleged incident, if known.
- (3) A statement that retaliation is prohibited.
- (4) A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- (5) Notification to the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney.
- (6) Notification to the parties that they may inspect and review evidence, as set forth in this policy.
- (7) Any provision in VLGS's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

(8) Describes the standard of evidence that will be used.

(9) Lists all possible sanctions and remedies VLGS may impose or provide.

b. Amended Notice of Charges

If, in the course of an investigation, VLGS decides to investigate allegations about the Complainant or Respondent that are not included in the initial notice of charge, VLGS must provide notice of the additional allegations to the parties whose identities are known.

5. Principles for the Grievance Process

Under this grievance process, VLGS shall:

- a. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on VLGS and not on the parties provided that VLGS cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless VLGS obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then VLGS must obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3).
- b. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
- c. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
- d. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the Complainant or Respondent in any meeting or grievance proceeding; however, VLGS may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties. For the purposes of this policy, the role of the advisor is limited to the following: the advisor may attend any interview of meeting connected with the grievance process, but may not actively participate in interviews nor provide testimony or argument on behalf of the party. The advisor may attend the live hearing and may conduct cross-examination of the other party and any witness at the hearing; otherwise the advisor may not actively participate in the hearing.
- e. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

- f. Require an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence—and provide that credibility determinations may not be based on a person’s status as a Complainant, Respondent, or witness.
- g. Require that any individual designated as a Title IX Coordinator, investigator, decisionmaker, or any person to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant or Respondent. VLGS may use internal personnel or external parties in the informal resolution process or the grievance process, provided that they meet this requirement.
- h. Include a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- i. Use the following standard of evidence to determine responsibility for allegations in a Formal Complaint of Sexual Harassment: the preponderance of the evidence standard. The standard of evidence shall be the same for Formal Complaints against students as for Formal Complaints against faculty and staff.
- j. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

6. Extensions of the Grievance Process

The Title IX Coordinator may grant or deny requests from either party to temporarily delay the grievance process or may issue the limited extension of time frames for good cause with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action.

Good cause may include considerations such as the absence of a party, a party’s advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

7. Investigation of Formal Complaints

If not serving as the Investigator, the Title IX Coordinator will appoint an Investigator, who may be an employee or official of VLGS or may be an external investigator with appropriate experience or expertise. The parties 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 Title IX Coordinator within three days of notice of the appointment. The Title IX Coordinator 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.

When investigating a Formal Complaint VLGS shall, through the Investigator within 60 calendar days of receiving the Complaint, unless unusual or complex circumstances exist:

- a. Engage in fact-gathering of all relevant facts. Credibility resolutions and fact-finding shall be conducted in the live hearing phase of the grievance process;
- b. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a Formal Complaint, including the evidence upon which VLGS does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
- c. Prior to completion of the investigative report, send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report.
- d. Make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination; and
- e. Create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to a hearing or other time of determination regarding responsibility, the Title IX Coordinator shall send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response. Upon finalization of the investigative report, the Title IX Coordinator shall provide it to the decision-maker(s).

VIII. ARTICLE VIII. LIVE HEARINGS UNDER THE GRIEVANCE PROCESS

A. Requirement of a Live Hearing for Fact-Finding and Determining Responsibility.

1. Following the investigation, within 30 days of sending the final investigative report to the parties, unless unusual or complex circumstances exist, VLGS shall conduct a live hearing for the purposes of determining responsibility for allegations of Sexual Harassment in the Formal Complaint. The decision-maker(s) cannot be the same person(s) as the Title IX Coordinator or the investigator(s). The Title IX Coordinator will convene a 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 Title IX Coordinator will choose five panel members from its 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 as specified by this policy. The parties each may challenge the participation of any member of the review panel for conflict of interest or other good

cause. The Title IX Coordinator will make the final decision whether to select an alternate upon a challenge from a party.

2. The Title IX Coordinator will appoint a member of the Review Panel to be Chair of the Panel.
3. The live hearing will be closed and will occur within fifteen days of completion of the investigative report. The only individuals permitted to participate in the hearing are as follows: the Complainant and Respondent, the decision-maker(s), the advisor for each party, any witnesses (only while being questioned), and any individual providing authorized accommodations or assistive services.
4. If a party does not have an advisor present at the live hearing, VLGS shall provide without fee or charge to that party, an advisor of VLGS's choice, who may be, but is not required to be, an attorney, to conduct cross examination on behalf of that party. VLGS is obligated to ensure each party has an advisor, either of the party's or VLGS's choice regardless of whether or not the party is present at the hearing. To ensure timely proceedings, a party shall alert the Title IX Coordinator as soon as practicable if the party will need an advisor. If a party's selected advisor is unavailable for a hearing date, the live hearing date may be postponed for good cause.

Many advisors may also be licensed attorneys. It is the policy of VLGS that when providing an advisor to a party under this policy, no attorney-client relationship shall be created that results solely from the designation of an advisor for a party. Further, the parties should be aware that an advisor provided by VLGS is not a confidential resource. An advisor is not required to report to the Title IX Coordinator any information learned while advising a party. However, an advisor may be legally compelled to testify in external proceedings absent a legal privilege or may be required to report externally in the case of child or elder abuse or otherwise required by law.

5. Live hearings may be conducted with all parties physically present in the same geographic location or, at VLGS's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.
6. At the request of either party, VLGS shall provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker(s) and parties to simultaneously see and hear the party or the witness answering questions.
7. VLGS shall create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review. Any other recording is prohibited and violations may result in discipline.

B. Questioning at the Live Hearing

1. At the live hearing, the Review Panel must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility.
2. The members of the Review Panel also have the right to question a party or witness.

3. Only relevant cross examination and other questions may be asked of a party or witness.
4. Cross examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally, notwithstanding VLGS's ability to otherwise restrict the extent to which advisors may participate in the proceedings.
5. Before the Complainant, Respondent, or witness answers a cross-examination or other question, the Chair must first determine whether the question is relevant. The Chair must explain to the party or individual proposing the questions any decision to exclude a question as not relevant. The Chair must not permit questions that are unclear or harassing.
6. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

C. Use of Witness Statements

1. If a party or witness does not submit to cross examination at the live hearing or refuses to respond to any question deemed relevant and not impermissible, the Review Panel may choose to place less or no weight upon statements by such a party or witness when making a determination regarding responsibility.
2. The Review Panel cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross examination or other questions.
3. The Review Panel may consider statements by parties and witnesses even if those parties or witnesses do not participate in cross-examination at the live hearing and may consider documents containing statements even if the party or witness who made the statement is not cross-examined at the live hearing.

D. Written Determination of the Review Panel

1. The Review Panel shall issue a written determination regarding responsibility, which the Chair shall have primary responsibility for drafting. To reach this determination, the Review Panel must apply the standard of evidence required by this policy (i.e. the preponderance of the evidence standard).
2. A majority of the Panel members must find that a policy violation occurred for a finding of responsibility and a majority of the Panel members must assent to the sanction(s) imposed, if any.
3. The written determination must include:

- a. Identification of the allegations potentially constituting Sexual Harassment as defined by this policy;
 - b. A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
 - c. Findings of fact supporting the determination;
 - d. Conclusions regarding the application of VLGS's policy to the facts;
 - e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions imposed on the Respondent, and whether remedies designed to restore or preserve equal access to VLGS's education program or activity will be provided to the Complainant; and
 - f. The procedures and permissible bases for the Complainant and Respondent to appeal, as set forth in this policy.
4. VLGS shall provide the written determination to the parties simultaneously.
 5. The determination regarding responsibility becomes final either on the date that VLGS provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

IX. ARTICLE IX. APPEALS

Within 5 days of receiving the written determination, either party may appeal from a determination regarding responsibility, and from VLGS's dismissal of a Formal Complaint or any allegations therein, on the following grounds:

- | | |
|-----------|--|
| Ground 1: | Procedural irregularity that affected the outcome of the matter; |
| Ground 2: | New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and |
| Ground 3: | The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter. |

An appeal must be made in writing to the Title IX Coordinator within five days of receipt of the written determination. An appeal must include the ground(s) for the appeal and describe the supporting evidence.

As to all appeals, the Title IX Coordinator (or designee) shall:

- A. Notify the parties in writing immediately when an appeal is filed and implement appeal procedures equally for both parties;

- B. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
- C. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in this policy;
- D. Give the non-appealing party an opportunity to submit a written statement in response to the appeal within 5 days of receiving the appeal, which shall be transmitted within 2 business days to the Appeal Officer, who may be either the President or Dean;

Within 20 days of receiving the appeal and the response, the Appeal Officer shall issue a written decision describing the result of the appeal and the rationale for the result; and provide the written decision simultaneously to both parties. The Appeal Officer may deny the appeal or, if the appeal ground(s) has or have been met, may return the case to the Review Panel for reconsideration, or convene a new Review Panel. If the case is returned to the Review Panel, the Appeal Officer shall identify which aspects merit further review.

X. ARTICLE X. REMEDIES AND SANCTIONS

Remedies must be designed to restore or preserve equal access to VLGS's education program or activity. A student found responsible for a violation of this policy will be subject to sanction(s) regardless of whether legal proceedings involving the same incident or underway or anticipated. An employee of VLGS found responsible for a violation of this policy will be subject to sanction(s) up to and including termination of employment.

Possible sanctions and remedies VLGS may implement following any determination of responsibility include: expulsion, withdrawal of an awarded degree, written warning, suspension, a fine, restitution, community service, probation, reference to counseling, termination of employment, and notation in the Respondent's official student or personnel file of the fact of a violation and the sanction.

The Title IX Coordinator is responsible for effective implementation of any remedies.

XI. ARTICLE XI. RETALIATION PROHIBITED

No one may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right established by this policy or because the individual has made a report or Formal Complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy.

Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or Formal Complaint of Sexual Harassment, for the purpose of interfering with any right under this Policy constitutes retaliation.

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited under this section.

Complaints alleging retaliation may be submitted according to the grievance procedures for sex discrimination in the HSHDR Policy.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy does not constitute retaliation prohibited under of this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

XII. ARTICLE XII. CONFIDENTIALITY

Consistent with the requirements of this policy, VLGS shall keep confidential the identity of any individual who has made a report or complaint of Sexual Harassment, including any individual who has made a report or filed a Formal Complaint, any complainant, any individual who has been reported to be the perpetrator of Sexual Harassment, any Respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

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 VLGS 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, as are ordained clergy, rape crisis counselors, and attorneys. This means that, in most cases, these confidential resources will not share the substance of any such communications or that such communications occurred without the Complainant's consent. Individuals who wish to talk about issues related to sexual harassment or sexual misconduct confidentially, with the understanding that VLGS 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 VLGS (including 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 VLGS's compilation of campus crime statistics. Even if a student wishes to maintain confidentiality, the confidential resources can assist the individual in receiving Supportive Measures. In addition, when appropriate and legally permissible, VLGS shall conduct record-keeping on reports of dating violence, domestic violence, stalking, and sexual assault, such as that collected for legally required disclosures, that excludes personally-identifiable information of any Complainants.

XIII. ARTICLE XIII. REQUIRED TRAININGS

The Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution process (whether internal or external) shall receive training on the definition of Sexual Harassment under this policy, the scope of VLGS's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

These individuals shall also receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Decision-makers shall receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant.

Investigators shall receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, will not rely on sex stereotypes and will promote impartial investigations and adjudications of Formal Complaints of sexual harassment.

XIV. ARTICLE XIV. RECORDKEEPING.

VLGS shall maintain for a period of seven years records of— (A) Each Sexual Harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under this policy, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to VLGS's education programs or activities; (B) Any appeal and the result therefrom; (C) Any informal resolution and the result therefrom; and (D) All materials used to train Title IX Coordinators, investigators, decisionmakers, and any person who facilitates an informal resolution process. VLGS shall make these training materials publicly available on its website.

VLGS shall create, and maintain for a period of seven years, records of any actions, including any Supportive Measures, taken in response to a report or Formal Complaint of Sexual Harassment. In each instance, VGLS will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to VLGS's education program or activity. If VLGS does not provide a complainant with Supportive Measures, then VLGS must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit VLGS in the future from providing additional explanations or detailing additional measures taken.

XV. EFFECTIVE DATE; REVISIONS.

This policy is effective as of February 12, 2025.

VLGS reserves it right to update and amend this policy at any time in its discretion.





POLICIES AND PROCEDURES

ALCOHOL AND DRUG POLICY

Revised 6/14/23

I. INTRODUCTION

Vermont Law and Graduate School's Alcohol and Drug Policy seeks to assure the appropriate distribution and consumption of alcoholic beverages on campus and at VLGS sponsored events. Consistent with state and federal laws and the Drug-Free Schools and Campuses Act, this policy also prohibits the illegal use of drugs and the abuse of alcohol and provides education and assistance opportunities for students and employees. The Vice Dean for Students and Director of Student Affairs are responsible for the administration and interpretation of this policy for any incident involving students.

II. ALCOHOL AND SUBSTANCE ABUSE

Vermont Law and Graduate School prohibits the unlawful use, abuse, sale, purchase, transfer, possession, manufacture, distribution, or dispensing of drugs or alcohol by students and employees on School property or as part of any School activity or event.

In accordance with Vermont law, the service of alcohol to or consumption by any person who is intoxicated or under the age of 21 is prohibited. Alcohol may not be consumed in the course of any class or other activity at which attendance is required as part of a student's course or degree requirements, except in narrow circumstances approved by the Vice Dean of Students.

Students who attend classes, meetings, any academic or professional function, activities or events hosted by VLGS while intoxicated will be asked to leave by the faculty or staff overseeing the function or the event sponsor. If the student resists, the faculty or staff overseeing the function or event organizer shall call the Vice Dean of Students if the incident occurs during class, or the Director of Student Affairs in any other circumstance. If the student is disruptive or violent, VLGS reserves the right to contact law enforcement for assistance and investigate the incident as a violation of the Code of Conduct.

Employees who are intoxicated at work or while attending any VLGS-sponsored function will be asked to leave. If the employee resists, the supervisor, a colleague, or the event sponsor shall contact the Director of Human Resources and, if necessary, law enforcement.

Non-compliance with this policy may result in penalties up to and including expulsion from Vermont Law and Graduate School and termination of employment. The nature and severity of the violation will determine the progression of corrective action. 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. If the situation warrants, expulsion or termination of employment may occur on a first offense. As required by federal law, VLGS reserves the right to refer students or employees for prosecution depending on the severity of the violation. State penalties for illicit manufacture, use, and distribution of controlled substances are outlined in **Vermont Statutes**.

In addition to any disciplinary action that may be taken against individuals, any VLGS Student Groups that condone or encourage violations of this policy may be subject to discipline and dissolution.

Any student who feels they may have a problem with alcohol or drugs is encouraged to seek assistance and contact the appropriate party for a discussion of options: students should contact the Director of Student Affairs, Vice Dean of Students, or the VLGS Mental Health Clinician; faculty should contact the Vice Dean of Faculty, Director of Human Resources, or the VLGS Mental Health Clinician; staff should contact the Director of Human Resources or the VLGS Mental Health Clinician.

The Vermont Lawyers Assistance Program (VT LAP) also provides confidential assistance to law students in coping with alcoholism and other addictions, depression, or other personal or professional crisis. VT LAP is exempt from reporting professional misconduct and information discussed with VT LAP volunteers is strictly confidential. For more information, please visit [The American Bar Association](#).

The Student Ambassadors maintain a SafeRide program by request. SafeRide volunteers will transport VLGS community members from a VLGS sponsored event on campus or in South Royalton to a residence within the defined service area of Bethel, Randolph, Royalton, Sharon, South Royalton, and Tunbridge. If there is any doubt in your mind that you have had too much to drink at an event offering SafeRide, please call the SafeRide volunteers at 802-299-1117 or 802-299-1116. No questions asked, judgments made, or records kept. To request SafeRide for a VLGS sponsored event, please contact the Events Coordinator.

III. ALCOHOL ON CAMPUS

A. BASIC REGULATIONS

1. Consumption of alcoholic beverages on Vermont Law and Graduate School property is a privilege accorded under specified conditions and approval to individuals of legal age.
2. Recognizing that not all individuals 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 complete the Alcohol Event Planning Form, a minimum of six weeks in advance of the event, and provide information about the program, facility arrangements, food service needs, and the type and number of beverages to be served, before the event can be officially approved and advertised. Contact the Events Coordinator for a copy of this form.
4. All individuals and organizations sponsoring events are prohibited from providing alcohol to minors. Consistent with this restriction, alcohol may only be served on campus by our Food Services Director, a licensed caterer³⁵. For all VLGS events off campus, alcohol may only be served by a licensed establishment or caterer.

³⁵ Prior approval from the Director of Student Affairs is required to obtain an exemption for VLGS student Groups wishing to serve wine for religious exemption, the Student Group Advisor may serve wine in the appropriate portion and manner and must be present for the duration of the function where the alcohol is served.

5. Any event which includes alcohol should focus on the social nature of the event in its promotional campaign and not over-emphasize the sale or availability of alcoholic beverages.
6. No alcohol may be carried into or consumed in campus buildings, except for approved designated areas, without submission and approval of the Alcohol Event Planning Form.

IV. **SPECIFIC DRUGS AND THEIR EFFECTS**

Vermont Law and Graduate 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 VLGS Mental Health Clinician can provide confidential counseling and referrals to appropriate drug and alcohol counseling, treatment, and rehabilitation programs accessible in the vicinity of VLGS.

ALCOHOL

Alcohol consumption, even in low doses, can cause a number of marked changes in behavior. Alcohol can decrease your ability to analyze sensory information, resulting in disturbed balance, slurred speech, blurred vision, heavy sweating, and a dulled sense of pain.

Alcohol, in low to moderate doses, can also significantly impair your judgment and coordination. This impairment increases the likelihood that you will be injured or killed in a vehicle accident. Impairment can also increase the likelihood of risky sexual behaviors.

In moderate to high doses, alcohol can cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information.

Short-term excessive use (binge drinking) may additionally cause respiratory depression, alcohol poisoning, miscarriage, or even death.

Long-term excessive drinking (defined as 15 drinks per week for men and eight drinks per week for women), can lead to the following in addition to all other effects described above: Alcohol dependence or alcoholism; anemia; cancer of the mouth, throat, larynx, esophagus, liver, breast, or colon; cardiovascular disease; dementia; depression and anxiety; gout; high blood pressure; liver disease and/or heart disease; nerve damage; pancreatitis; sleep disorders; and stroke.

If you become dependent on alcohol as a result of repeated use, sudden cessation of consumption is likely to produce withdrawal symptoms. These symptoms include severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening.

The following is a non-exhaustive list of some of the health effects of commonly abused controlled substances.

NARCOTICS

Including heroin, codeine, morphine, methadone, and opium

- Initial euphoria followed by drowsiness and nausea
- Constricted pupils, watery eyes, dazed look
- Overdose may produce slow, shallow breathing, clammy skin, loss of appetite and weight, and possible death

DEPRESSANTS

Including barbiturates, benzodiazepines, and tranquilizers

- Relaxed muscles, calmness, drowsiness
- Confusion, disorientation, slurred speech
- Overdose may produce shallow breathing, clammy skin, weak and rapid pulse, coma, and possible death

STIMULANTS

Including cocaine, crack cocaine, amphetamines, and nicotine

- Increased heart and respiratory rate, elevated blood pressure, decreased appetite
- Blurred vision, dizziness, insomnia, anxiety
- Overdose can cause physical collapse, irregular heartbeat, stroke, and possible death

HALLUCINOGENS

Including LSD, PCP, mescaline, and psilocybin mushrooms

- Illusions and hallucinations
- Confusion, panic, anxiety, depression, and poor perception of time and distance
- Overdose can cause respiratory failure and possible death

CANNABIS

Including marijuana and hashish

- Increased heart rate, bloodshot eyes, dry mouth and throat, and increased appetite
- Interferes with memory, speech, coordination, and perception of time
- Increases risk of lung cancer, weakened immune system, and affects reproductive system

For more detailed descriptions of commonly-abused drugs, including specific health effects and treatment options, refer to the [National Institute on Drug Abuse](#).

BUSINESS OFFICE POLICIES

I. ACCESSING YOUR ONLINE ACCOUNT

- A. Your tuition statement is available online through CampusWeb. Transactions are posted in real time, so please check your account frequently. To access: campusweb.vermontlaw.edu.
1. Click on the Business Office in the blue ribbon along the top of the page.
 2. On the Welcome page of the Business Office, click on “My Info” on the left side of the window.

3. On the My Billing Info page, please see the “course and fee statement”.
4. To make a payment click navigate to Pay Online with Transact Integrated Payments under the My Account Info section.
 - All amounts listed with a (-) are credits to your account.
 - All positive amounts are charges to your account.
 - Amounts listed with an (*) are pending/unreleased Financial Aid (loans/scholarships). You are still considered to have an outstanding balance with these pending transactions.
 - At the bottom of the statement, you will find a Statement Balance and Amount Due.
 - If this figure has a (-) number, you have a credit balance.
 - If this figure is positive, you currently have a balance due that must be paid immediately. If the figure is \$0, then your account is currently paid in full.
- B. JD STUDENTS
JD students are billed the bulk rate 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 residential semester requirements.
- C. ACCELERATED JD STUDENTS
Accelerated JD students are billed the bulk rate for tuition in the fall, spring and summer semesters.
- D. ONLINE HYBRID JD STUDENTS
Online Hybrid JD students are billed a reduced bulk rate for tuition for all three semesters within an academic year.
- E. EXTENDED JD STUDENTS
Extended JD students are billed a reduced bulk rate for tuition (maximum 12 credits) for Fall and Spring semester. JD Credits taken during the Summer Session are billed on a per credit basis and do not count toward semester requirements.
- F. JOINT DEGREE STUDENTS (MASTER’S ONLY CREDITS):
Joint Degree students (Master’s only credits are billed on a per credit basis at the prevailing per credit rate for 21 credits. Joint degree students are required to pay for 21 masters only credits.
 1. In addition to the 21 Master’s-ONLY credits, Joint Degree students are permitted to “share” nine 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.

*Scholarships awarded to Joint Degree students only apply to JD resident semesters (Fall and Spring).

G. MASTER'S AND LLM PROGRAMS STUDENTS

Master's and LLM program students are billed on a per credit basis at the prevailing per credit rate.

II. *TUITION AND FEES

*Please see the VLGS website for a more detailed Tuition Rate Schedule.

JD TUITION	
Annual Tuition (2 semesters)	\$57,320
Tuition Deposit	\$750
Per Credit Tuition	\$1,997
JD HYBRID TUITION	
3 Semesters	\$51,585
JOINT DEGREE TUITION <i>(JD/MELP, JD/MERL, JD/MFALP, JD/MARJ, JD/LLM-ENERGY/ENVIRONMENTAL, JD/LLM-FAL)</i>	
Annual JD Tuition	\$57,320
Master's Program Per Credit Tuition	\$1,508
LLM TUITION <i>(AMERICAN LEGAL STUDIES)</i>	
LLM-ALS per credit	\$1,508
Tuition Deposit	\$750
MASTER'S PROGRAM TUITION <i>(MELP, MERL, MFALP, MARJ, LLM-Environmental, LLM-Energy, LLM-FAL)</i>	
Master's Program Per Credit Tuition	\$1,508
Tuition Deposit	\$750
PROFESSIONAL CERTIFICATION TUITION <i>(RESTORATIVE JUSTICE)</i>	
Per Credit Tuition	\$650
ONLINE LEARNING	
Master's Program Tuition - excluding LLM-ALS	
Master's Program Per Credit	\$1,508
Student Service Fee	\$100 <i>(per course charge - non refundable)</i>
Online Learning Fee	\$350 <i>(non-refundable, one-time charge)</i>
MISCELLANEOUS FEES	
Student Bar Association Fee	\$125 <i>(non-refundable, annual charge)</i>
On-Campus Services Fee	\$475 <i>(non-refundable, per semester charge)</i>
Off-Campus Services Fee	\$225 <i>(non-refundable, per semester charge)</i>

Summer Only Student Services Fee	\$225 (non-refundable)
Summer Student Service Fee	\$225 (non-refundable)
Audit- Per Credit (<i>all programs</i>)	\$400
Audit- Per Credit Alumni (<i>all programs</i>)	\$200
Parking Fine	\$5
Transcript Fee	\$5
SUMMER 2025	
JD Per Credit	\$1,997
Master's Program Per Credit	\$1,508

Retroactive degree designation: any credits that have their degree designation changed retroactively will result in the student having to pay any balance due out of pocket. These credits will be billed at the prevailing per credit rate.

III. BILLING

- A. Bills will be available through CampusWeb throughout the academic term. Hard copies of bills will only be generated if specifically requested. Students should view their account on CampusWeb. A student becomes liable for their tuition upon registration. Students at Vermont Law and Graduate 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.
- B. All communications regarding tuition billing and payments due will be sent to students at their VLGS email address from the Student Accounts Office.
- C. 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/Student Accounts.
- D. Please note that submitting a third-party billing request does not give Vermont Law and Graduate School permission to talk to the third party. If you would like to authorize a third party (spouse, partner, parent, guardian, employer) to discuss your account or financial aid with us, an Information Release form (online or available from the Business Office/Student Accounts) must be completed and submitted to the Business Office.

IV. TUITION PAYMENT POLICIES

- A. Residential Courses: All tuition and fees are due to Vermont Law and Graduate School seven (7) days prior to the first day of classes of each semester.
- B. ONLINE Learning Courses: All tuition and fees are due to Vermont Law and Graduate School two (2) business days prior to the start of classes of each term
 - First email notification – one month prior to the start of class or shortly after registration
 - Second email notification – one week prior to due date
 - Third email notification – one week prior to first day of classes

- Fourth email notification (last chance) – sent on first day of classes to BOTH VLGS email and student’s personal email.
- At 2 PM on the last day of add/drop, Student Accounts will notify the Registrar of any unpaid student accounts, and they will be administratively dropped from the class or classes.
- Fifth notification email – alerts students that they have been administratively dropped from the class or classes for nonpayment.

C. Hybrid JD Program: All tuition and fees are due to Vermont Law and Graduate School seven (7) days prior to the first day of classes of each semester.

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 (library fine, Career Services photo charge, Hurd Loan repayment, etc.,) paid from Federal Loans, he/she will need to complete and submit a Non-allowable Charge Form

([vermontlaw.edu/resources/billing- information](http://vermontlaw.edu/resources/billing-information)). You may request this form directly from the Business Office/Student Accounts. 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 Online Learning students.

Students may pay by check, cash, money order, cashier’s check, credit card (online only; MasterCard, Discover, American Express, or VISA), International Funds Transfer (IFT) online via Transact, or wire transfers (please contact the Business Office for instructions). Checks should be mailed to: Vermont Law and Graduate School, Attn: Business Office; PO Box 96, South Royalton, Vt. 05068, or submitted to the Business Office on the second Floor of Leahy House. Students’ account numbers and/or names must appear on all checks and money orders to ensure they are credited to the appropriate accounts. Vermont Law and Graduate School now offers the option to pay your student account online: campusweb.vermontlaw.edu.

D. Unpaid Tuition Drop Policy

1. Residential: 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 and Graduate 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 and Graduate School. * This may result in a balance due. Appeals to this decision may be made in writing to the Controller in the Business Office.
2. Online: Any online 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 and Graduate School email account regarding the outstanding tuition and fee delinquencies and will be given 2 business days from the last day of add/ drop period

to make payment. After the two (2) business days, if no payment has been made, the student will be subject to suspension of class access and subsequently withdrawn from the class entirely. * This may result in a balance due. Appeals to this decision may be made in writing to the Controller in the Business Office.

3. Hybrid: Any hybrid JD 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 and Graduate 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 suspension of access to class and subsequently withdrawn from the class entirely. * This may result in a balance due. Appeals to this decision may be made in writing to the Controller in the Business Office.

Interest charges in the amount of 12 percent per annum will be charged to all accounts with an outstanding balance beginning 30 days after the due date. A hold will also be placed on all outstanding accounts for grades, and diplomas (if applicable).

E. Payment Plans

Vermont Law and Graduate School offers payment plans, which allow a student to spread his/her tuition payments over a four-month period each semester. Payment plans are currently offered to on-campus/residential and OHJD students only.

Payment plans are offered for all 3 semesters. In the fall semester, payments begin September 10th and end December 10th. In the spring semester, payments begin January 10th and end April 10th. In the Summer, payments begin May 10th and end August 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 Student Accounts Office either in person or via email prior to the first day of classes to 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.

F. Refunds

1. Credit balances that are created as a result of a disbursement of any Title IV Federal Student loans on students' accounts must be refunded to students—if you are notified that a refund check has been made available and decide you do not need that money you must let the Business Office or Financial Aid Office know so that funds can be sent back to the Department of Education and your loan reduced accordingly.

2. Refunds begin to process during the first week of classes. Students will be notified via Vermont Law and Graduate School email address when refunds are ready in the Business Office (2nd floor of Leahy House).
3. Notifications of available refunds will be sent to the student's Vermont Law and Graduate School email address from the Student Accounts Office. Federal regulations require students to cash a federally funded check within a timely manner. All checks issued by Vermont Law and Graduate School expire 180 days from the date of issue. Checks can be reissued; however, a student must submit the Stop Payment form provided by Student Accounts. A stop payment fee will be assessed on any check over \$250.
4. Checks that are not picked up within 21 days of being issued that are the result of a disbursement of federal funds will be voided and returned to the loan lender. Students will have the ability to request the funds again within the same semester if needed.
 - a. A paper notice will be put in the student's mailbox at 14 days, giving the one week (seven days) to make necessary arrangements to pick up the check.
5. Checks that are issued near the end of a semester must be picked up within 21 days of being issued or they will be voided. All checks issued by VLGS expire 180 days from the date of issue.
6. Checks can be reissued. To request a reissued check, a student must submit the Stop Payment form provided by Student Accounts. A stop-payment fee will be assessed on any check over \$250.00. When a refund is issued, an email notification will be sent to the student's Vermont Law and Graduate School email address. If the student has not received notification of a refund, the student should view their account on CampusWeb. All charges must be paid in full before refunds can be issued. If a student has a miscellaneous charge (book voucher, library fine, 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 student who reports a refund check as lost will be required to complete a Reissue Form before a new check will be processed. Reissued refunds will be subject to a \$28 stop-payment charge on the student's account. This charge will be deducted from original refund check amount.
7. ACH deposit is now available for students.
 - a. Sign into Campus Web using your current username and password.
 - b. Click on the Business Office link in the blue ribbon at the top.
 - c. Select "My Refunds" from the menu on the left. Be sure to read all the information provided.
 - d. ACH deposits that are returned for any reason (wrong account, routing number, closed account, etc.,) are subject to a \$10 fee.
- G. Vermont Law and Graduate School is unable to void and re-issue or issue a refund check in two or more separate checks for mobile banking purposes.
- H. 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.

I. Returned Payment

If a student payment is returned for any reason (e.g., insufficient funds, stop-payment order, closed account, etc.), Vermont Law and Graduate 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 and Graduate School email address.

Personal checks may not be used for repayment of a returned check or fee; only cash, money orders, cashier's checks are accepted.

J. Veterans Benefits

Students who qualify for Veterans Administration (VA) Educational Assistance Programs may use their benefits at Vermont Law and Graduate School. For further information about the VA Programs that VLGS participates in, please contact the Financial Aid Department: finaid@vermontlaw.edu.

For students using Veteran Education Benefits: Any covered individual, is permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a certificate of eligibility can also include a "Statement of Benefits" obtained from the Department of Veteran Affairs (VA) website – eBenefits, or VA 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution,
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility. Vermont Law and Graduate School will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

K. Delinquent Accounts

If a student withdraws, takes a leave of absence, or is dismissed from Vermont Law and Graduate 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.

L. 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.

M. 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 an Online 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.
5. Online Learning students who are attending Residential Program classes will be subject to the Residential program withdrawal policy for those Residential credits.
6. Residential students who are attending Online Learning Program classes will be subject to the Online Learning program withdrawal policy for those Distance Learning credits.

N. 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).

V. RESIDENTIAL PROGRAM

- A. 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.
1. 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.
 2. 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.

- B. The date of withdrawal for purpose of calculating the tuition credit is the date of request on the submitted form.

SPRING/FALL TERMS:	TUITION CREDIT
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%

* 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 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.

- C. Appeals to the above policy or calculation for special circumstances may be made in writing to Vermont Law and Graduate School's Student Accounts Office:
studentaccounts@vermontlaw.edu.
- D. 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.

VI. SUMMER TERM

A. Add/Drop

Students may add or drop courses before the second-class meeting. VLGS students must do so through the CampusWeb Portal. Students visiting VLGS for summer courses must email the Registrar's Office, 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.

B. Withdrawing

1. Withdrawing from a class may be done online via the CampusWeb Portal. Please be advised that there is no date recorded when withdrawing online, and as such there will be no tuition credit adjustment made.
2. 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 is required. If no written notification is received, no adjustments will be made to the student account.
3. Students who submit written notification of withdrawal (Request to Withdraw form or email 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.

4. 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.
 5. There is no tuition credit after 60% of the session has been completed.
- C. Retroactive degree designation: any credits that have their degree designation changed retroactively will result in the student having to pay any balance due out of pocket. These credits will be billed at the prevailing per credit rate.
- D. Appeals to the above policy or calculation for special circumstances may be made in writing to Vermont Law and Graduate School's Student Accounts Office:
studentaccounts@vermontlaw.edu.
- E. Return of Title IV Funds
1. In addition to Vermont Law and Graduate School's tuition credit policy, the Financial Aid Office is obligated 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 and Graduate School scholarship will follow the same daily pro-rata calculation as unearned aid.
 2. 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.
 3. 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 and Graduate 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 and Graduate School scholarships and grants will be subject to the semester proration calculation. After payments to Vermont Law and Graduate 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.
 4. You should be aware that if you withdraw early in the semester, you could potentially owe money to Vermont Law and Graduate School.
 5. Students who drop or withdraw prior to active participation in the course will be required to return any refund money they have received for that term.
 6. Students who drop or withdraw prior to active participation in the course will be required to return any refund money they have received for that term.

7. Transcript requests will not be released for any student who has an outstanding balance with Vermont Law and Graduate School until the balance and any applicable interest is paid in full.

VII. ONLINE LEARNING PROGRAM (OLP)

- A. Tuition charges will be adjusted according to the following schedule for students taking Online 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.
 1. 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.
 2. 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.
- B. Within one semester, there are two Online Learning Terms. This policy is based on terms for Online Learning classes.
- C. 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 dated prior to the beginning of the Semester	100%
If last access date is dated during Add/Drop period	100%
If last access date is dated during the first week	80%
If last access date is dated during the second week	60%
If last access date is dated during the third week*	40%
If last access date is dated during the fourth week*	20%
If last access date is dated during the fifth week*	0%

- D. 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 p.m. 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.
- E. All communications regarding tuition billing and payments due will be set to student Vermont Law and Graduate School email addresses from the Student Accounts Office.
- F. Payment plans are not available for the Online Learning Program.
- G. Appeals to the above policy or calculation for special circumstances may be made in writing to Vermont Law and Graduate School's Student Accounts Office:
Studentaccounts@vermontlaw.edu.

CAMPUS BULLETIN BOARDS POLICY

To maintain an organized and equitable space for information sharing, Vermont Law and Graduate School has implemented the following posting policy.

POSTING POLICY

- No prior authorization is required to post on bulletin boards.
- All materials must be removed promptly after the advertised event, meeting, or program concludes.
- To prevent damage, posters may not be affixed to walls, doors, windows, or ceilings without prior approval from the Director of Student Affairs. Unauthorized postings may be removed.
- Portable Standing Bulletin Boards. These are reserved exclusively for promoting approved VLGS events or programs taking place within seven (7) days of the posting date.
- Permanent Bulletin Boards (Chase Breezeway) Each board is designated for specific content categories:
 - **VLGS Events:** For advertising approved VLGS student group or department-sponsored events and programs, regardless of event date.
 - **Student Group General Body Meetings:** Reserved for flyers and announcements promoting general body meetings, group member invitations, or sign-ups for recognized student groups.
 - **Community Events & Announcements:** For events and announcements not affiliated with VLGS. This includes online and in-person community events, local employment opportunities, and related external notices.

IMPORTANT GUIDELINES

- Unauthorized removal, covering, or alteration of posted materials is prohibited unless done by the hosting student group or department, the Office of Student Affairs, or Buildings and Grounds.
- Any violation of this policy may lead to the loss of posting privileges and may be considered a VLGS Code of Conduct violation. Final decisions on violations will be made by the Director of Student Affairs.

CANCELLATIONS | DELAYED OPENINGS

Vermont Law and Graduate 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 a.m. in time for second period (9:55 a.m.) 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:

- VLGS Alerts (see below for more information)
- VLGS Web page - vermontlaw.edu
- VLGS telephone switchboard 802-831-1000.
- WCAX - wcax.com/weather/closings

VLGS Alerts is a secure notification service that allows authorized Vermont Law and Graduate School administrators to send information to the VLGS 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.

VLGS Alerts sends a message to your Vermont Law and Graduate School email account (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 VLGS email is automatically in the VLGS Alerts system. Students, faculty, and staff may enter other contact information through the VLGS Regroup gateway at: vermontlaw.app.regroup.com.
- We strongly encourage all members of the VLGS 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 VLGS 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 a.m. 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 fifth, and Vermont Law and Graduate 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 cancelled or have a delayed opening.

Closings and delays typically will not impact online classes or classes in the OHJD program.

CAMPUS SAFETY

I. ACCIDENTS, SAFETY HAZARDS, AND EMERGENCIES

Accidents occurring on the grounds of Vermont Law and Graduate School should be reported to the Vice President of People and Operations at HR@vermontlaw.edu and a Campus Incident Report Form should be filed. Minor repairs, requests, and suspected safety hazards should be reported to Buildings and Grounds at B&G@kboxvermontlaw.edu. Building specific emergency information is posted in each building.

The VLGS campus is private property. Please note that all campus facilities are primarily for the use of our faculty, staff, and students. The School reserves the right to ask people who are not members of the VLGS community to leave. Under the VLGS 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 Vice President of People and Operations Kim Harris at 802-831-1225 or Buildings and Grounds Maintenance Supervisor Gary Southworth at 802-831-1285.

II. FIRE SAFETY RULES

Students and employees must vacate the building whenever the fire alarm system is activated. Activating a false fire alarm is strictly prohibited. Students and employees are not to tamper with or remove any fire or safety equipment, including but not limited to smoke detectors, sprinkler system, fire extinguishers, etc.

III. FIREARMS, WEAPONS, AND EXPLOSIVES

Students and employees are prohibited from keeping or using firearms, fireworks, explosive weapons (including but not limited to knives, pellet guns, air guns, spring-loaded or paintball guns), or other dangerous articles or substances. In the interest of the safety and peace of mind of students, employees, and visitors, Vermont Law and Graduate 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 School related activities.

IV. 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 of People and Operations by emailing hr@vermontlaw.edu.

A. CALLING 911

When calling 911 or the Royalton Police Department at 802-763-7776 (Non-Emergency) or

802-763-8961 (Royalton Dispatch), use the following building numbers and street addresses to ensure that respondents arrive at the proper on-campus location.

BUILDING NAME	ADDRESS
Anderson House	38 North Windsor Street
Anderson Barn	38 North Windsor Street
Barrister's Book Shop	190 Chelsea Street
Center for Legal Services	190 Chelsea Street
Chase Community 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
Dearing Barn	182 Chelsea Street
Dearing House – Multicultural Center	182A Chelsea Street
Dearing House - 2nd Floor	182B Chelsea Street
Debevoise Hall	164 Chelsea Street
Eaton House	153 Chelsea Street
Eaton House Barn	155 Chelsea Street
Fitness Center	60 Carpenter Field
Jacobs House - 1st Floor	150A Chelsea Street
Jacobs House - 2nd Floor	150B Chelsea Street
Oakes Hall	29 Cameron Way
Old Schoolhouse	22 North Windsor Street
Patrick J. Leahy House (formerly Abbott)	168 Chelsea Street
Pierce House	159 Chelsea Street
Rogers House	15 Cornell Street
Vermont Law Review	25 Cornell Street
Waterman Hall	158 Chelsea Street
VLGS River Parking Lot	2459 VT Route 14

Please remember that VLGS 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 of People of Finance.

V. SECURE THE SCHOOL POLICIES

In the unlikely events of a secure the school situation, please review VLGS's Secure the School procedures in advance. Emergency situations will be communicated through VLGS Alerts and the classroom speaker system. If a secure the school situation is announced, follow the Run, Hide, Fight protocol. Additional information, including a training video, is available on the VLGS Safety SharePoint page. The all-clear will be communicated through the same notification systems or by local law enforcement.

VI. FIRE AND FIRE DRILLS ON CAMPUS

In the event of a fire on campus, please exit the building in an orderly manner and proceed to the designated muster point. Muster point locations are posted at each building's main exits. A fire emergency will be indicated by sounding alarms and flashing lights. Remain at the muster point until the all-clear is given by a staff or faculty member.

CELL PHONE AND ELECTRONIC COMMUNICATION DEVICES

The use of cell phones, smart phones, tablets, and other electronic devices during class or 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 and Graduate School switchboard at 802-831-1000, notify the switchboard operator of the emergency and ask to be transferred to the Registrar.

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.

COMMENCEMENT POLICY

I. GENERAL

Commencement is Vermont Law and Graduate School's (VLGS) formal ceremony recognizing degree completion, and this policy sets out applicable expectations and requirements pertaining to this ceremony and celebration. Students participating in Commencement are expected to comply with all commencement-related rules, policies, and procedures. Commencement occurs one time annually, in May, following the spring semester.

II. ELIGIBILITY AND PARTICIPATION

A. Degree Conferral and Commencement Participation

Students are expected to participate in Commencement following the conferral of their degree.

1. Students completing degree requirements during the spring semester are eligible to participate in that year's Commencement ceremony.
2. Students completing degree requirements during the fall semester are expected to participate in the Commencement ceremony held the following May.
3. Students completing degree requirements during the fall semester may participate in the Commencement ceremony held in the preceding May, prior to degree conferral; however, academic honors and distinctions may not be announced (please see Academic Regulation II.C.7.b.). Students interested in participating in Commencement prior to degree conferral should contact the Registrar's Office with any questions or concerns.

III. REGALIA

A. General Requirements

1. Students participating in Commencement must wear official regalia, ordered through Vermont Law and Graduate School.
2. Regalia must be worn as issued and may not be altered or modified, except as noted below.
3. Approved student group stoles and cultural or religious accessories may be worn in accordance with institutional policy.

IV. COMMENCEMENT STOLES

A. General Requirements

1. Student groups may design and purchase Commencement stoles.
2. General student group designs must be approved by the Director of Student Affairs prior to ordering. Affinity group designs must be approved by the Associate Dean for Restorative Justice and Inclusive Excellence prior to ordering.
3. Student organizations are responsible for all costs associated with the design and purchase of stoles unless funding is provided through an approved institutional or Student Bar Association funding source.
4. Commencement cords are not permitted.

B. Institutional Funding for Affinity Group Stoles

1. Subject to available funding and annual budget limitations, the Vermont Law and Graduate School Diversity, Equity, and Inclusion Budget will include funds for payment of Commencement stoles for active SBA-recognized student organizations whose primary mission is to support communities protected from discrimination under applicable law.

2. Organizations currently eligible for institutional stole funding include:

- Alliance
- Asian Pacific American Law Student Association
- Black Law Student Association
- Christian Law Fellowship
- Jewish Students Association
- Latinx American Law Students Association
- Muslim Law Students Association
- Native American Law Students Association
- Veteran Law Student Association
- Women's Law Society

3. Additional organizations may become eligible if their primary purpose aligns with the principles outlined above.

4. Student organizations are responsible for determining eligibility for stole distribution among their members.

5. Students who are members of multiple eligible organizations may receive funding for one stole of their choice.

6. Student organizations not eligible for institutional funding may seek funding through SBA processes or independent fundraising efforts.

V. COMMENCEMENT AWARDS

A. Lex Pro Urbe et Orbe Award

The Lex Pro Urbe et Orbe Award was created in 1979 by the Vermont Law and Graduate School Alumni Association (VLGSAA) in recognition of the many contributions that students make within the campus community. This award is given annually to a graduate who is selected by the VLGSAA Board of Directors, in honor of the individual's thoughtful interest in, and dedication to, enriching the VLGS community.

B. Maximilian W. Kempner Award

The Maximilian W. Kempner Award was established in 1996 to honor the fifth dean of the law school. As a practicing lawyer, member of numerous groups and organizations seeking to improve our administration of justice, and dean of Vermont Law School, Max Kempner brought dignity and civility to the profession. By personal example, he sought to hold the profession and its members to the highest standards of competence, integrity, respect, fair-mindedness, and public service. The award is given each year to the graduate who best exemplifies these attributes.

C. Learned Hand Award for Academic Excellence

The Learned Hand Award for Academic Excellence, endowed by a gift from the late Judge Sterry R. Waterman, is the symbol of Vermont Law and Graduate School's goal of contribution to the larger community through the pursuit of academic excellence. Each year it is awarded to two graduates, one from the residential JD program and one from the Online Hybrid JD (OHJD) program, with the

highest cumulative grade point average within their program after the completion of six semesters for the residential JD program graduate³⁶ and the completion of ten semesters for the OHJD program graduate, and who have fully completed all other degree requirements. These graduates are representatives of those who have striven for academic excellence, following Learned Hand's example.

VI. INCLEMENT WEATHER

Commencement and the reception are generally scheduled to take place outdoors under a marquee tent. VLGS reserves the right to modify commencement plans in the event of inclement weather and/or unpredictable circumstances that would affect the comfort and safety of people attending commencement.

A. Primary Plan

Commencement will proceed as scheduled unless weather conditions make it unsafe or impractical to do so.

B. Rain Plan

The Commencement ceremony will proceed under the marquee tent as scheduled. The reception may be relocated indoors.

C. Severe Weather Contingency Plan

1. In the event of severe weather, including the threat of lightning, Commencement may be postponed to Sunday.
2. If severe weather persists and/or postponement is not feasible, the ceremony may be canceled.
3. All decisions regarding weather-related changes will be made with the safety and well-being of graduates and guests as the primary consideration.

D. Travel Planning

Graduates and guests are encouraged to consider the possibility of weather-related schedule changes when making travel arrangements.

E. Notification

Changes to the Commencement schedule or location will be communicated through official VLGS email communications, the Commencement website, and official social media channels.

³⁶ Students in the accelerated JD program are excluded from the Learned Hand Award because their sixth semester occurs after commencement.

VII. ADDITIONAL INFORMATION

For the most current Commencement information, including schedules, deadlines, guest information, and frequently asked questions, visit:

www.vermontlaw.edu/commencement

Questions regarding Commencement may be directed to the Events and Commencement Coordinator

CONFERENCE FUNDING POLICY

OVERVIEW AND REQUIREMENTS:

- Students may apply for funding of up to \$800 from the Office of Student Affairs to fully or partially cover the following expenses incurred while attending an off-campus conference:
 - 1) Conference registration fees
 - 2) Travel expenses, such as airfare, train, or bus tickets
 - 3) Lodging
- Unless special/emergency circumstances warrant, miscellaneous expenses, such as meals, taxi rides, parking, etc., will not be covered by VLGS.
- A maximum of four (4) student funding requests per conference will be considered, in the order of their submission.
- Funding is allocated on a first come, first served basis and every effort should be made to request funding for the current fiscal year (July 1–June 30) before December 30.
- Funding requests for events held less than eight (8) weeks from the date of the request may be automatically denied.
- Off-campus conference funding is not guaranteed until officially approved by the Director of Student Affairs, even if all application requirements are met.
- First-year law students are not eligible for conference funding.
- Students may only receive funding for one off-campus conference per fiscal year (July 1 – June 30).
- Students must identify one of the following options on the funding application and complete, or submit proof of scheduling, the task selected within two (2) weeks of return:
 - 1) Submit a one-to-three (1-3) page summary of the conference to the Office of Student Affairs
 - 2) Give a verbal presentation to a student group that would benefit from the material
 - 3) Give a verbal presentation during a Student Bar Association meeting
 - 4) Arrange a campus-wide presentation

PROCEDURE:

- **The Off Campus Funding Request Form** must be filled out in its entirety and submitted via email to the Director of Student Affairs.
- If funding is approved, each member attending the conference must sign and submit a Default Statement.
- Reimbursement will occur when students submit original receipts to the Office of Student Affairs. Receipts must be submitted no later than two (2) weeks following the conference. Students without monetary means for advance purchase will be allowed to use the office credit card to purchase flights, registration, hotel, etc., provided they have signed and submitted the Default Statement.

CLASS RECORDING POLICY

PURPOSE

To ensure the appropriate use of class recordings while protecting intellectual property, privacy, and the integrity of the learning environment.

1. Student-Initiated Recordings.

Students may not record classes (audio, video, or written transcripts generated through AI or other transcription software) without prior written permission from the instructor.

Exceptions may be granted for approved disability accommodations through the Vice President of Diversity, Equity and Inclusion's office.

If permission is granted:

- Recordings are for personal academic use only.
- Recordings may not be shared, distributed, posted online, or used for any non-class-related purpose.
- Students must delete recordings at the end of the semester unless otherwise authorized.

2. Faculty-Initiated Recordings

Faculty may record classes for instructional purposes, including asynchronous access or review. Use of these recordings is subject to the following:

- Recordings are intended solely for use by students enrolled in the course.
- Students may not copy, share, or distribute faculty recordings outside the course. Recordings may include student participation; students concerned about privacy should consult with the instructor in advance.

3. Intellectual Property and Privacy

All recordings remain the intellectual property of the instructor and/or Vermont Law & Graduate School. Unauthorized use or distribution may violate copyright law, privacy rights, and school policy, and may result in disciplinary action.

4. Enforcement

Violations of this policy will be addressed under the Student Code of Conduct and may result in disciplinary measures, including loss of access to recordings, academic sanctions, or referral to the Vice Dean for Students.

CONFIDENTIALITY OF STUDENT RECORDS FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

I. CONFIDENTIALITY POLICY

VLGS maintains the confidentiality of student educational records as required by the federal Family Educational Rights and Privacy Act.

A. Persons Outside Vermont Law and Graduate School.

No one outside VLGS shall have access to, nor will VLGS 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 VLGS.

School officials must demonstrate a "need to know" before personally identifiable student information, located outside their immediate domain, may be released to them.

1. School officials are those members of VLGS 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 VLGS community, only those persons, individually or collectively, acting in students' 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 of Students 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, VLGS may provide such information, in accordance with the provision of FERPA, to include student name, mailing address, dates of attendance, class year, full-time or part-time status, degrees and awards received.

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 and Graduate 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.

II. STUDENT INSPECTION OF RECORDS

FERPA (the Act) 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 via email. 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).
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 VLGS will permit access only to that part of the record which pertains to the inquiring student.
3. VLGS 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, 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 students’ 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 they will be informed by the Office of the Registrar of their right to a formal hearing.

2. A student's request for a formal hearing must be made in writing to the Vice Dean of Students 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 their challenge is unfair or not in keeping with the provisions of the Act may request, in writing, assistance from the Dean of Vermont Law and Graduate School to aid them 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 (CURTIS 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.
- **OFFICES FOR ALUMNI RELATIONS AND DEVELOPMENT (DEARING HOUSE, 2ND FLOOR)**
These offices compile and store student information including name, address, phone, email, class, degree program(s), degree completion, gender, date of birth, and student group participation. This information is not shared outside of the institution. Any student who has completed one full semester at Vermont Law and Graduate School becomes a member of the alumni association at the time their student status ceases. The Alumni Office records may include, in addition to the information above, business address, phone, and email; name of spouse or significant other; name and address of parents; and record of contributions to VLGS. Directory information for alumni is no longer protected by FERPA, but alumni may contact the Offices for Alumni Relations and Development to request that their information be withheld. All other information is for internal use only.

- **OFFICE OF THE COMPTROLLER/BUSINESS OFFICE (LEAHY HOUSE)**
The Business Office maintains an accounting of a student's financial obligations to VLGS. Failure to meet this obligation will result in the Business Office withholding approval of release of a student's 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. 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 (LEAHY 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/alumnus is in default on an educational loan and will inform the Registrar's Office of this default status when a student/alumnus has requested the release of a transcript or bar certification.
- **OFFICE OF THE REGISTRAR (LEAHY 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, LSAT summary report or GRE report, 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 with the exception of transcripts from other institutions. 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.) 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 Vice Dean of Students, 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 and Graduate School (VLGS), 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 (ADA). It is the responsibility of the ADA/Section 504 Designee 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 ADA/Section 504 Designee will serve as a liaison between and resource to the students and faculty.

- A. The School recognizes its legal obligation to make reasonable accommodations designed to provide overall educational program accessibility for otherwise qualified persons with disabilities. It is the School's policy that students with disabilities who have been admitted to the 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 School physical space is an eight (8)-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 are difficult to access. Whenever a mobility-impaired student needs to meet with faculty or staff whose offices are in limited-access areas, the School will provide an alternative space for the meeting.

2. Information concerning school facilities that are accessible to and usable by mobility-impaired students is appended to this policy.
- C. The 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 School who, in the judgment of the School, is qualified to provide such information and assessment.
- D. While the School will strive to accommodate students and prospective students as fully as possible, reasonable accommodations **do not** include measures that:
1. Fundamentally alter the academic program (change so significant that it alters the essential nature of the goods, services, facilities, privileges, advantages, or accommodations offered);
 2. Place undue financial or administrative burden on the institution (significant difficulty or expense in, the provision of the accommodation; factors to be considered include: size of program or class, financial resources, cost of accommodation, alteration of course requirements, disruption to the other students); or
 3. Create a direct threat situation that could cause harm to an individual or others (risk of substantial harm to the health or safety of others that cannot be eliminated or reduced by accommodation if the accommodation were to be put in place).
- 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 and Graduate School. Faculty may not dispute the fact, nature, and/or extent of a disability that has been recognized by the ADA/Section 504 Designee. If faculty have questions or concerns about a particular student's accommodation, they should meet with the ADA/Section 504 Designee to discuss those concerns or questions. Faculty who are dissatisfied with the accommodations recommended may consult with the ADA/Section 504 Designee. Faculty are encouraged to share with the ADA/Section 504 Designee information about the course and/or program, so that the Designee 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 ADA/Section 504 Designee, Vermont Law and Graduate School assumes that accommodations will be provided as delineated in the notification. Time is of the 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 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 the School indicates the presence of a disability that this information is known to the ADA/Section 504 Designee. New students should inform the ADA/Section 504 Designee, under the procedure in Part IV, below, of the need for accommodations well in advance of their first examination.

III. POLICY OF REASONABLE ACCOMMODATIONS FOR ENROLLED STUDENTS

- A. The 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 academic program, place undue financial or administrative burden on the institution, or create a direct threat situation that could cause harm to an individual or others.
- C. All accommodations are prospective; there are 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 ADA/Section 504 Designee in a timely fashion and for providing any required documentation.
 - 1. Students should not assume that because their application to the School indicates the presence of a disability that this information is known to the ADA/Section 504 Designee. A student seeking accommodation for a disability should make a direct request to the ADA/Section 504 Designee by visiting the [Accommodations at VLGS webpage](#) and completing the online disability request form. Technical assistance with this form can be provided by the Office of the ADA/Section 504 Designee.
 - 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 ADA/Section 504 Designee.
 - 3. Students who do not require accommodations need not make their disabilities known.

4. To ensure that accommodations may be implemented timely, it is strongly encouraged that students complete the online disability request form and schedule a meeting with the ADA/Section 504 Designee as soon as practicable upon their arrival on campus or enrollment. Requests for accommodations made three (3) weeks or less before final exam period or three weeks (3) weeks or less before any midterms or quizzes may not be implemented in time for those exams, midterms, or quizzes.

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 ADA/Section 504 Designee.
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. The student should consult the documentation guidelines described on the [Accommodations at VLGS webpage.](#)
4. If the School requires an additional assessment for purposes of obtaining a second opinion by an appropriate professional of the School's choosing, then the School shall bear the cost not covered by any third party payer.

C. Additional Information: Students seeking reasonable accommodations for a disability will be asked to submit to the ADA/ Section 504 Designee 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 ADA/Section 504 Designee 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 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 sixty (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 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 School requires an additional assessment for purposes of obtaining a second opinion by an appropriate professional of the School's choosing, then the School shall bear the cost not covered by any third party payer.

- E. Determination of Reasonable Accommodations: The ADA/Section 504 Designee has authority to decide whether accommodations will be granted in individual cases. The ADA/Section 504 Designee 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 School setting.
1. A student must immediately report any dissatisfaction with an accommodation to the ADA/Section 504 Designee. After the accommodation has been put in place, each student receiving accommodations may meet upon request with the ADA/Section 504 Designee 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 and Graduate School Code of Conduct.
 4. Subject to applicable rule of confidentiality, the ADA/Section 504 Designee 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 is treated as confidential under applicable laws and 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 School will maintain confidential records relating to accommodations based on disability within the Office of the ADA/Section 504 Designee. The records will include documentation submitted to verify the disability. The Registrar's Office will receive a copy of the ADA/Section 504 Designee's 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 School will remain the property of the 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 Students.
- B. If the Vice Dean for Students is unable to resolve the matter informally, or if the student is dissatisfied with the resolution, the Vice Dean for Students will ask the Dean³⁷ to review the accommodation request and the accommodation will be granted or denied.

³⁷ Dean shall refer to the Law School Dean for all JD or joint degree students and to the Graduate School Dean for Master's or LLM students.

1. The Dean may affirm, reverse, or modify the finding and/or recommendation of accommodation. The Dean may confer with the Vice Dean for Student and the ADA/Section 504 Designee during this process.
 2. The appeal decision of the 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 and Graduate School Policy Against Harassment, Sexual Harassment, Discrimination, and Retaliation.

VI. ACADEMIC DISMISSAL AND READMISSION

- A. 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.
- B. Readmission petitions should be discussed with the Vice Dean for Students. The Committee on Standards considers and decides on such petitions.

VII. POST-GRADUATION POLICY AND SERVICES

- A. The School will assist students in documenting accommodations received during the student's time at VLGS 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 and Graduate School.

VIII. DEFINITIONS

- A. 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 School's educational program and activities.

IX. ACCESSIBLE FACILITIES

DESIGNATED PARKING

- Between Curtis House and Rogers House (3 spots)
- Parking circle in front of Oakes Hall (3 spots)
- Behind Patrick J. Leahy House (2 spots)

FIRST FLOOR ACCESSIBLE BUILDINGS

- Center for Legal Services (front and back entrance)
- Chase Center (through Chase Debevoise connector)
- Cornell Library (via halls to Chase Center, and ramp at front of library)
- Curtis House (quad entrance of building)
- Debevoise Hall (driveway at the back of building and connector hallway at both ends)
- Fitness Center
- Magic Mountain Day Care (ramp at front of building)
- Multicultural Center, Dearing House (ramp in the back of building)
- Oakes Hall
- Old School House
- VLGS Café (lift in Chase Breezeway, to the left of the Café doors and back entry)
- Waterman Hall (main entrance)

BUILDINGS ACCESSIBLE ABOVE FIRST FLOOR

- Center for Legal Services (elevator to all floors)
- Debevoise Hall (elevator to all floors)
- Library (elevator to all floors)
- Oakes Hall (elevator to all floors)
- Old School House (has a lift)
- Technology Department (lift in Chase Breezeway to the left of the Café doors)
- Waterman Hall (elevators to all floors)

ACCESSIBLE RESTROOMS ARE PROVIDED ON EACH FLOOR OF THE LIBRARY, DEBEVOISE HALL, CENTER FOR LEGAL SERVICES, OAKES HALL, AND THE FIRST FLOOR OF THE FOLLOWING BUILDINGS:

- Curtis House
- Fitness Center
- Multicultural Center
- Old School House
- Patrick J. Leahy House
- VLGS Café
- Waterman Hall

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.

Adopted August 28, 1995

Revised July 8, 2025

Revised July 6, 2026

DOGS ON CAMPUS

If you have a dog, please obey these rules. The safety and cleanliness of public areas in town and the 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. This applies to faculty and staff except as provided for in the Staff Handbook.
- Any dogs on Vermont Law and Graduate School outdoor property must 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

Select articles from the Town of Royalton Animal Control Ordinance are listed below. Please visit the [Town of Royalton webpage](#) for the full Animal Control Ordinance.

- Any dog(s) or wolf-hybrid(s) owned, kept, or maintained within the Town of Royalton shall obtain a dog license in the Town of Royalton as provided for by the laws of the State of Vermont.
- All dogs and wolf-hybrids kept within the limits of the Town of Royalton must be vaccinated for rabies by a licensed veterinarian, with a vaccine approved by the Commissioner of Agriculture, to provide immunity for domestic dogs.
- It shall be a violation for the owner or keeper of any dog(s) or wolf-hybrid(s) to permit or allow said animal(s) to bark, howl, or otherwise disturb the peace and quietude of the community in any other manner on a habitual manner. [The term “habitual” shall be construed to include any such conduct that occurs continually over a period in excess of thirty minutes.] Such conduct is declared to be a public nuisance.
- It shall be a violation for the keeper of any dog(s) or wolf-hybrid(s) to permit or allow an uncontrolled animal to run at large in any road, park, school yard, or any other public facility. Such conduct is declared to be public nuisance.
- It shall be a violation for the owner or keeper of any dog(s) or wolf-hybrid(s) to permit or allow said animal to be on the South Royalton Village Green, the Royalton Common and the Carpenter Recreational Field. Such conduct is declared to be a public nuisance.

SERVICE ANIMAL POLICY

A. SERVICE ANIMALS

Animals are generally prohibited in VLGS buildings. However, an individual with a disability is permitted to be accompanied by their service animal in VLGS buildings when required by law, subject to the conditions of this policy.

A “Service Animal”³⁸ means a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability³⁹, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not Service Animals for the purposes of this definition. The work or tasks performed by the Service Animal must be directly related to the individual’s disability. No breed of dog is excluded from being a Service Animal if the dog meets the other requirements of this policy.

Animals that serve to deter crime, provide emotional support, comfort, companionship, therapeutic benefits, or to promote emotional well-being do not fall within this policy’s definition of a Service Animal. The coordinator, who is responsible for ensuring compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), (the ADA/Section 504 Coordinator), or the Vice President for People and Operations or their designees will resolve questions as to whether an animal qualifies as a Service Animal.

School officials may ask the owner or handler of an animal whether the animal is required because of a disability and what work or tasks the animal has been trained to do unless it is readily apparent. School officials may not ask about the nature or extent of a person’s disability and may not require documentary proof of certification or licensing of a Service Animal.

This policy relating to Service Animals on campus applies to all students and employees.

B. SERVICE ANIMAL REQUIREMENTS

1. Written Request

A person who wants to be accompanied by their Service Animal must make a prior written request to the ADA/Section 504 Designee (for students), the Vice President for People and Operations (for employees), or their designees. These requests must be renewed by September 1 of each school year.

³⁸ In limited circumstances, a miniature horse (generally between 24 to 34 inches measured to the shoulders) may qualify as a Service Animal. It must be trained to do work or perform tasks for people with disabilities. Any modifications of policies to accommodate miniature horse as a service animal will be assessed under the factors described at 28 CFR 35.136.

³⁹ The tasks may include, but are not limited to, guiding a person who is visually impaired or blind, aiding a person who is deaf or hard of hearing; pulling a wheelchair; assisting with mobility or balance; assisting a person who has seizures; retrieving objects such as medicine or phone; preventing or interrupting impulsive or destructive behavior by persons with psychiatric and neurological disabilities; or performing other special tasks.

2. Vaccinations

The Service Animal must be in good health. The owner or handler of the Service Animal must submit to the ADA/Section 504 Designee, the Vice President of People and Operations, or their designee documentation from a licensed veterinarian of the following:

- a) a current veterinary health certificate, and
- b) proof of the Service Animal's current vaccinations and immunizations.

3. Control

A Service Animal must be under the control of its handler at all times. The Service Animal must have a harness, leash, or other tether unless the handler is unable to use a harness, leash, or other tether because of a disability or because the harness, leash, or tether would interfere with the Service Animal's safe, effective performance of work or tasks. In such a case, the Service Animal must be under the handler's control.

C. SUPERVISION AND CARE OF SERVICE ANIMALS

The owner or handler of a Service Animal is responsible for the supervision and care of the animal, including any feeding, exercising, and clean up.

D. DAMAGE TO SCHOOL PROPERTY AND INJURIES

The owner or handler of a Service Animal is responsible for any damage to school property or injury to personnel, students, or others caused by the Service Animal.

E. REMOVAL OF SERVICE ANIMALS FROM SCHOOL PROPERTY

The ADA/Section 504 Designee, the Vice President for People and Operations, or their designees, can require an individual with a disability to remove a Service Animal from VLGS property under any of the following circumstances:

- 1. The animal is out of control and the animal's handler does not take effective action to control it;
- 2. The animal is not housebroken;
- 3. The presence of an animal would require a fundamental alteration of the service, program, or activity of the School;
- 4. The animal unreasonably barks or makes other unreasonable vocalization or noises or destroys or damages school property; or
- 5. The animal shows aggression towards people or other animals.

If the Service Animal is removed, the individual with a disability shall be provided with the opportunity to participate in the service, program, or activity without the Service Animal.

F. DENIAL OF ACCESS AND GRIEVANCE

If the ADA/Section 504 Designee, the Vice President for People and Operations, or their designees deny a request for access of a Service Animal, the disabled individual can file a written grievance with the Vice Dean of Faculty or their designee. The Vice Dean of Faculty's decision will be final.

G. EFFECTIVE DATE

This policy applies to all students who matriculate in the 2017-2018 academic year or after and all employees and guests of Vermont Law and Graduate School as of the date of this policy. Students who were enrolled at Vermont Law and Graduate School before the 2017-2018 academic year are not subject to this policy. Those students are subject to state and federal law and must follow the accommodations procedure set forth in Vermont Law and Graduate School's Disability Policy.

Date: May 11, 2017

Date: August 8, 2019

Date: June 23, 2021

Date: June 12, 2023

Date: July 7, 2025

Date: July 6, 2026

EVENTS AND ROOM SCHEDULING POLICIES

I. OVERVIEW

Coordinating events both on and off campus allows Vermont Law and Graduate School to ensure appropriate use of space, adequate time to attract the intended audience, assess the support needs of each event, and maintain a calendar that provides equal opportunity for VLGS community members to attend events of their choosing.

II. EVENTS COORDINATOR

The Events Coordinator is responsible for maintaining the master calendar of events, approving event requests, and assisting students, faculty, and staff with event planning and room scheduling. The Events Coordinator acts as liaison between event organizers and service providers (B&G, VLGS Food Service, Communications, and AV).

III. 25Live PLATFORM

Vermont Law and Graduate School uses **25Live** as its event and room scheduling platform. Each student, staff, and faculty member must register and create an account to request an event or reserve a meeting room. New accounts take a minimum of 24 hours to be activated.

IV. PROCESS

A. REQUEST A DATE

1. Student groups and campus departments should decide a primary point of contact. The

primary point of contact will be responsible for completing a 25Live ticket to request the date for your event and working with the Events Coordinator and other Service Providers to finalize details.

2. The Code of Conduct and all event policies and procedures apply to every VLGS community event, whether held on or off campus.
3. As a general rule, two events may not be scheduled on the same date and time. The Events Coordinator reserves the right to reschedule or offer new dates when conflicts arise.
4. Religious Holidays are automatically reserved for the associated cultural affinity student group. A 25Live ticket must still be submitted in accordance with the rules and follow the required timeline for submission before the event can officially be approved by the Events Coordinator.
5. Events requiring service provider assistance should be submitted at least eight weeks in advance. Event tickets without service provider needs submitted less than two weeks in advance may not be approved.
6. Food service requests must include a budget amount and menu suggestions.
7. Requests for alcohol must be made at least six weeks in advance and must include an Alcohol Event Form. Note that the Alcohol Event Form is separate and apart from the liquor license that will be obtained by the Food Services Director. Requests for alcohol made less than six weeks before the event will be denied.
8. Events and Chase Breezeway tabling are not permitted during reading or exam period.
9. The Academic Calendar and course schedule maintain priority of all campus rooms and facilities.

B. REVIEW / APPROVAL

1. The Events Coordinator reviews 25Live tickets on a regular basis to determine date and room availability. Occasionally, additional approval is required by the Director of Student Affairs.
2. If approval is granted, the date and rooms will be secured, and notice will be sent to the primary point of contact by the Events Coordinator.
3. Please do not schedule a guest speaker or advertise your event until receiving confirmation that your space and date have been confirmed.

C. COLLABORATION WITH OTHER STUDENT GROUPS

Due to the number of events held by VLGS community members, the School's calendar of events often gets overloaded, causing strain on Service Providers and affecting attendance at all events. To avoid this, collaboration between student groups is strongly encouraged.

D. COLLABORATION WITH THE OFFICE FOR ALUMNI RELATIONS AND DEVELOPMENT (OARD)

Working with the Office of Alumni Relations and Development (OARD) is a great way to enhance an event's reach and impact. OARD can support event planning efforts by inviting alumni, assisting with promotional materials, and providing tokens of gratitude for alumni speakers at the event. Working alongside OARD creates meaningful, well-attended events that strengthen connections between students and alumni.

To request assistance from OARD, please email alumni@vermontlaw.edu or Brock Monroe at bmonroe@vermontlaw.edu at least six (6) weeks prior to the event,

E. PUBLICITY PROCEDURES FOR PUBLIC EVENTS

VLGS's Communications Office can help publicize VLGS 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 VLGS community and use of the VLGS 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 VLGS 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 (8-12 weeks in advance) in the event-planning process with the VLGS Events Coordinator to review procedures, including publicity, and should plan and delegate publicity tasks early in the event planning process.**
- For more information about event planning, see 'Events and Room Scheduling' policies in the Policies and Procedures section of this handbook.

For more information, call the Communications Office at 802-831-1246 or email Karen Henderson at khenderson@vermontlaw.edu.

F. SERVICE PROVIDERS

1. The 25Live system is used to communicate all necessary details of an event to our Service Providers. Service Providers include Buildings and Grounds, Food Services, Communications, and Audio/Visual.
2. The Events Coordinator ensures that Service Providers are aware of each service request. However, Service Providers and the primary point of contact should collaborate to ensure that final details are accurate.
3. If food service is requested, the Food Service Director will create a Banquet Event Order (BEO) for approval by the primary point of contact.
4. BEOs must be approved within three business days of receipt.
5. Final attendance numbers must be submitted to the Food Services Director two weeks prior to the event.

G. MANDATORY MONTHLY MEETINGS

The Events Coordinator will hold monthly meetings with student group leaders to discuss upcoming events, identify processes, provide policy reminders and updates, and answer any questions. It is mandatory for every student group to send one representative to each meeting. Failure to participate will result in poor standing of the student group with the Office of Student Affairs and the Student Bar Association.

V. POLICIES

A. STUDENT GROUP REQUIREMENTS

1. Students must submit their student group information for the upcoming year to the Student Bar Association (SBA) and the Office of Student Affairs by the last week of the spring semester. Student group information includes executive board members and contact information, faculty advisor, mission statement, and bylaws.
2. First-year JD (1L) students are not eligible to serve in student group executive board positions.
3. Executive Board Structure
All SBA funds-eligible student groups must maintain, at minimum, the following executive board positions:
 - Chair or President
 - Secretary
 - Treasurer

B. STUDENT LEADERSHIP POSITIONS

1. We encourage students to hold only one (1) leadership position but will allow up to two (2) such positions on SBA funds-eligible student group executive boards, including positions on the SBA executive board or senate. Per SBA Bylaws, the SBA President and Treasurer may not serve in any additional leadership positions simultaneously.
2. 1L students may not hold executive board positions in SBA funds-eligible groups. Student groups may elect or appoint up to two (2) 1L Student Representatives per academic year, as defined below.

Definition

1L Student Representative: A designated role for first-year law students whose sole responsibility is to represent 1L interests within the student organization. This includes sharing information and encouraging peer participation. This role is specifically excluded from leadership responsibilities, including but not limited to budgeting, event coordination, attendance requirements, or governance.

Guidelines

- Elections and appointments must take place following fall semester grade distribution, and students must be in good academic standing to be eligible for the position.
- Students may not serve as a 1L Student Representative for more than one group.
- 1L Representatives do not hold voting power on executive decisions.
- Duties are limited to representing 1L interests, as well as outreach and promotion which are considered baseline expectations for general membership.

C. EVENT REQUIREMENTS

Student groups may host up to three (3) VLGS or public events per semester. This excludes student group meetings, academic events, and tabling. Collaborative events between two or more student groups are strongly encouraged. Additional requests for collaborative events outside of the three previously mentioned will be approved on a case-by-case basis by the Office of Student Affairs.

D. FUNDRAISING AND AUCTION EVENTS

Raising money is an important activity for the VLGS community. Student groups, VLGS departments, and individuals often have fundraisers to support their activities, projects, and charitable causes. A fundraiser is defined as a planned public or social event, gathering, tabling event, or email solicitation designed to raise funds for a charitable cause, event, organization, or student group, for example, the annual Women's Law Society Auction. Please review the full fundraising and solicitation policies found in the Policies and Procedures section of the Student Handbook.

1. Only one fundraising or auction event on or off campus is permitted per week and must be approved by the Office of Student Affairs. Each student group, with the exception of the Student Bar Association, is permitted to have one fundraising or auction event per year. Exceptions for fundraising in the event of humanitarian crisis, natural disaster, emergency situations, etc., can be made by the Director or Assistant Director of Student Affairs. Students may not use personal Venmo accounts to collect funds. An iPad and Square are available for checkout in the Office of Student Affairs. Cash and personal checks must be submitted to the Office of Student Affairs daily for a receipt.
2. To ensure alignment with institutional priorities and avoid donor fatigue, the following fundraising blackout periods apply:
 - a. March 1 – April 30
During this time, fundraising is limited to preapproved, established annual events including, but not limited to, the Equal Justice Foundation Auction and the Women's Law Society Auction.
 - b. Reading and Exam Periods
All events, including fundraisers, are paused during this time to support student well-being and academic focus.

3. Solicitation. 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.
 - a. Student organizations may solicit local vendors or merchants only with prior approval from the Director or Assistant Director of Student Affairs and the Offices of Alumni Relations and Development (OARD).
 - b. Outside vendors are not permitted to conduct solicitation on behalf of student organizations.
 - c. Students and student organizations wishing to make an inquiry, or solicit any foundation, may do so only with the approval of the VLGS Vice President of Alumni Relations.

VI. POLICY REVISIONS AND AMENDMENTS

Vermont Law and Graduate School reserves the right to modify, amend, or update the information and policies contained within this section, including fundraising blackout periods and activity restrictions, at any time. Notice of significant changes will be communicated in a timely manner. It is the responsibility of all individuals and student groups to stay informed of the most current version of these policies.

VII. DEFINITIONS

A. EVENT

For the purpose of this policy, an event is defined as a planned public, educational, or social gathering.

B. ACADEMIC EVENTS

Academic events are defined as a planned public or social gathering for the purpose of class study, bar study, or other group study activity.

C. MEETINGS

Meetings are defined as two or more people coming together for a specific purpose. Student groups often meet on a regular basis to discuss group matters and plan events. For the purpose of this policy, meetings are not open to the entire VLGS campus and/or public, and generally do not require assistance from Service Providers. Meetings generally only require the use of a room and/or time on the calendar, which must be requested at least 48 hours in advance via 25Live ticket.

EXAMPLIFY: USE OF LAPTOP COMPUTERS FOR EXAM TAKING

LAPTOP USE FOR EXAMS

Each professor has the discretion to prohibit, permit, or require the use of laptops during examinations. Students must comply with the professor's exam policy unless they have an approved accommodation that has been granted through Accommodations Office.

Students are expected to have access to a laptop that meets the system requirements necessary to run the exam software. Current system requirements are available at support.examsoft.com. Only U.S.-English versions of Windows and Mac operating systems are supported. Students who do not own a laptop are responsible for securing one for all examination periods.

Tablets and iPads are not permitted due to inconsistent compatibility with required applications and storage limitations. Students who attempt to use a tablet or iPad risk forfeiting their exam and will not be permitted to retake it.

EXAMPLIFY REQUIREMENTS

Laptops for exams must be compatible with ExamSoft's testing software, Exemplify. Exemplify is a secure word-processing application that:

- Block access to files, applications, and the internet during the exam
- Prevents exam content from being stored in a readable format on the device
- Monitors students during exam

Any attempt to tamper with Exemplify or interfere with the exam upload process may constitute a violation of the Honor Code and/or Code of Conduct.

EXAMINATION PROCEDURES

Exemplify is available at no cost to students.

Students must download and register Exemplify at the beginning of each academic year (Fall), even if previously registered.

Technical support is provided exclusively by ExamSoft: Phone: 866-429-8889 | Email: support@examsoft.com. The IT Department and Registrar's Office do not provide Exemplify technical support.

Students will receive their login credentials through Vermont Law and Graduate School email each semester and must use them to access the ExamSoft portal and download the most current version of the software.

Students are strongly encouraged to complete the mock exam at least 48 hours prior to their exam to confirm compatibility.

IN-PERSON EXAM DAY EXPECTATIONS

- Download the exam and complete all required setup prior to the start time. Students who do not complete setup before exam day will not be granted additional time.
- Arrive at least 15 minutes before the scheduled start time
- Bring a fully charged laptop, power cord, and necessary materials
- Food and beverages are permitted but must be able to be consumed quietly (no crinkly packaging or crunchy foods).
- Students who experience unresolved technical issues during an in-person exam will be required to switch to bluebooks.

IN-PERSON END OF EXAM PROCEDURES

- Students are expected to remain seated and quiet during the final 15 minutes of each exam.
- Students must stop immediately when directed and promptly upload and close their exam. Failure to comply may result in a violation of the Honor Code.
- Completed exams are uploaded to a secure server and distributed to faculty for grading.

REMOTE EXAMINATION PROCEDURES

- Students taking remote examinations must begin with a fully charged device, power cord, and required materials.
- Exams begin at the scheduled time with a 10-minute grace period for technical issues.
- Students must report technical issues using pre-distributed exam protocols – do not contact your instructor.
- Students who are more than 10 minutes late starting exam may receive a grade penalty or FWD for exam.
- Students and their desktop must be fully visible for the duration of the exam to the exam monitoring software. The desktop area must be clutter-free and contain only pre-approved materials (such as books or study guides). Beverages and food are permitted.

FINANCIAL AID POLICIES

I. INTRODUCTION

The cost of attendance at Vermont Law and Graduate School is based on the amount needed to meet direct institutional costs and provide a moderate allowance for living expenses for an eight- 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 and Graduate School. Additional amounts are built into a student's budget to represent estimated expenses for 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. For any questions regarding the following information, please view the Budget Increase Policy and Financial Aid Policy pages on the financial aid portal or reach out to the Financial Aid Office at finaid@vermontlaw.edu.

A. BUDGET INCREASE POLICIES

1. PURPOSE

In compliance with federal guidelines, the Office of Financial Aid has determined a cost of attendance that includes tuition, fees, books and supplies, living expenses, personal expenses, loan fees, and transportation. While you may submit a budget adjustment request to increase your cost of attendance beyond standard allowances, the decision to approve or deny the adjustment is guided by professional judgment and federal guidelines.

2. BUDGET ADJUSTMENTS

- a. Budget adjustments are for special and unusual expenses that differentiate the student from other students.
- b. Submitting a request does not automatically ensure that your budget will be increased. Each submission is reviewed on a case-by-case basis.
- c. The Office of Financial Aid reserves the right to deny any and all budget increases.
- d. 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.
- e. This policy is for the purpose of documenting unusual, non-discretionary expenses that are directly related to your education.
- f. The institution will take into account whether these expenses are special circumstances that differentiate you from the other students enrolled in the program.
- g. If approved, a revision to your budget will not result in additional gift assistance but may increase your eligibility for loans.
- h. 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.
- i. These are credit-based loans and must be approved by the Department of Education or a private lender before Vermont Law and Graduate School can process your request.

*GradPLUS loans are only available to students who received loans towards their current degree prior to July 1, 2026.

3. APPROVED TYPES OF BUDGET ADJUSTMENT REQUESTS

- a. Exceptional Circumstances

- (1) Emergency health care (medical, dental, psychological)
- (2) Emergency automobile repair
- (3) Psychological testing and disability accommodations

b. Non-Standard Cost of Attendance Components

- (1) Dependent care
- (2) Bar Examination fees (one state allowed)
- (3) One-time computer purchase
- (4) One-time tire purchase
- (5) Travel home
- (6) Reasonable health insurance premiums

4. REQUIREMENTS FOR EXCEPTIONAL CIRCUMSTANCES BUDGET ADJUSTMENT REQUESTS

- a. Budget Worksheet Form.
- b. A narrative statement regarding the reason for the request.
- c. Receipts and documentation showing a paid expense incurred.
- d. Copies of last three months bank statement.
- e. The Financial Aid Office can only consider expenses incurred during the award year in which the request is made.
- f. As pertaining to emergency auto repair costs:
 - (1) The maximum total increase for car repairs is \$5,000 for JD/Joint students (with a per year maximum of \$2,000) and \$2,000 for residential Masters and LLM students.
 - (2) Requests for routine or standard maintenance in order for the car to continue to run in working condition, registration renewal, and annual inspection are not accepted.
 - (3) A statement/bill detailing the work performed, costs of the repairs, and the amount paid.
 - (4) 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. Students must submit claims to their insurance company prior to requesting a budget increase.
 - (5) Receipts paid for in cash will not be accepted unless the receipt has been signed by the company/person who performed the work.
- g. As pertaining to unexpected health care costs

- (1) Emergency out-of-pocket expenses for medical, dental, vision, mental health, and prescriptions costs not covered by insurance.
 - (2) Cosmetic, diagnostic, and elective procedures are not covered under this policy.
 - (3) Medical/dental receipt(s) must detail emergency procedure with the amount the student paid and the date the service was received.
 - (4) Students with significant regular medical, dental and vision expenses are strongly encouraged to obtain insurance, as medical expense budget increases will be capped at \$4,000 annually.
- h. As pertaining to psychological testing/disability accommodations
 - (1) Cost of disability testing.
 - (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) Written documentation of disability and/or need for equipment, assistance, testing, or supplies provided by disability professional.
- 5. REQUIREMENTS FOR NON-STANDARD COST OF ATTENDANCE COMPONENTS
 - a. Dependent Care Costs
 - (1) Students with children may incur additional expenses beyond the limits of the student budget.
 - (2) Three thousand dollars per child under the age of 18 per semester may be added to the budget upon request. This amount is subject to adjustment based on custody and child support arrangements.
 - b. Bar Exam Costs
 - (1) One State exam fee may be included in the final year of a law student's budget.
 - (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.
 - c. Computer Purchase
 - (1) A one-time purchase of a computer is allowed while attending Vermont Law and Graduate School.
 - (2) VLGS has developed a standard reasonable cost to cover the purchase of a computer, and/or necessary repairs; students can request up to \$2,000 for computer- related expenses during their time at VLGS.

- (3) The \$2,000 maximum is non-negotiable.
- (4) Related items such as IPODs, computer software, service plans and warranties are not covered unless required for ADA accommodation (see 4.7.3)
- d. Tire Purchase
 - (1) A one-time purchase of four tires and installation is allowed while attending Vermont Law and Graduate School.
 - (2) A statement/bill detailing the work performed, costs of the tires, and the amount paid.
 - (3) Receipts paid for in cash will not be accepted unless the receipt has been signed by the company/ person who performed the work.
 - (4) The one-time maximum purchase for tires is non-negotiable.
- e. Travel Home
 - (1) Once a semester a student may request a budget increase to cover costs to travel home.
 - (2) Transportation increases for travel home are awarded on a flat-rate, standard calculation, based on federal standard airfare rates by destination.
 - (3) If a student's airfare ticket cost more than what is allowed, they will only be reimbursed for the flat-rate as set by the federal standard.
 - (4) Students can be reimbursed for driving at the federal reimbursement rate, but miles are capped at 520 miles round trip.
 - (5) Because of the variability of expenses in this area, dictated by where students may be traveling and the means of travel used, students are encouraged to speak with the Financial Aid Office.
 - (6) 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.
- f. Higher than Usual Rent/Mortgage
 - (1) The student expense budget has been updated to include \$1,300 per month for rent. Students are not permitted to request a budget increase for rent over the budgeted amount.
 - (2) Students may request an increase for utilities that provide basic living needs such as heat and electricity. Approval of such increases is at the discretion of the Financial Aid Office.

- (3) Students may not request an increase for cell phones, cell phone plans, internet, cable, streaming services, news services, or other entertainment.

6. SEMESTER IN PRACTICE, EXTERNSHIPS, AND OFF-CAMPUS STUDY
EXCEPTIONAL EXPENSES

- a. The maximum allowable rent for students on SiP is \$1300/month.
- b. Cost of maintaining a car, parking/registering a car will not be considered.
- c. Costs of public transportation that exceed the standard allocation can be considered provided there is documentation to support the request.
- d. A one-time reasonable travel expense increase can be included to get to/from South Royaltown to the SiP location—if approved, this increase will be counted as the travel home expense for the semester.

B. FEDERAL WORK-STUDY CONDITIONS AND LIMITATIONS

1. A student must be a recipient of federal loans and currently enrolled to be eligible for work-study consideration. Federal work-study is need-based funding and a student's SAI/EFC will be a factor in determining eligibility.
2. A student may work no more than 20 hours per week. Students who work more than 20 hours per week will be given one warning before work-study eligibility is terminated for the remainder of their time at VLGS.
3. Under no circumstances may a student work overtime. If a student works more than 40 hours in any week, work-study eligibility will be terminated without prior notice for the remainder of their time at VLGS.
4. A student may not begin federal or non-federal work-study prior to submitting a work authorization form and completing all other required paperwork for the Financial Aid Office.
5. It is the student's responsibility to monitor their earnings to ensure they do not earn more than they have been awarded during a given year. Students who earn more than their annual award in any given award year will have their federal loans reduced to allow for the additional work-study award. Any resulting balance on the Student Account will need to be paid back immediately.
6. The Financial Aid Office must approve all work-study awards—students must confirm eligibility to work with the Financial Aid Office prior to accepting a work-study position.
7. If a student is eligible for federal work-study, they will not be permitted to earn non-federal work-study funding.
8. If a student earns all of their work-study funding before the end of the year, and an increase to funding is not possible, the student must stop working. Students will not be switched to non-federal funding after exhausting federal funding awards.

9. Federal work-study must be included in a student's financial aid package. It is the student's responsibility to request sufficient work-study funding prior to accepting a position. Students who run out of available work-study may request an increase; funding increases are subject to federal funding limits and packaging restrictions.
10. Every student who wishes to work on campus needs to apply by completing a FAFSA and securing federal student loans. Work study funds are not awarded until a student has secured a work study position on campus.
11. Following ABA guidelines, residential 1L students cannot work during their first two semesters with the exception of students working as note takers. 1Ls may request FWS during their 2nd semester, subject to GPA requirements, Hybrid JDs may start to earn work study in their 4th semester.

C. VETERAN'S BENEFITS

1. Any student eligible for 100% tuition coverage will not receive their scholarship during any semester in which their tuition is covered by VA benefits.
2. Any student with less an 100% tuition coverage may receive all or part of their scholarship. Scholarship funds will be deducted from the cost of tuition for the purposes of VA certification.
3. Eligible students may receive up to \$15,000 from each Yellow Ribbon fund per year.
4. If a student is eligible to receive both scholarship funding and Yellow Ribbon in the same term, the total of the two funds may not exceed the per semester scholarship award.

D. OTHER FINANCIAL AID POLICIES

1. 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.
2. To maintain eligibility for financial aid a student must be in good academic standing, attending Vermont Law and Graduate School on at least a half-time basis and making satisfactory academic progress as determined by the School.
3. 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.
4. 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 and Graduate School.
5. All outside scholarships received by a student to attend Vermont Law and Graduate 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.

6. Vermont Law and Graduate School reserves the right to review and modify the award based on changes to a student's financial or academic status or the availability of funds, at any time.
7. Any funds received under the Federal Work Study, or the Federal Direct Loan programs must be used solely for expenses related to attendance at Vermont Law and Graduate School.
8. 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 and Graduate School. The amount of such repayment is to be determined on the basis of criteria set forth by the U.S. Secretary of Education.

E. NEW REGULATIONS UNDER OBBB

Students taking loans toward their current degree prior to July 1, 2026

1. Eligibility Period and GradPLUS Loans: Students who received a federal loan prior to July 1, 2026 will retain access to the GradPLUS loan for the duration of their program under the Legacy/Grandfathering provision (see E.5 below).
2. Schedule of Reductions (SOR): Starting with the 2026-27 award year, all federal loans are subject to the SOR. Students who are enrolled less than full time (10 credits for JD students and 6 credits for Masters students) will have their maximum loan eligibility prorated based on the number of credits in which they are enrolled. This will primarily impact our Online Hybrid JD students.

Example: An OHJD student enrolled in 8 credits will be eligible to receive 80% of their per semester Unsubsidized loan maximum and 80% of the per semester GradPLUS maximum.

3. GradPLUS Grandfathering Provision Requirements: To retain eligibility for the GradPLUS loan, students must maintain continuous enrollment in their program. Leaves of Absence, including those for medical reasons, may break Grandfathering, causing a student to lose GradPLUS eligibility. We highly recommend students meet with the financial aid office before deciding to take a leave of absence.
4. Leaves of absence are still permitted for currently enrolled students. Upon return, a student who has broken grandfathering will be subject to the new regulations under OBBB.
5. Expected Time to Credential: Legacy students retain GradPLUS eligibility *for the lesser* of 3 years or the expected time to credential.
 - a. Residential JD Students: The published program length (PPL) of the JD program is 3 years. Returning students who have completed 1 year of their program retain eligibility for 2 years (2026-27 and 2027-28). Returning students who have completed 2 years of their program retain eligibility for 1 year (2026-27).

- b. Extended JD Students: The PPL for the Extended JD program is 4 years. Students who have completed 1 year retain eligibility through the 2028-29 award year. Students who have completed 2 years retain eligibility through the 2027-28 award year. Students who have completed 3 years retain eligibility through the 2026-27 award year.
 - c. Accelerated JD Students: The PPL for the AJD program is 2 years. Students who have completed 1 year of their program will retain eligibility through the 2026-27 award year.
 - d. Online Hybrid JD Students: The PPL for the OHJD program is 3.5 years. All current OHJD students will retain GradPLUS eligibility through the end of their program, assuming no leaves of absence.
 - e. Residential Masters Student: The PPL for all residential Masters programs is currently 1 year. All residential Masters students will lose eligibility for the GradPLUS loan after their 3rd semester.
 - f. Online Masters Students: The PPL for all online Masters programs is currently 1.5 years. All Online Masters students will lose GradPLUS eligibility after 5 semesters.
6. Federal Loan Maximums:
- a. Annual Unsubsidized Loans**:
 - (1) Residential JD - \$20,500/2 semesters (Fall and Spring only)
 - (2) OHJD, AJD, Ext. JD - \$20,500/2 semesters (\$10,250 for each semester including Summer)
 - (3) Residential Masters - \$20,500/3 semesters
 - (4) Online Masters - \$5,125 per term (3 credit minimum)
 - b. GradPLUS Loans**: Up to the cost of attendance.
 - c. Lifetime Maximum: \$138,500 total Unsubsidized and Subsidized loans, including the amount received in undergrad and prior institutions.

**Subject to SOR Proration

Students starting after July 1, 2026:

- 1. GradPLUS Loan Elimination: Student starting their program after July 1, 2026 will not be eligible for the GradPLUS loan.
- 2. Schedule of Reductions (SOR): All federal loans are subject to the SOR. Students who are enrolled less than full time (10 credits for JD students and 6 credits for Masters students) will have their maximum loan eligibility prorated based on the number of credits in which they are enrolled. This will primarily impact our Online Hybrid JD students.

Example: An OHJD student enrolled in 8 credits will be eligible to receive 80% of their per semester Unsubsidized loan maximum.

- 3. Federal Loan Maximums:
 - a. Annual Unsubsidized Loans***:
 - (1) Residential JD - \$50,000/2 semesters (Fall and Spring only)

- (2) OHJD, AJD, Ext. JD - \$50,000/2 semesters (\$25,000 for each semester including Summer)
 - (3) Residential Masters - \$20,500/3 semesters
 - (4) Online Masters - \$5,125 per term (3 credit minimum)
4. Lifetime Maximum:
- a. All JD Students: \$200,000 including all Unsubsidized, Subsidized and GradPLUS loans taken towards graduate or professional degrees.
 - b. All Masters Students: \$100,000 including all Unsubsidized, Subsidized and GradPLUS loans taken towards graduate or professional degrees.

***Subject to SOR Proration

FITNESS CENTER POLICY

Please refer to the link below 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 Fitness Center 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 People and Operations. vermontlaw.edu/resources.

FLAG POLICY

I. GENERAL

- A. The display of international, national, state, and other flags of institutional significance at Vermont Law and Graduate School (VLGS) shall be in accord with federal and state law and VLGS policy, and with declarations by the President of the United States, the Governor of Vermont, the VLGS Deans or their designee, and any other VLGS official so designated, in accord with the information below.
- B. This policy outlines the procedures to be observed at VLGS to ensure proper display of the American flag Vermont State flag, and other flags of international, national, state, and institutional significance on VLGS flagpoles. Visit: usflag.org/uscode36.html and crsreports.congress.gov/product/pdf/R/R45945.

II. PROCEDURES

- A. This policy applies to all VLGS 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 VLGS students, faculty, and staff. Non-affiliated external entities and individuals may not display flags on VLGS facilities and grounds absent approval in accordance with the special request flag approval procedure described below.

III. THE UNITED STATES AND VERMONT FLAGS

- A. 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, VLGS 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 VLGS Deans or their designee may declare a period of mourning upon the death of a member of the VLGS community or tragic events of special significance to the VLGS 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 of 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.

IV. INTERNATIONAL FLAGS

- A. 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 of 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.

V. SPECIAL REQUEST FLAGS

- A. 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”).
- B. 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 VLGS-affiliated organization (“sponsor”) requesting authorization must designate a responsible person (“authorized representative”) to submit the request.
- C. Request. The authorized representative must file a formal Request for Use of Campus Special Request Flagpole with the Vice Dean of 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 VLGS 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 one month.
- D. Purpose. The purpose of Special Request Flag displays at VLGS 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 VLGS-affiliated organization, in furtherance of the institutional mission.
- E. Special Request Flag Content. VLGS 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:

1. Flag content may be general in nature, graphically, symbolically or verbally representing or depicting a VLGS-sponsored event or activity, or recognizing an event or cause of importance to the VLGS community;
2. The message communicated by the proposed flag may not imply VLGS sponsorship or endorsement without prior written authorization from the VLGS Deans or their designee;
3. 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
4. The flag display must be consistent with the VLGS mission, be respectful of all members of the VLGS 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 VLGS policy.
5. 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 4 U.S.C. § 5.
6. Request Approval. A Special Request Flag is authorized when approval is communicated in writing by the Vice Dean of 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.
7. Exceptions. Any exceptions to this policy must be approved in writing and in advance by the Vice Dean of Faculty.
8. Appeal of Denial. Appeal of a denial of a request by the Vice Dean of Faculty must be made to the Deans or their designee in writing by the authorized representative within three business days of receipt of the denial. The decision of the Deans is final.
9. Priority of Requests. Every attempt will be made to accommodate requests within the VLGS 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.

VI. DEFINITIONS

- A. "Event" means an activity (1) sponsored by and through an academic or administrative unit, VLGS- recognized group or organization, or VLGS affiliated organization (2) that is open to the entire VLGS community and (3) that offers an educational, cultural, recreational, or social opportunity in furtherance of the institutional mission.
- B. "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.

VII. CONTACTS AND RESPONSIBLE OFFICIAL

- A. Questions related to the daily operational interpretation of this policy should be directed to the Vice Dean of Faculty who is the official responsible for the interpretation and administration of this procedure.

FOOD AND BEVERAGES IN SCHOOL BUILDINGS

No food is permitted in the Computer Lab, classrooms, or the Fitness Center. Beverages in non-spill containers are permitted in the Computer Lab, the classrooms, and the Fitness 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

vermontlaw.edu/resources/policies

Vermont Law and Graduate 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 School's business ethically and with integrity. Vermont Law and Graduate School will investigate any possible fraudulent or dishonest use or misuse of 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 School up to and including dismissal or expulsion, and civil or criminal prosecution when warranted.

The VLGS 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.

FREEDOM OF SPEECH POLICY

Although Vermont Law and Graduate School is a private institution, the principles of free speech are core to its mission and academic environment. Freedom of speech allows individuals to test theories, communicate freely, express individuality and autonomy, and invites connection across differences⁴⁰. However, certain unprotected speech may be in violation of the Code of Conduct or other Vermont Law and Graduate School policies. Speech that is not permitted or protected at Vermont Law and Graduate School includes, but is not limited to, defamation, incitement of imminent unlawful action, harassment, disruptive speech that prevents invited guests and community members from delivering lectures or presentations, and speech that substantially and materially disrupts the educational opportunities of Vermont Law and Graduate students.

⁴⁰ For additional reference, see the Policy Against Harassment, Sexual Harassment, Discrimination and Retaliation: Academic Freedom.

FUNDRAISING AND SOLICITATION POLICIES

FUNDRAISING POLICY

Raising money is an important activity for the VLGS community. Student groups, VLGS departments, and individuals often have fundraisers to support their activities, projects, and charitable causes. A fundraiser is defined as a planned public or social event, gathering, tabling event, or email solicitation designed to raise funds for a charitable cause, events, organization, or student group.

Only one fundraising or auction event, on or off campus, is permitted per week and must be approved by the Office of Student Affairs. Each student group, with the exception of the Student Bar Association, is permitted to have one fundraising or auction event per year.

Exceptions for fundraising in the event of humanitarian crisis, natural disaster, emergency situations, etc., can be made by the Director or Assistant Director of Student Affairs. Fundraising activities can range from simple (e.g., car washes, bake sales, and email solicitation) to sophisticated (e.g., auctions, raffles, and soliciting local businesses).

I. RAISING MONEY ON CAMPUS

A. Examples include but are not limited to:

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
9. Email solicitation

II. OFF CAMPUS FUNDRAISING

Off-campus fundraising must be approved by the Director or Assistant Director of Student Affairs and the Office of Alumni Relations and Development (OARD).

III. COLLECTING FUNDS

Students are not permitted to collect money for fundraisers via Venmo or other personal accounts. Money raised and collected from fundraisers may be collected in one of the following formats only:

A. Cash or personal checks

1. Any cash or personal checks collected must be submitted daily to the Office of Student Affairs for a receipt.
2. Checks should be made payable to Vermont Law and Graduate School with a note in the memo.

B. Eventbrite

1. Eventbrite pages should be set up in coordination with the Events and Commencement Coordinator.
2. The Eventbrite Event ID must be recorded and tracked. The Business Office uses the Event ID to account for and transfer funds to the correct student group.

C. Square

1. Student groups can check out an iPad and Square from the Office of Student Affairs for the duration of the fundraiser.
2. Daily transaction reports will be submitted to the Business Office by the Office of Student Affairs.
3. The iPad and Square must be returned immediately following the end of the fundraiser, but no later than two days after the end of the fundraiser.

SOLICITATION POLICY

The primary concern of Vermont Law and Graduate School is the fostering of education and study. As one aspect of that process, Vermont Law and Graduate 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 and Graduate 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 and Graduate 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 and Graduate School promulgates the following policy.

I. STATEMENT OF POLICY

A. LOCATION OF SOLICITATION

1. Public areas - Public areas are those areas generally open to the public, which do not serve a specified educational, administrative, research, health, campus dining, athletic, or recreational purpose.
2. 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 School, all persons or organization who wish to engage in non-commercial solicitation are nonetheless required to follow the approval process outlined below.

B. SOLICITATION MUST BE CONDUCTED IN A WAY

1. That will not disturb or interfere with the regular academic or institutional program being conducted on the campus.

2. 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.
3. That will not harass, embarrass, or intimidate the person or persons being solicited.
4. Charitable fundraising campaigns conducted on campus by individuals, student organizations or non-student campus groups must be approved by Office of Student Affairs (OSA).
5. Student organizations may solicit local vendors or merchants for donations only with prior approval from the Office of Student Affairs (OSA) and the Offices of Alumni Relations and Development (OARD). Students should make it known that they are only representing their respective group and are not acting in any official capacity for Vermont Law and Graduate School.
6. Student groups may solicit on campus only with the approval of the Office of Student Affairs. A properly completed Event Form must be submitted in advance at 25live.collegenet.com/vermontlaw. Approval is subject to the following conditions:
 - a. The primary purpose of such sales will be to raise money for the benefit of the campus group or for charitable cause.
 - b. All solicitation must be conducted by and only by members of the affiliated group.
 - c. Outside vendors are not permitted to conduct solicitation on behalf of student organizations. Solicitation must be conducted in space approved by the Office of Student Affairs. Other areas may be designated in special circumstances as determined by the Office of Student Affairs.
 - d. Activities authorized by the VLGS administration involving the sale of goods or services including but not limited to activities of VLGS.
 - e. Bookstore personnel and representatives of education-supply firms are exempt from this policy.
 - f. There are no other pre-approved fundraising or auction events scheduled in the same week as the requested fundraiser.
7. Students and student groups may not solicit VLGS alumni, trustees, or other individuals who are current donors without approval from the Office of Alumni Relations and Development. Students and student organizations wishing to make an inquiry to or solicit any foundation may do so only with the approval of the VLGS Vice President of Alumni Relations.

C. RAFFLE GUIDELINES:

It is lawful for tax-exempt organizations to conduct raffles in accordance with, but not limited to, the following regulations:

1. A raffle is a lottery in which a prize is won by a random drawing of the name or number of one or more person's purchasing chances.
2. Most clubs and organizations operating under the auspices of VLGS 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.
3. No alcoholic beverages may be raffled.

D. APPEALS PROCEDURE:

1. The student organization or group aggrieved by a decision covered by this policy is entitled to appeal to the Vice Dean of Students by written notice on or before the fifth class day after the decision is announced. The notice shall contain in the student group's name, a concise description of the complaint, the reason for disagreement with the decision, and the date the decision was announced.
2. Decisions made by the Vice Dean of Students are final with no appeal.

LICENSING AND USE OF VLGS, VLS, and VGS NAMES AND TRADEMARKS

Everyone, including officially recognized student organizations, who wishes to use the names, marks, logotype, seals and/or symbols of Vermont Law and Graduate School (VLGS), Vermont Law School (VLS), or Vermont Graduate School (VGS), on products and promotional items, (such as clothing, uniforms, furniture, stickers, magnets, pens, banners, drinkware, etc.); and on publicity items distributed beyond campus, such as posters, flyers, postcards, and other items (including letterhead, envelopes, websites/microsites, institutional blogs and social media accounts, group logos, publications, etc.) is required to obtain prior approval from the Director of Communications.

LOCKER POLICY

Vermont Law and Graduate School provides a limited number of lockers for students to use during the academic year. Lockers are located on the first floor of Oakes Hall and are assigned by the Office of Student Affairs. Lockers are available on a first-come, first-served basis and priority will be given to students with accessibility needs. The rental fee is \$20.

Immediately after the final day of the spring semester, it is the renters' responsibility to remove all belongings. Buildings and Grounds personnel will remove and discard all contents three days after the close of the spring semester.

MEDIA RELEASE POLICY

VERMONT LAW AND GRADUATE SCHOOL

While on campus and at off-campus events, trips, classes, or other activities sponsored by Vermont Law and Graduate School students, faculty, and staff are regularly featured in multimedia and publicity materials produced by the Marketing and Communications Office. Such materials may include still photography, video and audio recordings, publications, press releases, blog posts, social media posts, presentations, and other productions that involve the use of student, faculty, and staff names, likenesses, and/or voices. Such materials may be edited, copyrighted, copied, and distributed by the Marketing and Communications Office to promote Vermont Law and Graduate School. They may be used in print or online, including on the Vermont Law and Graduate school website, and on Vermont Law and Graduate School social media accounts, such as Facebook, LinkedIn, Instagram, and other platforms.

If you do not wish to be included in multimedia and publicity materials produced by the Marketing and Communications Office at Vermont Law and Graduate School, please contact the Office of Student Affairs.

PARKING

ENFORCEMENT

The administration of VLGS 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 of People and Operations 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.

ACCESSIBLE PARKING

VLGS 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.

DESIGNATED PARKING AREAS

The 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 carpool spaces are located in the parking lot behind the Cornell Library. There are four electric charging stations located in the Oakes Hall lot and eight stations in the parking lot adjacent to the Cornell Library.

OVERNIGHT PARKING

The 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

VLGS 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 their insurance company. Any damage should be reported to the Vice President for People and Operations, 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 and Graduate 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 and Graduate School campus by students and employees (except as noted below) as long as the activity does not block ingress or egress to the campus, to Vermont Law and Graduate 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 and Graduate School community and will not be tolerated on campus or at Vermont Law and Graduate School sponsored events. Groups or persons not affiliated with Vermont Law and Graduate School have no right to picket, protest, assemble, or solicit on the Vermont Law and Graduate School campus.

Peaceful assembly, picketing, and protests are not allowed on the Vermont Law and Graduate School campus during Fall Orientation, Commencement, Reunion events, and associated activities.

Students who violate this policy or deny others the right to peaceful assembly shall be subject to the Vermont Law and Graduate School Code of Conduct. Employees who violate this policy will be subject to appropriate disciplinary procedures.

PETITION POLICY

PETITIONS TO THE ADMINISTRATION

If there is a policy you believe VLGS should implement, your first step should always be to meet with the appropriate member of the Administration. VLGS faculty and staff are committed to making VLGS the best learning and living environment possible and want to hear from you. If you are not sure who the appropriate person is, please reach out to the Director of Student Affairs.

In some instances, you may need to demonstrate that the issue you are raising is broadly supported by the student body. Creating and submitting a petition in accordance with the following rules and regulations is one way to demonstrate such support and bring issues outside of the scope of the Student Bar Association to the attention of the Administration. To submit a valid petition for consideration by the Administration, you must:

1. Meet with the Director of Student Affairs to discuss the issue and determine if a petition is warranted.
2. Draft your petition in a factual, respectful manner. State the purpose of the petition, add supporting detail, and include a desired outcome.
3. Circulate the petition to current students via email (in accordance with the VLGS Email Policy) or reserve a table in Chase Breezeway through the 25Live system. Prospective students and alumni should not be contacted. Current faculty and staff may be included, when appropriate.
4. To be considered by the Administration, petitioners must secure valid signatures from at least 20% of the student body during the same semester as the petition was circulated.
5. Once the requirements above have been met, the petition must first be voted on by the Student Bar Association during a regularly scheduled meeting in the fall or spring semesters.
6. After the Student Bar Association has approved or denied support of the petition, submit the petition, along with a cover letter, to the Director of Student Affairs for consideration by the Administration.

POLITICAL ACTIVITIES ON CAMPUS

I. POLICY STATEMENT

VLGS's institutional participation or intervention in any political campaign on behalf of, or in opposition to, any candidate for public office is strictly forbidden. VLGS'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 VLGS.

Consistent with its mission, VLGS promotes and encourages the discussion of legal, social, and political issues, and the free expression of viewpoints and ideas. Thus, VLGS will fully support and respect the First Amendment rights of the individual members of the VLGS 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 VLGS.

II. PURPOSE OF THE POLICY: TAX EXEMPT ORGANIZATION RESTRICTIONS

Under the Internal Revenue Code, VLGS 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 VLGS's compliance with the IRS restrictions by establishing guidelines and procedures for school-sponsored political activity.

III. APPLICABILITY OF POLICY

All VLGS students, faculty, staff, and student organizations. All VLGS 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. VLGS shall not participate directly or indirectly in partisan political activity. VLGS may not engage in partisan political activity, therefore no person may engage in such activity in VLGS' name or on its behalf.

1. Use of VLGS's Name

Neither VLGS's name nor seal may be used on letters or other materials intended for partisan political purposes. Whenever VLGS's name appears as part of the name of a student organization, such as "VLGS'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 VLGS or its trustees.

2. Use of VLGS's Resources

VLGS's offices, addresses, and email addresses may not be used as a return mailing address for partisan political mailings. VLGS telephones may not be used for partisan political purposes. VLGS'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 VLGS 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 VLGS'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. VLGS-Sponsored Political Events

1. A VLGS-sponsored political event must be in the format of a candidate forum or debate. At a minimum, all viable candidates⁴¹ for a political office must be invited to participate, although VLGS strongly encourages participation of all candidates. VLGS must invite all candidates participating in the debate to any VLGS or SBA sponsored social activity held in conjunction with the debate.
2. Procedures
 - a. Organizers shall submit an Event form for approval. Please contact the Events Coordinator for applicable deadlines and additional information about scheduling requirements; see Event Planning in the Institutional Resources section of the 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: "VLGS does not endorse or oppose any political candidate or organization in connection with any campaign or election, and the use of the 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 VLGS 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 VLGS campus, but do not provide funding for the event. Because the conduct of a student group may be attributable to VLGS, the following restrictions apply:

1. General Guidelines

⁴¹ VLGS reserves the right to exclude from participation any individual who has engaged in disruptive or inappropriate conduct at previous VLGS 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 Dean.

- a. Organizers must request approval from the Office of Student Affairs in consultation with the Vice President for Community Engagement and Government Relations for any kind of political event. Contact the Office of Student Affairs 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 VLGS 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 VLGS rules, do not guess; contact the Office of Student Affairs 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.
 - (1) VLGS 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.
 - (2) At the beginning of the event, the following disclaimer should be read: “This event is sponsored by _____. The SBA and VLGS do not endorse or oppose any political candidate or organization in connection with any campaign or election, and the use of the School’s facilities for this event should not be construed as the School’s endorsement of, or opposition to, any candidate.”
 - (3) Costs, Expenses, Fees and Honoraria: VLGS will waive any facilities rental charge, but the sponsoring group will be responsible for other costs and expenses. Admission must be free.
 - (4) 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
 - (1) The event shall not be financed with funds from any SBA-recognized group, the SBA, or VLGS.

- (2) 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 Coordinator for applicable rental fees. Again, payment for these costs cannot be made with any funds from any VLGS or SBA-related account.
 - (3) 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 VLGS 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 VLGS's facilities for this event does not constitute an endorsement. VLGS 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 VLGS campus is not permitted.
 - e. Organizers are responsible for communicating with the political candidates or their organizations to ensure awareness of and compliance with VLGS guidelines.
4. VLGS AND SBA-SUPPORTED PUBLICATIONS
- a. Political editorials in The Forum or other VLGS and SBA-supported publications are not restricted. Faculty, staff, and students must clearly state that the views expressed are their own, and not those of VLGS.
 - b. The policies of VLGS 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.
 - c. 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 VLGS or SBA funds or facilities in the preparation and distribution of voter guides requires previous approval by the Director of Student Affairs.

5. LOBBYING

Lobbying or attempting to influence federal, state, or local legislative action or a legislative or administrative official or staff member by using VLGS's name may only be authorized by VLGS'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 VLGS's faculty, staff or students' efforts to individually attempt to influence the legislative process and use their VLGS 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 VLGS representative.

PREGNANCY AND CAREGIVING POLICY

1. SCOPE

This policy applies to all aspects of programs at Vermont Law and Graduate School (VLGS), including admissions, educational programs and activities, student hiring, student leave policies, and employment policies pertaining only to Federal work-study students.

2. OPTIONS – ACADEMIC ACCOMMODATIONS OR MEDICAL LEAVE OF ABSENCE:

- a. Students wishing to modify their academic responsibilities during pregnancy, or following the birth, adoption, or placement of a foster child, must follow the requirements under Section 5.
- b. Students wishing to be relieved of academic responsibilities during pregnancy, due to a pregnancy disability, following the birth, adoption, or placement of a child, or to care for an immediate family member (spouse, domestic partner, child, stepchild, foster child or parent) with a serious health condition, must follow the requirements under Section 6 below.

3. DEFINITIONS

- a. “Medical necessity” is a determination made by a health care provider of a student’s choosing.
- b. “Pregnancy and pregnancy-related conditions” include (but are not limited to) pregnancy, childbirth, false pregnancy, termination of pregnancy, conditions arising in connection with pregnancy, and recovery from any of these conditions, in accordance with federal law.
- c. “Pregnancy discrimination” includes treating a woman affected by pregnancy or a pregnancy-related condition less favorably than similar individuals not so affected and includes a failure to provide legally-mandated leave or accommodations.
- d. “Pregnant student/Birth-parent” refers to the student who is or was pregnant. This policy and its pregnancy-related protections apply to all pregnant persons regardless of gender identity or expression.
- e. “Reasonable accommodations” for the purposes of this policy are changes in the academic environment or typical operations that enable a pregnant student or student with a pregnancy-related condition to continue to pursue their studies and enjoy equal benefits at VLGS.

4. NON-DISCRIMINATION AND REASONABLE ACCOMMODATION OF STUDENTS AFFECTED BY PREGNANCY, CHILDBIRTH, OR RELATED CONDITIONS:

- a. VLGS and its faculty, staff, and other employees shall not require a student to limit their studies due to pregnancy or pregnancy-related conditions.
- b. The benefits and services provided to students affected by pregnancy shall be no less than those provided to students with temporary medical conditions.
- c. Students with pregnancy-related disabilities, like any other student with a disability, may seek assistance from the Vice Dean for Students and/or the coordinator for compliance with the Section of 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (the ADA/Section 504 Designee) and are entitled to reasonable accommodation so they will not be disadvantaged in their course of study or research.
- d. Where the Vice Dean for Students and/or the ADA/Section 504 Designee requires students to identify their disabilities and request accommodations by a fixed date in the term, deadline exceptions may be granted in the case of disabilities arising as a result of pregnancy or related conditions.
- e. Reasonable accommodations may be provided as requested by individuals with particular needs subject to the requirements under Section 5 below. Such accommodations may include, but are not limited to:
 - accommodations requested by the pregnant student to protect the health and safety of the student and/or their pregnancy (such as allowing the student to maintain a safe distance from hazardous substances);
 - modifications to the physical environment (such as accessible seating);
 - mobility support;
 - extending deadlines and/or allowing the student to make up tests or assignments missed for pregnancy-related absences;
 - providing remote learning options;
 - temporary parking permit allowing close proximity on-campus parking;
 - granting leave.
- f. Lactating students must be provided with reasonable time and access to a private, clean, secure, and reasonably accessible location to breastfeed directly or express human milk. Bathroom stalls do not satisfy this requirement. Requests for additional reasonable accommodations may be made pursuant to the Lactation Policy in the VLGS Student Handbook.

5. ACADEMIC ACCOMMODATIONS POLICY FOR PARENTING STUDENTS

- a. Requests for academic accommodations under this Section must follow the requirements set out in the Disability Policy and Procedures in the VLGS Student Handbook.
- b. Students with parenting responsibilities who wish to remain engaged in their coursework while adjusting their academic responsibilities because of the birth or adoption of their child or placement of a foster child may request an academic accommodation period of up to one semester beginning within the first six (6) months of the child entering the home.

- c. In the event that, due to extraordinary circumstances beyond the student's control, students need additional time to complete academic responsibilities, they may seek to be temporarily excused from completing a requirement, following the policies under VLGS' Academic Regulations for an Incomplete grade (Section II.C.2).
- d. During an accommodation period, the student's academic requirements may be adjusted, and deadlines postponed as appropriate.
- e. Students seeking a period of academic accommodation must consult with the ADA/Section 504 Designee and their professors to determine which academic responsibilities will be suspended or ongoing. The student will work with the ADA/Section 504 Designee and their professors to reschedule course assignments, office hours, examinations, or other requirements and/or to reduce the student's overall course load, as appropriate.
- f. Students are entitled to medical leave pursuant to Section 6 (Medical Leave of Absence) during the semester in which the birth or adoption of their child or placement of a foster child occurs.
- g. A student who seeks accommodations upon the birth, adoption, or placement of their foster child shall be allowed an extension of twelve (12) months toward normative time to obtain the degree. In the event of extraordinary circumstances beyond the student's control, longer extensions may be granted, but for no more than seven (7) years for a JD student or five (5) years for a masters student from the date of matriculation.
- h. A student can request academic accommodations under this section regardless of whether the student elects to take leave.

6. MEDICAL LEAVE OF ABSENCE

- a. Requests for medical leave of absence under this Section must follow the requirements set out in the leave of absence policy (under Residence Requirement) in the VLGS Student Handbook.
- b. An enrolled student may elect to take a leave of absence for up to one academic year because of pregnancy and/or disability; the birth, adoption, or placement of a child; and/ or to care for an immediate family member (spouse, domestic partner, child, stepchild, foster child, or parent) with a serious health condition. The leave term may be extended in the case of extenuating circumstances or if medically necessary due to the health of the student, but the leave shall not extend the period of study beyond seven years for a JD student or five years for a masters student from the date of matriculation.
- c. A student taking a leave of absence under this policy shall provide notice of the intent to take leave thirty (30) days prior to the initiation of leave, or as soon as practicable.
- d. Students who elect to take leave under this policy may register in a medical leave of absence status to continue their eligibility for certain benefits.

- e. Upon return from leave, the student will be reinstated to their program in the same status as when the leave began, subject to Financial Aid policies and eligibility and associated Department of Education requirements for satisfactory academic progress.
- f. Continuation of the student's scholarship, fellowship, or similar school-sponsored funding during the leave term will depend on the student's registration status, terms and conditions of the scholarship, fellowship, and the policies of the funding program. Students will not be negatively impacted and will not forfeit their future eligibility for their scholarship, fellowship, or similar school-supported funding by taking leave under this policy. The student must meet with Financial Aid upon return from leave to determine their eligibility and financial aid package.
- g. Faculty, staff, or other employees shall not require a student to take a leave of absence or withdraw from or limit their studies due to pregnancy, childbirth, or related conditions.

7. RETALIATION AND HARASSMENT

- a. Harassment by any member of VLGS community based on sex, gender, gender identity, gender expression, pregnancy, or parental status is prohibited. See VLGS's Policy Against Harassment, Sexual Harassment, Discrimination and Retaliation.
- b. Faculty, staff, and other VLGS employees are prohibited from interfering with a student's taking leave, seeking reasonable accommodation, or otherwise exercising their rights under this Policy. Faculty, staff, and other VLGS employees are prohibited from retaliating against a student for exercising the rights articulated by this Policy, including imposing or threatening to impose negative educational outcomes because a student requests leave or accommodation, files a complaint, or otherwise exercises their rights under the Policy.

8. DISSEMINATION

- a. A copy of this Policy shall be made available to faculty, staff, and employees in the VLGS Student Handbook, which is posted on the VLGS website. VLGS shall alert all new students to this Policy and the location of this Policy as part of orientation.

9. COMPLIANCE

- a. Reporting: Any member of the VLGS community may report a violation of this Policy to any supervisor, manager, or Title IX Coordinator. Supervisors and managers are responsible for promptly forwarding such reports to the Title IX Coordinator.
- b. Grievance process: Any student wishing to seek redress for violation of this Policy may follow the procedures provided in the Student Handbook under the Policy Against Harassment, Sexual Harassment, Discrimination, and Retaliation regarding procedures for handling complaints of harassment, sexual harassment, discrimination, or retaliation.

LACTATION POLICY

I. POLICY GOALS AND SUMMARY

Vermont Law and Graduate School (VLGS) has adopted this policy in support of students who are lactating. VLGS supports and encourages the practice of direct-access feeding and the expression of human milk, as well as the act of feeding a child. Under this policy, VLGS shall provide lactating students with the accommodations necessary to ensure they have access to equal educational opportunities while lactating. VLGS is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972. Sex discrimination, which can include discrimination based on pregnancy and related medical conditions, is prohibited and illegal in admissions, educational programs and activities, hiring, leave policies, and health insurance coverage.

II. POLICY TEXT

1. SCOPE

This policy is applicable to all VLGS students.

2. DEFINITIONS FOR THE PURPOSES OF THIS POLICY:

- a. The terms “breastfeeding or chestfeeding students,” “nursing students,” and “lactating students” are used interchangeably and intended to include any student who expresses milk for the nourishment of their child.
- b. “Medical necessity” is a determination made by a health care provider of a student’s choosing.
- c. “Reasonable Accommodations” for the purposes of this policy are changes in the academic environment or typical operations that enable a lactating student or student with a lactation-related condition to continue to pursue their studies and enjoy equal benefits of VLGS.
- d. “Absence” from class includes tardiness or a break for the expression of breast milk within a class period.

3. DESIGNATED LACTATION SPACES

- a. VLGS shall provide a lactation station—a clean, private space on campus, as needed, that is easily accessible to nursing students, free from intrusion, and with appropriate signage. Restrooms may not be classified as designated lactation spaces. The following areas are available for use by nursing students when they are otherwise not reserved:
 - The Belfry Room, Debevoise Hall; or
 - Room 303, Debevoise Hall, third floor.

- b. All designated lactation spaces shall be equipped with a table, chair, electrical outlet, window/door coverings (as needed), and lock from inside. VLGS will provide access to a refrigerator to store expressed milk and a sink with which to wash equipment and provide an area where students may store their pumps if needed.
- c. When existing locations are not accessible from a breastfeeding student's class/study area, or the current demand for existing spaces makes as-needed pumping challenging, students may contact the Vice Dean for Students, or the coordinator for compliance with Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990 (the ADA/Section 504 Designee) to identify a new space. VLGS will work with departments and building managers to ensure the appropriate space is identified.
- d. The new space need not be a permanent location and may revert to old usage if/when the demand subsides.
- e. The Committee on Student Services will review the Lactation Policy as needed to assess the adequacy of existing lactation stations.

4. PERMITTED LACTATION TIMES

- a. Students will make reasonable efforts to pump between classes or outside of instruction time.
- b. Lactating students who must pump during a portion of their class period shall inform the instructor of the need and estimated time away from class as soon as possible.
- c. Instructors are prohibited from penalizing lactating students for their absence needed to express milk on campus.
- d. Instructors and students shall work together to identify solutions for making up in-class work or participation credits, as well as instruction missed, such as having classes recorded.
- e. If problems arise, or a student must miss class for longer periods of time due to medical necessity, the student or instructor may contact the ADA/Section 504 Designee for assistance establishing reasonable accommodations.

5. LACTATION ACCOMMODATIONS

- a. Students who need accommodations related to their lactation other than reasonable time and a clean and private place to express milk may request other reasonable accommodations. Requests for academic accommodations under this Section must follow the requirements set out in the Disability Policy and Procedures in the VLGS Student Handbook.
- b. Reasonable accommodations may include, but are not limited to:

- Avoiding certain chemicals or exposures;
 - Permission to eat or drink;
 - Permission to bring the baby to their class if possible, without unreasonable disruption;
 - Permission to temporarily step away from lecture to express milk; or
 - In travel or fieldwork courses, a temporary lactation space.
- c. Exam accommodations shall be provided as necessary and may include extending the available time period for an exam to allow for the expression of milk or situating the exam room closer to a lactation space to minimize disruption.
 - d. VLGS shall accommodate any lactation-related impairments, such as serious infections, as it would other temporary medical conditions.
 - e. The Vice Dean for Students and/or the ADA/Section 504 Designee will engage in an interactive process (an inclusive conversation) with the student and any involved faculty to ensure the student's educational opportunities are not diminished as a result of their lactation and breastfeeding.
6. BREASTFEEDING/CHESTFEEDING
- a. Breastfeeding/Chestfeeding is permitted in any classroom, campus building, or space that the lactating student and infant/child are otherwise permitted to be present.
7. FREEDOM FROM DISCRIMINATION AND HARASSMENT
- a. VLGS prohibits harassment or other discrimination against students based on their lactation, as a condition related to sex. Harassment or discrimination related to breastfeeding and lactation may be referred to the Title IX Coordinator for appropriate action. Lactating students who are not covered under Title IX, may also refer harassment or discrimination to the Vice Dean of Students or the ADA/504 Coordinator.
8. COMPLIANCE
- a. Reporting: Any member of the VLGS community may report a violation of this Policy to any supervisor, manager, or Title IX Coordinator. Supervisors and managers are responsible for promptly forwarding such reports to the Title IX Coordinator.
 - b. Grievance process: Any student wishing to seek redress for violation of this Policy may follow the procedures provided in the Student Handbook under the Policy Against Harassment, Sexual Harassment, Discrimination, and Retaliation regarding the procedures for handling complaints of harassment, sexual harassment, discrimination, or retaliation.
9. DISSEMINATION
- a. A copy of this Policy shall be made available to faculty, staff, and employees in the VLGS Student Handbook, which is posted on the VLGS website. All instructors are responsible for being aware of this policy and working with lactating students to arrange lactation accommodations.

10. RESPONSIBLE PARTIES/POINT OF CONTACT

- a. Questions regarding this policy may be directed to the Vice Dean for Students, or the ADA/Section 504 Designee.

REPORTING FOR CHARACTER AND FITNESS

As a gateway to the legal profession, Vermont Law and Graduate School holds applicants and students to a high standard of professional and ethical conduct. Vermont Law and Graduate School reviews your answers to questions asked on your law school application and other outside entities may review these answers as well as part of your admission to the bar or job application process. For instance, the board of bar examiners in the jurisdiction where you sit for the bar will conduct an in-depth background search. During that search, it will review your law school application as well as other materials. Some jobs (especially government positions) may also review your law school application as part of their security clearance.

Although a court order may have expunged, dismissed, or vacated a charge or conviction from your record, you may wish to disclose these charges or convictions on your Vermont Law and Graduate School application. The Vermont Board of Bar Examiners does not require you to disclose criminal convictions that have been expunged or sealed. However, many other jurisdictions 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.

The Vermont Law and Graduate School application asks the following questions related to character and fitness:

1. 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?
2. Have you ever, as an adult or a juvenile, been arrested for, charged with, or convicted of any criminal or civil law regardless of disposition of any such charge? (Minor, non-criminal traffic offenses such as parking and speeding tickets need not be disclosed.)
3. Are there any pending criminal charges against you now? Minor, non-criminal traffic offenses such as parking and speeding tickets need not be disclosed.
4. Have you ever been suspended, discharged, or asked to resign from any employment, professional organization, or public office OR have you been subject to professional discipline, voluntarily surrendered a professional license, or had a professional license denied, suspended, or revoked?
5. Have you been, or are you currently, party to a civil proceeding in which you were alleged to have committed fraud or any type of misrepresentation?

You have a continuing duty to respond to these questions during law school. If you realize you neglected to report an incident on the application form after you are enrolled at Vermont Law and Graduate School, you should report it immediately to the Dean of Admissions as an “amendment to application.” If an incident occurs while you are enrolled as a student at Vermont Law and Graduate

School, you must report it immediately to the Vice Dean of Students. The board of bar examiners or potential employer will often view your failure to disclose as more serious than the incident itself. It is not unusual for a board of bar examiners to place your application on hold for over a year while it conducts more in-depth investigations and hearings.

Please contact Katie Merrill, Dean of Admissions; or Stephanie Clark, Vice Dean for Students if you have any questions or concerns.

RESEARCH INVOLVING HUMAN PARTICIPANTS

A. Applicability

Research projects that involve human participants require special authorization to ensure that participants are protected from unreasonable risks, that participants are properly and fully informed of the purpose of the study and the use of the data, and that participants are properly and fully informed of the risks and benefits of participation. Participation must be voluntary, and participants must give informed consent.

This policy does not apply to evaluations, surveys, and similar projects that involve only the VLGS community (including alumnae) and are conducted in the course of the normal business of the institution. Examples include:

1. Course evaluations and surveys, whether conducted by the administration or the individual faculty member. This exception is limited to evaluations and surveys about the course itself and does not extend to evaluations and surveys that are the subject of scholarly research.
2. Evaluations and surveys of programs, workshops, and events sponsored by VLGS.
3. Evaluations and surveys of staff, departments, and services provided by VLGS.
4. Evaluations and surveys conducted by the Student Bar Association with the approval of the Vice Dean for Students or their designee.
5. Curriculum, bar passage, and similar studies.

This policy does not apply to projects conducted by a mentor or supervisor in an externship, job, or volunteer placement that are subject to the policies and procedures of the mentor's or supervisor's organization.

This policy applies to: (1) all externally funded projects and surveys; (2) all projects and surveys intended, or likely, to be published external to VLGS; (3) all projects and surveys conducted by individuals not employed by VLGS or organizations other than VLGS; and (4) any project or survey that is not conducted in the normal course of business of VLGS as indicated above. The Vice Dean of Faculty or that Dean's designee shall determine whether or not approval is required.

B. Approval

All requests for approval must be submitted in writing to the Vice Dean of Faculty or that Dean's designee. The request should include the following information:

1. The nature and purpose of the project;
2. The relationship of the project to the group that is the subject of the project, e.g., to the course, the department, or the group;
3. The benefits of the project; The risks of the project;
4. The specifics of how the project will be conducted;
5. How the information/data gathered will be used and stored;
6. How informed consent, if appropriate, will be obtained;
7. How participants will be selected;
8. Any incentives offered to participants;
9. How anonymity will be protected;
10. Procedures to ensure that participation is voluntary; and
11. Any other information relevant to the project.

INFORMATION TECHNOLOGY

I. GENERAL

- A. The Information Technology (IT) Department at Vermont Law and Graduate School (VLGS) manages and supports technology resources that advance the institution's educational mission. This document outlines the technology services available to students and the policies governing their use.

All members of the VLGS community are granted access to the campus network through an authenticated login. Email is the official method of communication at VLGS, and each community member is issued an account. Additional technology resources, privileges, and services may be provided in support of academic and institutional goals.

Concerns regarding these policies may be directed to the Dean's Office, Human Resources, or the IT Department for resolution or clarification. All network infrastructure and computer systems are the property of VLGS. Access to and use of these systems is a privilege, not a right.

- B. The IT Department strives to communicate changes in technology services and policies in a

timely manner. Community members are responsible for staying informed about and adhering to these policies. Violations will be referred to the Director of Student Affairs and may result in disciplinary action.

- C. VLGS is subject to applicable laws and regulations and may be required to disclose information – such as email content or system usage – to authorized third parties, including law enforcement. Additionally, the school may access and review stored data to ensure the effective and secure operation of its technology systems.

II. POLICY SANCTIONS

- A. Violations of VLGS technology policies may result in the suspension or termination of computer and network access. Depending on the severity of the violation, disciplinary actions may also include academic expulsion or termination of employment. All incidents will be addressed through the institutions established disciplinary channels. If a violation also constitutes a criminal offense, it may be referred to law enforcement.
 - 1. The IT Department reserves the right to immediately suspend the computing privileges of any student engaged in inappropriate or unauthorized use of technology services.
 - 2. Suspensions will remain in effect until the Director of Student Affairs reviews the incident and determines whether additional sanctions or actions are warranted.
 - 3. Suspected student violations will be reported to the Director of Student Affairs and may be addressed under the VLGS Code of Conduct.
- B. Sanctions for policy violations are determined by the Director of Student Affairs, in consultation with the IT Department as necessary. VLGS reserves the right to seek restitution or indemnification from students for damages resulting from Policy violations. In addition, both the institution and third parties may pursue criminal or civile legal action where applicable.
- C. By using VLGS technology resources, students agree to comply with this policy and any future administrative interpretations or amendments. The Director of Student Affairs is responsible for interpreting this policy, with periodic updates made considering institutional experience and legal developments. Users are expected to review the policy and its interpretations regularly.

III. INTERNET, NETWORK, AND WIRELESS

A. Internet Access

Vermont Law and Graduate School (VLGS) provides internet access to students, faculty, staff, and guests for both academic and reasonable personal use. Internet access is provided primarily for academic and institutional use, with reasonable personal use permitted.

B. Private Wireless Network

VLGS offers a secure, campus-wide wireless network for student use, broadcast as **VLGS**.

Access requires your VLGS network credentials (your email username and password). This wireless network is available throughout all indoor areas of campus.

C. Guest Wireless Access

For guests and community members without a VLGS account, the institution provides a separate wireless network, broadcast as **VLGS Guest**. Login credentials can be provided upon request. The guest network is also available in indoor areas campus-wide.

IV. AD HOC WIRELESS BROADCAST POLICY

- A. If a personal ad hoc wireless network or mobile hotspot is found to interfere with the performance of VLGS wireless network, the user will be asked to disable the device. Continued use after the notification may result in a referral to the Director of Student Affairs for potential disciplinary action.
- B. Any attempt to mimic or spoof VLGS wireless networks – such as using personal devices to hijack, intercept, or manipulate network traffic – is strictly prohibited. VLGS reserves the right to use technical measures to contain such devices. Noncompliance will be reported to the Director of Student Affairs and may result in disciplinary consequences.

V. NETWORK FILE STORAGE

VLGS students have access to Microsoft OneDrive and the Microsoft 365 suite, which can be used to securely store and manage school-related documents and files.

A. OneDrive Storage Policy

- 1. Students may use OneDrive, as part of their Microsoft 365 account, to store all academic files.
- 2. OneDrive may also be used for personal storage.
- 3. Each student is allocated 1TB of storage space.

VI. EMAIL

- A. Email is the primary method of official communication at VLGS. All school-related messages are sent to students' VLGS email addresses (@vermontlaw.edu). Communication conducted through non-VLGS email systems may not provide the same security or privacy as communications through official VLGS systems.
- B. Use of VLGS email is a privilege governed by school policy and applicable laws regarding privacy, electronic communication, and intellectual property. Misuse can result in loss of access. Email is a legal record and may be subject to subpoena.
- C. VLGS uses Microsoft Outlook for its email system. Students may access their accounts via the school network or any internet-enabled device. For set-up or troubleshooting assistance, contact the IT Helpdesk.
- D. Email Usage Guidelines

1. Email is the official method of communication at VLGS. It is intended to facilitate timely, efficient communication among individuals and groups in support of institutional operations. As stewards of shared resources, all users are expected to use email responsibly and professionally. Use of third-party email platforms (e.g., Gmail, Yahoo), including auto-forwarding VLGS email to such services, is **prohibited** for conducting VLGS business.
 - a. VLGS reserves the right to access or review institutional email and data when necessary to maintain system security, comply with legal obligations, investigate suspected policy violations, or support institutional operations.
 - b. Student email accounts remain active for one year after graduation, after which they are deactivated and removed from the VLGS system. Alumni email addresses are available upon request after graduation. To do so, you must be a registered user of vlsConnect and fill in the Alumni Email Request form. To proceed, contact the Office of Alumni Relations and Development (OARD) at alumni@vermontlaw.edu.
 - c. All use of VLGS email must adhere to the VLGS Honor Code, Code of Conduct, and the Policy Against Sexual Harassment, Sexual Harassment, Discrimination, and Retaliation, as outlined in the Student Handbook.
 - d. Students are not permitted to send messages directly to “All-Staff”, “All-Faculty”, or “All-Student” email groups without specific authorization. However, students may request distribution of their messages by:
 - Submitting them to approved student leaders (e.g., SBA Executive Board, Senate, Committee members, or designated SBA group representatives), or
 - Requesting assistance from faculty or staff, particularly in time-sensitive situations.
 - e. Authorized student senders must use the **BCC (blind carbon copy)** field when emailing institutional distribution groups to protect recipient privacy and avoid reply-all misuse.

E. Email Security

All users must protect their accounts with passwords that meet or exceed VLGS standards.

Multi-factor authentication (MFA) is required for email access. Contact the IT Helpdesk for setup assistance.

F. Appropriate Email Use

Appropriate use of email includes, but is not limited to, the following:

1. Sharing documents under 20MB.
2. Linking to shared files via platforms like OneDrive.

G. Inappropriate Email Use

Inappropriate use includes, but is not limited to, the transmission of messages containing:

1. Improper disclosure of information protected under FERPA.
2. Uploading confidential, regulated, or institutionally sensitive information into third-party artificial intelligence platforms unless expressly approved by VLGS.
3. Using email for harassment, abuse, or intimidation.
4. Including profanity, obscenities, or derogatory language.
5. Accessing, downloading, sending, or receiving any content deemed offensive including sexually explicit, discriminatory, defamatory, harassing, or libelous material.
6. Promoting or participating in illegal activities.
7. Using email or internet for personal business or financial gain.
8. Using the campus internet or email to gamble.
9. Sending content related to political campaigns or activities.
10. Using the system in ways that compromises its reliability or performance, such as sending mass unsolicited email.
11. Sending sensitive or confidential information externally without protection.
12. Sending emails using a disguised or false identity.
13. Accessing or using another person's email account without permission.
14. Forwarding VLGS emails to personal, non-VLGS email accounts (e.g., Gmail).
15. Infringing on copyrights, trademarks, or other intellectual property rights.
16. Making official commitments on behalf of VLGS via email unless expressly authorized.
17. Sending Social Security Numbers, bank account, or credit card information through email.

H. Email Management

1. Users are responsible for maintaining mailbox sizes under 100GB.
2. Forwarding VLGS email to third-party services is prohibited.
3. Graduates and Fellows who become staff/faculty will receive new accounts, separate from their student accounts.

I. Distribution Groups

1. Managed by IT, these include lists such as VLS–OnCampus Students and VLS–Online Students as well as others.
2. Student use of these groups requires prior approval from SBA or the Director of Student Affairs.

J. Unsolicited Email

1. Be cautious with unsolicited messages, especially those from outside the VLGS domain or asking for personal credentials.
2. Forward suspicious emails to the IT Helpdesk.

K. Signature Block Usage

1. Email signatures should include relevant identifying information and follow professional standards.

L. Back Up of Data

Microsoft’s “Deleted Item Recovery” allows users to restore deleted emails for 30 days. No other recovery services are available.

M. Consent to Policy

Use of VLGS email implies agreement to this policy.

N. Additional Policies

This policy supplements other VLGS IT and departmental policies. In case of conflict, the more security-protective policy will apply.

O. Policy Endorsement

Suspected violations by students will be reported to the Director of Student Affairs and may result in disciplinary action under the Code of Conduct.

P. General Guidelines

1. VLGS has developed guidelines to ensure that use of email is appropriate and efficient. While VLGS rejects any form of censorship, behavior that constitutes misconduct may result in sanctions. Please consider the following rules when composing any message:
 - a. Use respectful, professional language always.
 - b. Clearly identify yourself and consider the tone of your message. Do not send anything via email you would not say in person.
 - c. Use accurate subject lines.

- d. Email 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 cause the system to fail. Any action that compromises the system's security or function is expressly prohibited.
- e. Email is not to be used for advertising, lobbying, or commercial activity.
- f. If expressing personal views on legislative or political matters, clearly state that your opinion is personal and not an official position of VLGS. Example: "The opinion expressed here are my own and do not represent the views of Vermont Law and Graduate School."

Q. Cautions and Email Etiquette

1. Email is a legal document and may be subject to subpoena.
2. Deleting an email from your account does not remove it from the recipients' inboxes – it may still exist elsewhere.
3. Unless explicitly marked "private" email can be forwarded to others.
4. Forwarded messages can be altered by recipients, potentially misrepresenting the original sender.
5. Email sender information can be spoofed. If in doubt, verify directly with the sender.
6. Accessing another user's account, mailbox, or files is prohibited unless you are the System Administrator or have explicit permission or proxy rights.
7. Some users may filter or ignore "Everyone" messages. Don't assume universal visibility or engagement.
8. Typing in ALL CAPS is the digital equivalent of yelling – use sparingly and thoughtfully.
9. Sign off with your name or initials to clearly indicate the end of your message.
10. Always maintain professionalism and civility – abusive online conduct or disruptive communications are not acceptable.
11. VLGS administrators reserve the right to review email content to ensure compliance and system integrity.
12. Email is the official communication platform of Vermont Law and Graduate School and is subject to all institutional policies.

VII. SOFTWARE

A. Personal Productivity Software

VLGS uses Microsoft Office and Windows as its standard platform. All currently enrolled

students have free access to Microsoft Education, which includes both online and downloadable versions of key productivity tools:

1. Word
2. Excel
3. PowerPoint
4. OneNote
5. Teams
6. 1 TB of OneDrive Storage

These applications can be installed on personal devices for academic use.

B. Academic Software

Some courses may require the use of a personal computer for exams. Exam software is managed by the Office of the Registrar – not by the IT Department.

C. Computer Labs

A general-use computer lab is available in the Cornell Library, equipped with VLGS approved software and network printing. Workstations are available on a first-come, first-served basis. Additional program-specific computers are in the legal clinics. Students requiring accommodations should contact the Vice President of Diversity, Equity, and Inclusion to arrange access or support.

D. VLGS Managed Computers Policy

Tampering with, installing, or removing software or hardware on VLGS-owned computers is prohibited. This applies to all locations, including the Cornell Library, SRLC and EAC labs, Law Review, and VJEL Offices. Peripherals such as monitors, keyboards, and mice must not be disconnected and relocated.

VIII. SERVICE AND SUPPORT

A. Support for Personal Computers/Devices

Students are welcome to use a Windows or Apple computer while enrolled at VLGS. The IT Helpdesk provides best-effort support for personal devices, typically limited to 15 minutes per issue. Many common problems can be addressed within this window. If the issue requires more in-depth troubleshooting or hardware-specific support beyond what VLGS can provide, the IT Helpdesk will refer you to a local computer service provider familiar with your device brand. Be sure to ask if student discounts are available.

B. Personal Computer Support Policy

1. Users are responsible for maintaining current operating system and security updates on devices connected to the VLGS network.
2. Devices identified as infected with malicious software will be immediately restricted from accessing the campus network.

C. Technology Service Request

1. Submitting a request: To receive help with a personal device or technology issue, submit a service request by emailing helpdesk@vermontlaw.edu. This ensures that your issue is properly logged and assigned to an available IT helpdesk staff member.
2. Emergency support: If you are experiencing an urgent issue that prevents you from completing academic work – such as a system crash or lab computer failure – please visit the IT Helpdesk in person or call. The IT Helpdesk team will evaluate the situation and determine whether it qualifies as an emergency and what action should be taken.

IX. AUDIO / VISUAL (A/V) SUPPORT AND SERVICES FOR STUDENTS

- A. The A/V team provides on-campus support for events directly aligned with the educational mission of Vermont Law and Graduate School.
- B. Students may occasionally require A/V services for coursework or VLGS-sanctioned activities. To request support to arrange it directly in 25Live or email helpdesk@vermontlaw.edu to inquire about equipment availability and services.
 1. Requests for setup, equipment loans, or changes to existing requests must be submitted at least three (3) business days in advance.
 2. No A/V support is provided for off-campus student events.

C. Support and Priority of Service

A/V Support is prioritized based on the following criteria:

1. Equipment must be owned and managed by VLGS A/V staff.
2. Events must be prearranged through the proper request process (25Live).
3. Classroom instruction and academic events take precedence over student group or organization events.

D. Setup

A/V Setups for student organizations are only available during regular business hours. No setups will be scheduled during major campus events, including but not limited to:

1. Admissions visiting days.
2. Commencement and the preceding week.
3. Alumni reunion weekend.
4. Orientation and matriculation week.
5. Convocation and first week of classes.

E. After Hours

Student organizations may request to borrow A/V equipment for after-hours, on-campus use that supports the school's educational mission. The following conditions apply:

1. Support is not guaranteed outside business hours – plan accordingly.
2. Failure to return equipment in good condition and on time will result in suspended borrowing privileges. Organizations may be held financially responsible for lost or damaged items.
3. All after-hours requests must be submitted at least three (3) business days in advance to helpdesk@vermontlaw.edu. Requests received with less notice may not be fulfilled.
4. Confirmation emails will be sent, indicating equipment availability.
5. Equipment availability is subject to need-based prioritization as determined by the A/V staff.

TOBACCO USE, VAPING, AND SMOKING

Vermont Law and Graduate School is a tobacco- and smoke-free campus. This policy applies to all students, faculty, staff, and visitors, and includes cigarettes, smokeless tobacco products, cigars, e-cigarettes, non-nicotine vape, and marijuana, all of which will be prohibited across the entire campus. 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. Violations will result in appropriate action and consequence and should be reported to the Director of Student Affairs or the Director of Human Resources.

VERMONT LAW AND GRADUATE SCHOOL INSTITUTIONAL STATEMENT POLICY

The role of a higher education institution is to prepare students with the knowledge and critical thinking skills necessary to become productive and engaged members of society. As such, the school community has a responsibility to foster an environment that allows for open discussion of all viewpoints, one that allows for challenge and dissent by individual faculty members and students.

It is in this spirit that Vermont Law and Graduate School has created a policy regarding public-facing statements by VLGS or any of its constituent departments using institution communications channels, such as press releases, web postings, department-produced emails, or social media postings or re-postings.

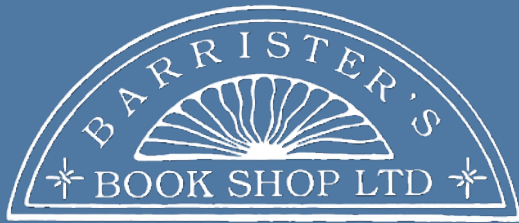
This policy does not apply to individual faculty members, staff members, students, or student groups speaking on any issue “in their own voice” as scholars, experts, or citizens. The policy only refers to

communications in the “institutional voice” of the school or any of its various departments.

VLGS Institutional Statement Policy:

As a general matter, VLGS does not comment in its institutional voice on news events, tragedies, international conflicts, or other controversial public issues that do not directly impact the educational mission of the school. These lines are not always clear, and inevitably there will be close calls as to whether a comment is or is not appropriate for comments from the school in its institutional voice. The principal purpose of this policy is to ensure that a process is in place to allow for bringing to bear deliberation and judgment before institutional statements are made.





Your Full-Service Bookstore!

A student-run nonprofit organization with helpful and friendly student staff

Full Selection

of required course books and study aids

Daily Newspapers

and a discounted rate on *The New York Times*

Large Assortment

of Vermont Law and Graduate School
imprinted clothing, chairs, clocks,
frames, and more

Gift Items

including blank cards, greeting cards,
stationery, book bags, school supplies,
calendars, journals, clocks, candles,
photo albums, Green Mountain
Coffee, candy, etc.

Barrister's Hours

Monday through Friday — 9 a.m. to 4 p.m.

Saturday — 10 a.m. to 4 p.m.

(with occasional exceptions)

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