

# STUDENT HANDBOOK



2022 ~ 2023





## VERMONT LAW AND GRADUATE SCHOOL'S BETTER COMMUNITY STATEMENT

As members of the Vermont Law and Graduate School (VLGS) community, we choose to be a 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 socio-economic 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 the email system, 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

2022~2023

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# WELCOME!



## **DEAR VERMONT LAW AND GRADUATE SCHOOL STUDENT:**

I am very excited to welcome you to the VLGS community. Whether you are a student here on our beautiful campus or an online student joining us from afar, WELCOME! I look forward to meeting and working with you.

This Student Handbook provides you with copies of policies and resources that you may need as a student. If you have a question, chances are that the answer is in the Student Handbook. These policies and the expectations we have to support and respond to each other are core components of our small, rural law school community. Most of the policies you read about here have been developed by students, faculty, and staff. A good number of resources mentioned here started out as ideas or initiatives by students.

During your time here, you will find that VLGS not only offers courses with experts in their fields, but also outstanding co-curricular and extracurricular activities. With all of these options, it is important to remember that there just is not enough time to do everything, so explore and find the areas that are important to you and you will flourish on campus and beyond.

While this Student Handbook contains a wealth of information, remember that we are all here to help you also. Do not hesitate to contact me or any of the staff and faculty if you need assistance as you learn, work, and play within the law school community. Best wishes for a successful academic year.

Sincerely,

A handwritten signature in black ink, appearing to read 'JB' or 'Joe Brennan'.

Joseph Brennan  
Vice Dean for Students, Professor of Law

# MESSAGE FROM THE SBA



**Welcome to Vermont Law and Graduate School! On behalf of the Student Bar Association (SBA), we are excited to welcome you to our community.**

The past few years have significantly impacted us all. We are all still processing new realities through a global pandemic, the continued rise of injustice, and the decisions of our judicial system. Here at VLGS, you are joining a community that acknowledges these challenges and works together to address them. VLGS is not the typical law school experience. It is a community based in collaboration, understanding, and growth. As the current leaders of the SBA, we strive to maintain these values.

The SBA is composed of students dedicated to work for and alongside you. The SBA consists of student representatives who come together biweekly on Tuesdays to propose events and policies, collaborate in student-led committees, and facilitate communication and transparency between students, faculty, and the greater community of South Royalton. We fund student projects, support student groups, make recommendations to the administration, and host events.

We encourage you, as new and returning members of VLGS, to get involved with the SBA or a student group of your interest. In these roles, you will have the chance to work toward the changes you would like to see at this school and beyond. You will have opportunities to collaborate with other passionate student leaders, interact with administrators and faculty regarding new proposals, and be a part of meaningful growth here at VLGS.

As leaders of the SBA, we are focused on community growth, restorative justice education, sustainability, and mental health initiatives. By expanding student programming and resources, we hope to cultivate a strong and supportive community to help you through your graduate school experience. Grad school, especially law school, is challenging for any student, and we want you to know we are here to help. If you have any questions or concerns, please do not hesitate to reach out to us.

Once again, welcome to Vermont Law and Graduate School!

Best,  
SBA Executive Board

President Jess Dunning JD'24 (she/her)  
Vice President of Student Affairs Leah Brenner JD'24 (she/her)  
Vice President of Student Activities Darla Mariduenia JD/MARJ'24 (she/her)  
Treasurer Christian Quigley JD/MARJ'24 (he/him)  
Secretary Emilie Winter JD/MARJ'25 (she/her)  
Town Liaison Amanda Di Dio JD/MELP'23 (she/her)  
Parliamentarian Alex Paul JD'24 (he/him)



# ACADEMIC CALENDAR

## 2022-2023

### FALL SEMESTER 2022

**August 29 to December 26, 2022**

#### Residential and Online Hybrid JD Classes

August 22-25	JD Orientation
August 24	LLM Orientation
August 25	Registration For New Masters and LLMs
August 26	2L and 3L Add/Drop Reopens (9 a.m. EST)
August 29	Residential Classes Begin
September 5	Labor Day Holiday
September 6	Add/Drop Closes (5 p.m. EST)
September 8-11	Online Hybrid JD Residential Period
October 10-11	Fall Recess / Indigenous Peoples Day
November 2	Monday Class Schedule Followed
November 24-25	Thanksgiving Holiday
December 9	Fall Classes End
December 12-13	Reading Period
December 14-21	Final Examination Period
December 22	Fall Semester Ends / Exam Makeup Day
December 23	Holiday Begins

#### Online Classes

August 25	Online Term One Registration Ends (5 p.m. EST)
August 29	Online Term One Classes Begin
September 2	Online Term One Drop Deadline (5 p.m. EST)
October 16	Online Term One Classes End
October 20	Online Term Two Registration Ends (5 p.m. EST)
October 24	Online Term Two Classes Begin
October 28	Online Term Two Drop Deadline (5 p.m. EST)
December 11	Online Term Two Classes End

### SPRING TERM 2023

**December 26, 2022 to May 14, 2023**

#### Residential and Online Hybrid JD Classes

December 26	February Early Bar Class Begins
January 2	1L Final Grades Due (12 p.m. EST)
January 3	Add/Drop Opens (9 a.m. EST)
January 13	All Other Fall Grades Due (12 p.m. EST)
January 16	Dr. Martin Luther King, Jr. Day (Holiday)
January 17	Residential Classes Begin
January 23	Add/Drop Closes (5 p.m.)
March 6-10	Spring Break
March 7	Vermont Town Meeting Day (Holiday)
May 1	Spring Classes End
May 2	Make-up Class Day
May 3-4	Reading Period
May 5-12	Examination Period
May 12	Spring Semester Ends
May 13	Preliminary Bar Exam (All 1L JD Students)
May 17	All Graduates' Grades Due (12 p.m. EST)
May 20	Commencement
May 24	Spring Term Grades Due (12 p.m. EST)
May 29	Memorial Day (Holiday)

#### Online Classes

January 12	Online Term One Registration Ends (5 p.m. EST)
January 16	Online Term One Classes Begin
January 20	Online Term One Drop Deadline (5 p.m. EST)
March 5	Online Term One Classes End
March 9	Online Term Two Registration Ends (5 p.m. EST)
March 13	Online Term Two Classes Begin
March 17	Online Term Two Drop Deadline (5 p.m. EST)
April 30	Online Term Two Classes End

## SUMMER SEMESTER 2023

May 15, 2023 to August 27, 2023

### Residential and Online Hybrid JD Classes

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May 25	AJD Orientation
May 30	Residential Classes Begin
May 30	Summer Start AJD Classes Begin
June 2	Monday Class Schedule for AJD Students
May 30	Session One Begins (Three Weeks)
June 19	Session Two Begins (Two Weeks)
July 3-7	Summer Break – All Classes
July 10	Session Three Begins (Two Weeks)
July 24	Session Four Begins (Two Weeks)
	In-class exams for summer classes are held on the first Saturday after the last class meeting.
August 4-5	AJD Reading Period
August 7-11	AJD Exams
August 21-24	JD Orientation (all new JD students including summer AJD students)

### Online Classes

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May 11	Online Term One Registration Ends (5 p.m. EST)
May 15	Online Term One Classes Begin
May 19	Online Term One Drop Deadline (5 p.m. EST)
July 2	Online Summer Term One Classes End
July 3-7	Summer Break – All Classes
July 6	Online Term Two Registration Ends (5 p.m. EST)
July 10	Online Term Two Classes Begin
July 14	Online Term Two Drop Deadline (5 p.m. EST)
August 27	Online Term Two Classes End
August 28	Residential Classes Begin

Revised 5.16.22

## SCHOOL HOURS

### FALL AND SPRING TERMS:

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

Library Information Desk Services: 8 a.m. to 8 p.m. seven days a week.. Students can access the Library, Chase Center, Chase Computer Lab, and the Fitness Center 24/7 with their VLGS proxy ID card.

Other campus buildings are locked at midnight every night.

### SUMMER SESSION:

Offices open Monday-Friday from 8 a.m. to 4 p.m.

Library: as shown above, Chase Center, Chase Computer Lab, and the Fitness Center are accessible 24/7 with a VLGS proxy ID card.

### VACATIONS AND HOLIDAYS:

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



# **INSTITUTIONAL RESOURCES**

Academic and  
Extra Curricular



## **ADMINISTRATION DEBEVOISE HALL, 2<sup>ND</sup> FLOOR**

The Administration makes up the senior leadership of the School and (in part) includes the President, the Deans, and the Vice and Associate Deans for the Law and Graduate Schools. Also listed below are directors and support staff, most of whom have offices in the Dean's Suite on the second floor of Debevoise Hall.

Ext. 1233	Lorraine Atwood, Vice President for Finance
Ext. 1244	Joseph Brennan, Vice Dean for Students and Professor of Law
Ext. 1315	Stephanie Clark, Director of the National Center on Restorative Justice (Rogers House)
Ext. 1221	Maggie Dakin, Executive for Assistant to the Vice Dean for Students and the Associate Dean for Diversity, Equity, and Inclusion
Ext. 1237	Sue Folger, Executive Assistant to the President
Ext. 1225	Kim Harris, Director of Human Resources (Anderson House)
Ext. 1333	Shirley Jefferson JD'86, Vice President for Community Engagement and Government Affairs
Ext. 1281	Theresa Johnson, Assistant Director of Student Affairs
Ext. 1373	Brooke Knudsen, Covid Coordinator
Ext. 1314	Andrew Lane, Vice President for Alumni Relations and Development (Dearing House)
Ext. 1444	Cynthia Lewis, Vice Dean for Faculty and Professor of Law (Waterman Hall 2nd Floor)
Ext. 1259	Beth Locker, Associate Dean for Experiential Learning (Waterman Hall 1st Floor)
Ext. 1004	Beth McCormack, Interim Law School Dean and Professor of Law
Ext. 1136	Jennifer Rushlow, Interim Graduate School Dean, Associate Dean for Environmental Programs, and Environmental Law Center Director
Ext. 1287	Molly Russell, Executive Assistant, Environmental Law Center
Ext. 1238	Nina Russo, Event and Commencement Coordinator
Ext. 1079	Lisa Ryan, Associate Dean for Diversity, Equity, and Inclusion
Ext. 1251	Rodney Smolla, President
Ext. 1327	Ashley Ziai, Director of Student Affairs

## **ACADEMIC SUCCESS PROGRAM (ASP) OLD SCHOOLHOUSE, 1<sup>ST</sup> FLOOR**

The Academic Success Program 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. 1274	Jessica M. Durkis-Stokes JD'04, Director and Assistant Professor of Law
Ext. 1105	Katrina Munyon, Program Manager
Ext. 1241	Dayna Smith JD'20, Assistant Director and Assistant Professor of Law

## **ADMISSIONS CURTIS HOUSE, 1<sup>ST</sup> 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.

Ext. 1308	Nasser Abdel-Fatah, Admissions Counselor
Ext. 1255	Kate Chandley, Admissions Counselor
Ext. 1239	Shirley Crawford JD'87, Assistant Director of Recruitment
Ext. 1326	Genevieve Nichols, Online Admissions Counselor and Student Services Advisor
Ext. 1239	Nikki Manning, Office Manager
Ext. 1070	Katie Merrill, Director of Admissions
Ext. 1041	Eleanora Moffatt, Assistant Director of Admissions Operations
Ext. 1321	Veronika Schlerf, Assistant Director of Graduate Admissions
Ext. 1142	Xiaoyu Zhang, Director of Partnerships

## **ANIMAL LAW AND POLICY INSTITUTE (APLI) DEBEVOISE HALL 2<sup>ND</sup> FLOOR**

Students, staff, and faculty in the Animal Law and Policy Institute advance animal advocacy through legal education and training, scholarship, and policy development. Engaging with policymakers, journalists, advocacy organizations, and communities, the institute serves as a resource hub for animal law and policy issues. It also collaborates closely with Vermont Law and Graduate School's leading environmental law, food and agriculture, and environmental Justice programs, encouraging the wider legal community to expand protections for all animals, in addition to the people and ecosystems in the environment we share.

Ext. 1292	Laura Fox JD/MELP'13, Visiting Professor, Director, Farmed Animal Advocacy Clinic, Douglas M. Costle Chair in Environmental Law
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 for Finance and Administration 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](mailto:bgrequests@vermontlaw.edu).

Ext. 1260                      Jeff Knudsen, Maintenance Supervisor

## **BUSINESS OFFICE ABBOTT HOUSE, 2<sup>ND</sup> 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 and health insurance. The Business Office staff and their responsibilities include:

Ext. 1209                      Angela Carpenter, Comptroller  
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

## **CAMPUS GREENING COMMITTEE (CGC)**

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

## **CAREER SERVICES (OCS) ABBOTT HOUSE, 1<sup>ST</sup> 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 interviews and video 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                      Chandra Anderson, Program Coordinator  
Ext. 1208                      Abby Armstrong JD'84, Director  
Ext. 1273                      Monica Collins MSEL'03, Associate Director (Master's Program Counselor)  
Ext. 1283                      Eli Gleason, Assistant Director of Career Services  
Ext. 1249                      Shelly Parker, Recruitment Coordinator/Office Manager  
Ext. 1243                      Mary Sheffer, Assistant Director (Recent Grads and Alum Counselor)

## **CENTER FOR AGRICULTURE AND FOOD SYSTEMS (CAFS) DEBEVOISE HALL, 3<sup>RD</sup> FLOOR**

Vermont Law and Graduate School's Center for Agriculture and Food Systems uses law and policy to build a more sustainable and just food system. In partnership with local, regional, national, and international partners, CAFS addresses food system challenges related to food justice, food security, farmland access, animal welfare, worker protections, the environment, and public health, among others. CAFS works closely with its partners to provide legal services that respond to their needs and develop resources that empower the communities they serve.

Through CAFS' Food and Agriculture Clinic and Research Assistant program, students work directly on projects alongside partners nationwide, engaging in innovative work that spans the food system. CAFS also educates students through a comprehensive array of residential, online, and experiential courses. Students can pursue a degree or certificate in food and agriculture law as a Master's, JD, or LLM student. CAFS' diverse course offerings, Food and Agriculture Clinic, and varied degree options give students the opportunity to explore food and agriculture law from a variety of perspectives and experiences.

Ext. 1030                      Laurie Beyranevand JD'03, Director and Professor of Law  
Ext. 1035                      Claire Child MELP'16, Assistant Director and Research Fellow  
Ext. 1304                      Molly McDonough, Environmental Communications Specialist  
Ext. 1307                      Andrew Marchev JD'18, Legal Food Hub Fellow  
Ext. 1063                      Francine Miller, Senior Staff Attorney and Adjunct Professor  
Ext. 1625                      Lihlani Nelson, Associate Director and Research Fellow  
Ext. 1448                      Christine Ryan, Associate Professor and Environmental Law Librarian  
Ext. 1307                      Whitney Shields MFALP'17, Project Manager and Vermont Legal Food Hub Program Coordinator  
Ext. 1072                      Emily Spiegel, Faculty Fellow and Professor of Law  
Ext. 1058                      Benjamin Varadi, Senior Fellow and Visiting Research Scholar, Assistant Professor

## CENTER FOR JUSTICE REFORM (CJR) ROGERS HOUSE, 1<sup>ST</sup> FLOOR

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 programs.

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 residential and online educational programs including a Master of Arts in Restorative Justice (MARJ), joint JD/Master of Arts in Restorative Justice, Professional Certificate in Restorative Justice, and 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, the University of Vermont, the University of San Diego, and the U.S. Office of Justice Programs. The NCORJ is funded by two Bureau of Justice Assistance (BJA) grants to educate and train 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.

Ext. 1443	Avery Arrington, Assistant Director of Training, National Center on Restorative Justice
Ext. 1101	Jessica C. Brown, Associate Director of Center for Justice Reform and Professor of Law
Ext. 1315	Stephanie Clark, Director of Center for Justice Reform and Professor of Law
Ext. 1104	Taylor Long, Media and Communications Coordinator, National Center on Restorative Justice
Ext. 1264	Alanna Ojibway, Assistant Director of Center for Justice Reform and Program Manager, National Center on Restorative Justice
Ext. 1155	Dr. Lindsey Pointer, Assistant Professor and Principal Investigator, National Center of Restorative Justice
Ext. 1061	Robert Sand JD'87, Founding Director of Center for Justice Reform and Professor of Law

## COMMON AREAS

Common areas, often serve as venues for law school events. Please do not rearrange furniture, as it may have been set up in advance of a future event, and do not eat food that has been set up in advance of an event. You may study without interruption in the Cornell Library. The following common areas are used for a variety of purposes, including socializing, studying, and special events.

**The 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.

**The Multicultural Center** on the 1st floor of Dearing House serves as a student lounge for students to eat lunch and relax. It also houses the SBA Office. Students must use their Student IDs to enter the building.

**Hoff Lounge** is located on the main level of Oakes Hall. It is often used for formal lunches, special events, and student group meetings.

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

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 your being asked to leave. Other campus visitors may be asked to identify themselves and provide ID. If you see someone using our facilities whose actions cause concern, please notify Lorraine Atwood at 802-831-1204, Kim Harris, 802-831-1225, or Buildings and Grounds' Jeff Knudsen, 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 an outstanding environmental law collection. The library staff is dedicated to providing the VLGS community with exceptional service and first rate legal research instruction. We look forward to assisting you.

Ext. 1441	Library Information Desk
Ext. 1461	Library Information Desk
Ext. 1440	Pamela Cartier, Community Legal Information Center (CLIC) Coordinator
Ext. 1442	Lisa Donadio, ILS Administrator
Ext. 1403	Melissa Kalinen, Access Services and Interlibrary Loan Specialist
Ext. 1414	Rhonda Murphy, Serials and Access Services Supervisor
Ext. 1448	Christine Ryan, Environmental Law Librarian and Associate Professor of Law
Ext. 1445	Sarah Scully, Electronic Resources and Technology Librarian
Ext. 1446	Jennifer Sekula JD/MSEL'98, Instructional Law Librarian and Assistant Professor of Law
Ext. 1463	Mary Snook, Evening Access Services Assistant
Ext. 1449	Jane Woldow JD'99, Library Director and Professor of Law

## DIVERSITY, EQUITY, AND INCLUSION (DEI) DEBEVOISE HALL, 2ND FLOOR

The Office of Diversity, Equity, and Inclusion is responsible for ensuring that Vermont Law and Graduate School (VLGS) focuses on educating students, faculty, and staff on various DEI concepts and topics, including but not limited to privilege, bias, racism, inequity, sexism, ableism, gender and gender identity, religion, faith, and spirituality. This office will provide DEI related trainings, develop initiatives, promote opportunities for dialogue, and maintain safe and inclusive environments on campus and in the community.

The Associate Dean of Diversity, Equity, and Inclusion serves as the 504 Accommodations Coordinator, oversees mental health and counseling services, and assists with the administration of various VLGS policies including harassment, sexual harassment, discrimination, and retaliation, in addition to working with the Title IX Coordinator.

- **COUNSELING SERVICES**

VLGS provides free of charge counseling services to Vermont Law and Graduate School students. Please contact our Residential Mental Health Clinician Nancy Stone at [NStone@vermontlaw.edu](mailto:NStone@vermontlaw.edu) for more information. Mental Health Services is located on the 3rd floor of Debevoise Hall. Students may also contact the Clara Martin Center's 24-hour emergency services line at 800-639-6360. Please check the "Mental Health Services" webpage [vermontlaw.edu/resources](https://vermontlaw.edu/resources) for additional information and resources.

- **COMMISSION ON LAWYER ASSISTANCE (COLAP)**

The ABA Commission on Lawyer Assistance Programs (CoLAP) mission is devoted to the advancement of well-being 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/groups/lawyer\\_assistance/about\\_us/](https://americanbar.org/groups/lawyer_assistance/about_us/).

- **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**

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

Ext. 1221	Maggie Dakin, Executive Assistant to the Associate Dean for Diversity, Equity and Inclusion and the Vice Dean for Students
Ext. 1079	Lisa Ryan, Associate Dean for Diversity, Equity, and Inclusion

## ENVIRONMENTAL ADVOCACY CLINIC (EAC) CENTER FOR LEGAL SERVICES, LOWER LEVEL AND 1<sup>ST</sup> FLOOR AND 190 CHELSEA ST., SOUTH ROYALTON, VT

The Environmental Advocacy Clinic at Vermont Law and Graduate School trains the next generation of environmental advocates while protecting people and nature. Under the supervision of experienced environmental attorneys, student clinicians represent community groups and conservation organizations in real-world cases and projects.

Ext. 1630	Joe Anderson, Law Clinic Office Manager
Ext. 1374	Abigail André, Staff Attorney and Assistant Professor of Law
Ext. 1073	Michael Harris, Director and Associate Professor of Law
Ext. 1305	Pat Parenteau, Senior Counsel and Professor of Law

## **THE ENVIRONMENTAL JUSTICE CLINIC (EJC) CENTER FOR LEGAL SERVICES, LOWER LEVEL AND 1<sup>ST</sup> 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 civil rights and the environment. Students are involved in real-life cases. They work in partnership with low-income communities and communities of color to address racial disparities and ensure that residents can fully participate in decisions affecting their health and welfare. They gain experience working on law and policy issues at the nexus of environment, race, and policy, while also learning essential community lawyering skills.

Faculty for the Environmental Justice Clinic also offer a Climate Justice Practicum as a collaboration between Vermont Law and Graduate School and the Yale School of Public Health. The Practicum takes on projects that address the intertwined issues of climate change, health, and justice in the United States. Through these approaches, we work with community partners to contribute to policy and systems change through tactics including action-oriented research, litigation, local and state policy advocacy, and community outreach campaigns.

Ext. 1630	Joe Anderson, Law Clinic Office Manager
Ext. 1073	Michael Harris, Interim Director, and Associate Professor of Law
Ext. 1630	Fred Ole Ikayo, LLM Fellow

## **ENVIRONMENTAL LAW CENTER (ELC) DEBEVOISE HALL, 2<sup>ND</sup> 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 Master of Environmental Law and Policy (MELP), LLM in Environmental Law, Master of Energy Regulation and Law (MERL), LLM in Energy Law, Master of Food and Agriculture Law and Policy (MFALP), LLM in Food and Agriculture Law, Summer Session, and Master's Externship Program are run by the ELC. The ELC also sponsors speakers and conferences throughout the year. The Environmental Law Center's programs include: the 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. 1338	Anne Linehan, Associate Director
Ext. 1304	Molly McDonough, Environmental Communications Specialist
Ext. 1136	Jennifer Rushlow, Director and Associate Dean for Environmental Programs
Ext. 1287	Molly Russell, Executive Assistant

## **FAMILY LAW CLINIC CENTER FOR LEGAL SERVICES, 2<sup>ND</sup> FLOOR; 190 CHELSEA ST., SOUTH ROYALTON, VT**

This busy Clinic provides students with many 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. We provide representation at Relief from Abuse proceedings, divorce, parentage, and juvenile matters. Through the Family Law Project, we provide consultations and representation in divorce and parentage matters.

Ext. 1500	Michelle Donnelly JD'13, Project Director and Professor of Law
Ext. 1500	Sharon Mee, Office Manager
Ext. 1500	Amanda Murphy, Program Coordinator
Ext. 1500	Margaret (Meg) York JD'15, Staff Attorney and Assistant Professor

## **FINANCIAL AID OFFICE ABBOTT HOUSE, 2<sup>ND</sup> 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-Friday.

Ext. 1234	Deb Becker, Operations Manager
Ext. 1235	Melissa Erickson, Director of Financial Aid

## **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, elliptical machines, bikes, and free weights. Classes, such as spinning and yoga, are held in the Fitness Center Studio. For more information about the Fitness Center, or to inquire about teaching classes, please contact Nina Russo at [nrusso@vermontlaw.edu](mailto:nrusso@vermontlaw.edu).

Located inside the Fitness Center is the VLGS Outdoor Club Gear Shed. The Gear Shed is where VLGS Community Members can check out outdoor equipment such as canoes, kayaks, mountain bikes, climbing gear, golf clubs, skis, snowshoes, skates, etc.

In addition, VLGS has a corporate membership at the Upper Valley Aquatic Center ([uvacswim.org](http://uvacswim.org)) in White River Junction, Vt. providing reduced membership rates for all VLGS students, faculty, and staff. Please present your student ID upon arrival for access to reduced rates.

## **FOOD SERVICE ON CAMPUS**

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

### **THE CAFÉ**

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

With the 'After Hours Grab & Go' cooler program we hope that your needs will be better served with refreshments on campus when the VLGS Cafe is closed. Everything from beverages, yogurt, sandwiches, salads, specialty meals and desserts are available in this cooler after hours on an honor system.

### **• CATERING OF ON- AND OFF-CAMPUS EVENTS**

All off-campus and on-campus events must be approved by the Events Coordinator. Please refer to the Office for Student Affairs section below, or go to: [25live.collegenet.com/pro/vermontlaw#!/home/event/form](https://25live.collegenet.com/pro/vermontlaw#!/home/event/form) for further information on planning catered events.

### **• COMPOSTING**

VLGS collaborates with Certified Organic, individual homestead and the local sustainable farm community to compost the food waste produced on campus. All food served in The Café and at catered events is compostable. Compost bins for food waste are located in The Café.

### **• ALCOHOL CATERING PERMITS**

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

### **• ECO TAKE-OUT SERIES**

With the Eco Take-Out Series, students have the option to pay a one time deposit and have access to reusable eco friendly food containers. The program uses a FOB system for assorted container sizes. Students will be given three FOBs, one for each container size. This program is only available during operating hours to ensure FOBs or containers are not lost. If you're interested in signing up, schedule a time with our Food Service Director, Eben Brock, to learn more and get started.

### **• EMPLOYMENT OPPORTUNITIES**

Outside of work study positions, the Café and Catering team also offers employment opportunities. In an entirely on-call build your own schedule system, the Café & Catering team strive to give a fun and rewarding employment opportunity to the student body. Schedule a time with Food Service Director, Eben Brock, if this opportunity sounds right for you.



## THE GENERAL PRACTICE PROGRAM (GPP) WATERMAN HALL, 1<sup>ST</sup> FLOOR

The General Practice Program provides an experiential environment for students, particularly those who contemplate a career in small firm or solo law practice, to develop the practical skills and legal knowledge to solve real-world problems. Class sizes are small and are designed to promote creativity, active discussion, collaboration and problem solving. Courses are taught by faculty, many of whom are practicing lawyers, who are experts and experienced in the fields in which they teach. Students leave the program with the skill, capacity, and insight to “hit the ground running” in general law practice.

To receive a Concentration in General Practice a student must complete 16 approved credits, eight of which must be GPP sponsored courses, including GPP Practice Labs associated with doctrinal courses in the regular curriculum. GPP Concentration students are also encouraged to participate in a Legal Clinic, a Semester in Practice (SiP), an Externship or an Internship, and these experiences can fulfill up to six credits of the 16 credits required for the GPP Concentration. In order to be a candidate for a Concentration, a student must meet with the Director of the Program to establish a course plan, and file an approved “Declaration” with the Registrar no later than the end of the fourth semester.

Ext. 1555	Donald Hayes JD’10, Director and Professor of Law
Ext. 1211	Brenda Caron, Program Coordinator

## HOUSING CURTIS HOUSE, 1<sup>ST</sup> FLOOR

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 802-864-0099, or view their handbook, *The Definitive Guide to Renting in Vermont* [cvoeo.org/fileLibrary/file\\_212.pdf](https://cvoeo.org/fileLibrary/file_212.pdf). Additional information can be found at: [vermontlaw.edu/resources/housing-resources1](https://vermontlaw.edu/resources/housing-resources1).

## HUMAN RESOURCES AND PAYROLL ANDERSON HOUSE, 1<sup>ST</sup> FLOOR

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

All VLGS employees can find payroll, benefits, and tax information online at [paylocity.com](https://paylocity.com) for immediate service and information. Federal work-study payroll is administered by the Financial Aid Office. Students cannot begin a work-study program without completing the work authorization, W4 and I9 forms. See page 22 for 2022-2023 Payroll Schedule.

Ext. 1248	Lori Campbell, Benefits Manager
Ext. 1225	Kim Harris, Director of Human Resources
Ext. 1236	Christine Saul, Payroll and Recruiting Specialist

## INSTITUTE FOR ENERGY AND THE ENVIRONMENT (IEE) EATON HOUSE

The Institute for Energy and the Environment oversees our Masters 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 Assistant program where student researchers tackle a wide variety of issues the world faces including low-income community access to renewable energy, clean transportation policy, cybersecurity of the electric grid and through collaboration with CAFS, Farm and Energy sustainability issues. To learn more about the IEE visit: [vermontlaw.edu/energy](https://vermontlaw.edu/energy).

Ext. 1053	Genevieve Byrne, Staff Attorney and Professor, Farm and Energy Initiative
Ext. 1056	Jenny Carter JD’87/MELP’86, Staff Attorney and Assistant Professor
Ext. 1060	Mark James, Senior Energy Fellow and Visiting Professor
Ext. 1054	Kevin Jones, Director and Professor of Energy Law and Policy
Ext. 1201	Jeannie Oliver LLM’14, Staff Attorney and Professor of Law
Ext. 1151	Molly Smith, 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, 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 for Faculty and Professor of Law

## **JD EXTERNSHIP PROGRAMS WATERMAN HALL, 1<sup>ST</sup> FLOOR**

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

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

The overarching goal of the externship program is to provide opportunities for students to develop lawyering skills, learn substantive law, and engage in critical reflection. Students learn about the legal profession, their legal career, and their priorities and values as lawyers and individuals through supervised field experiences and a contemporaneous seminar. Students who have a GPA of 2.4 or higher may participate in the externship programs in their fourth, fifth, or sixth semesters. The courses are offered only in the fall and spring semesters. They are not offered in the summer terms.

Ext. 1302	Nicole Killoran JD/MELP'12, Faculty Lead and Professor of Law
Ext. 1156	Sage Kochavi, Senior Program Coordinator and Assessment Data Specialist
Ext. 1259	Beth Locker, JD Externship Program Director, Associate Dean for Experiential Learning, and Professor of Law

## **LEGAL WRITING PROGRAM OLD SCHOOLHOUSE, 2<sup>ND</sup> FLOOR**

The Legal Writing Program strives to make every student a better writer. The intensive, required, three-semester program is designed to prepare students for practice by teaching the essential skills of critical thinking, applied analysis, and legal communication. Students write a variety of documents in different writing styles over the course of the three semesters. Professors in the program work closely with every student to establish a dialog on the particular strengths and weaknesses of their writing. Through the program, VLGS students become accomplished, confident writers.

Ext. 1040	Jared Carter JD'09, Assistant Professor of Law and Writing Specialist
Ext. 1032	Anna Connolly, Visiting Professor
Ext. 1318	Catherine Fregosi JD'16, Appellate Advocacy Coordinator and Professor of Law
Ext. 1284	Greg Johnson, Director of Legal Writing and Professor of Law
Ext. 1500	Margaret (Meg) York JD'15, Assistant Professor and Writing Specialist

## **LOST AND FOUND**

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

## **MARKETING AND COMMUNICATIONS OFFICE (MARCOMM) CURTIS HOUSE, 2<sup>ND</sup> FLOOR**

The Communications Office helps students and the School publicize VLGS events that are open to the general public and provides guidance on the production of materials aimed beyond the VLGS community, including use of the VLGS logo or seal.

Ext. 1246	Karen Henderson, Creative Designer
Remote	Gregory Paro, Digital Marketing Analyst
Remote	Ian Sears, Web Content and Digital Communications Manager
Ext. 1345	Parker Thurston, Multimedia Production Specialist

## **MULTICULTURAL CENTER DEARING HOUSE, 1<sup>ST</sup> FLOOR**

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

## NOTARY PUBLIC

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

- Monica Collins MSEL'03, Career Services, Abbott House
- Donald Hayes JD'10, South Royalton Legal Clinic
- Tammie Johnson, Registrar's Office, Abbott House
- Theresa Johnson, Student Services, Debevoise Hall
- Andrew Lane, Offices for Alumni Relations and Development, Dearing House
- Dean Cynthia Lewis, Vice Dean for Faculty, Waterman Hall
- Sharon Mee, South Royalton Legal Clinic
- Katrina Munyon, Academic Success Program, Old Schoolhouse
- Jill Rudge, Vermont Immigrant Assistance, South Royalton Legal Clinic and the Burlington, Vt. Office.

## OFFICE FOR STUDENT AFFAIRS (OSA) DEBEVOISE HALL, 2<sup>ND</sup> FLOOR

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

This office works with all segments of the Vermont Law and Graduate School community to help students develop through opportunities, advice, and assistance. The Director of Student Affairs provides consultation, new program development, and assistance with special projects such as publishing the Student Handbook, advising the Student Bar Association (SBA), assisting the deans in processing cases of discriminatory personal conduct, coordinating campus-wide community meetings, supervising first-year orientation, coordinating crisis intervention and emergency response strategies with the deans, and promoting the academic and personal growth and development law students. The Office of Student Affairs includes oversight of student event planning and sponsorship or participation in programming. Programming is scheduled year-round. Please see Event Planning policies for more detailed information.

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

Ext. 1281	Theresa Johnson, Assistant Director for Student Affairs
Ext. 1238	Nina Russo, Event and Commencement Coordinator
Ext. 1327	Ashley Ziai, Director of Student Affairs

## OFFICES FOR ALUMNI RELATIONS AND DEVELOPMENT (OARD) DEARING HOUSE, 2<sup>ND</sup> FLOOR

The Offices for Alumni Relations and Development are dedicated to building lifelong connections with students, alumni, faculty, staff, parents, corporations, foundations, and friends. OARD furthers the Vermont Law and Graduate School mission through continued engagement with these constituencies, and by raising funds to support the School's initiatives, programs, and scholarships.

OARD also offers a provides staff support to the Vermont Law and Graduate School Alumni Association (VLGSAA), which advocates for alumni while fostering meaningful relationships with VLGS. Finally, OARD organizes the Reunion celebration, which takes place annually in June.

Ext. 1325	Lauren Close, Assistant Director of Communications and Engagement
Ext. 1314	Andrew Lane, Vice President of the Offices for Alumni Relations and Development
Ext. 1339	Brock Monroe, Senior Manager of Alumni Relations
Ext. 1230	Ashley Patton, Director of Advancement Services
Ext. 1064	David Thurlow, Director of Foundations

## ONLINE LEARNING PROGRAM (OLP) WATERMAN HALL, 1<sup>ST</sup> 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 online students and those in online classes by providing access to VLGS Resources and Online-Student specific resources. The OLP also coordinates non-degree seeking students who wish to take online classes at Vermont Law and Graduate School.

Remote	Amy Deschine, Instructional Designer
Remote	Ben Gerhardt, Instructional Designer
Ext. 1232	Hugh McNally, Educational Technology Coordinator and Senior Instructional Designer
Ext. 1326	Genevieve Nichols, Online Admissions Counselor and Student Services Advisor
Ext. 1011	Richard Sala JD/MELP'13, Director of Online Learning Program Director
Ext. 1059	Taylor Weingart, Assistant Director of Instructional Design and Learning Technology

## REGISTRAR'S OFFICE ABBOTT HOUSE, 1<sup>ST</sup> FLOOR

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

Ext. 1356	Amy Frost, Assistant Registrar
Ext. 1261	Tammie Johnson, Associate Registrar
Ext. 1265	Maureen Moriarty, Registrar and Director of Academic Procedures

## THE REGISTRAR'S OFFICE PROVIDES THE FOLLOWING SERVICES TO STUDENTS:

- **REGISTRATION OF CLASSES:** First-year JD students are randomly assigned to sections of the required first-year curriculum. Second- and third-year JD students and MELP, MERL, MFALP, MARJ, and LLM candidates register online for their classes in April and August.
- **GRADES AND TRANSCRIPTS:** Semester grades are available to students via CampusWeb. Students requiring the Registrar to produce a PDF file of the VLGS Cumulative Grade Report should make a request via email specifying the student ID number and whether or not class rank should be included on the record. Printed copies of grade reports are not mailed to students. Requests for official transcripts must be completed in writing via [getmytranscript.com](http://getmytranscript.com). This process typically requires 24 to 48 hours for completion, but may take longer depending upon the work demand in the Registrar's Office, Financial Aid, and the Business Office. There is a charge of \$5 plus shipping and handling for each request. If the Business Office or the Financial Aid Office determines that a student has an outstanding debt to Vermont Law and Graduate School, there is a hold on the student's record preventing transcripts from being produced until the debt has been cleared or arrangements have been made for payment. One (1) free transcript with the degree(s) awarded is provided to each student after graduation and is included with the diploma.
- **REQUEST FOR WRITTEN CERTIFICATION:** Students often require written certification of status for various reasons: enrollment verification for private health insurance, verification of enrollment for purposes of loan deferment, letters of good standing for scholarships and transfer, certification of degree completion for all bar examinations, etc. All such requests are processed through the Registrar's Office and require a written request, regardless of who will ultimately sign the certification. Holds placed by the Business Office due to outstanding debt to VLGS may prevent release of the requested certification.
- **RETENTION OF EXAMINATIONS:** ABA regulations require the retention of examinations for at least one year. Adjunct faculty examinations are retained in the Registrar's Office and VLGS faculty retain the examinations for their classes. In either case, students may have access to review and/or receive a copy of their examinations. Faculty, at their discretion, may not allow students to receive printed copies but all students retain the right to review their exams. Students wishing to request copies of exams retained in the Registrar's Office should send an email specifying their student number, the course code and section, and professor for all of the exams desired. The Registrar's Office will scan the exams in its possession and send to the student via email. If a student wishes to discuss an examination with the faculty, the student needs to provide a copy to the professor in advance of the meeting. All examinations stored in the Registrar's Office are destroyed after one year.
- **NOTIFICATION OF ILLNESS AND/OR FAMILY EMERGENCY/DEATH:** Students unable to attend class because of illness, emergency, or for any other reason, should notify the Registrar's Office or the Vice Dean for Students at their earliest convenience. In turn, the Registrar's Office will notify the student's professors. Although some members of the faculty want to hear about absences directly from the student, it is generally accepted that notice from the Registrar's Office is all that is required. Students need to inform the Registrar's Office only once in the period from Monday to Friday of any week of absences for the same reason, i.e., illness on Thursday and Friday.
- **CHANGE OF STATUS:** If a student's status at Vermont Law and Graduate School is going to change for any reason, the student should inform the Registrar's Office of this in writing, i.e., request for a leave of absence, notification of withdrawal (either completely or from one package or the other if the student is a joint-degree student), etc. The

Registrar's Office will then notify all appropriate offices of this change.

- **CHANGE OF ADDRESS:** The Registrar's Office should have students' current addresses at all times. Students may prevent disclosure of this and other personally identifiable information by completing the necessary form available from the Registrar's Office. This request is only valid for the current academic year and must be re-filed each year as desired.
- **ELECTRONIC COPIES** of many forms (PDF files) are available on the **K Drive/Course Info/Registrar Forms**.
- **FERPA AND DIRECTORY OF RECORDS:** See separate policy.

## STUDENT HEALTH INSURANCE ABBOTT HOUSE, 2<sup>ND</sup> FLOOR

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:

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

**\*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](mailto:finaid@vermontlaw.edu).

Any questions can be directed to Angela Carpenter at [acarpenter@vermontlaw.edu](mailto:acarpenter@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.

## TECHNOLOGY DEPARTMENT (IT) CHASE ANNEX, 2<sup>ND</sup> FLOOR

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

VLGS has adopted Microsoft Exchange/Outlook as the School's email system. Your VLGS email can be accessed from the VLGS network or anywhere you have Internet access. If you would like information or instructions for adding, syncing or accessing your VLGS email account from a personal device, please contact the IT Helpdesk at Ext.1355.

Ext. 1355	Bill Bonn, Audio/Video Technician
Ext. 1355	Matthew Corron, IT Helpdesk Technician
Ext. 1353	Alex Dubreuil, Network Administrator
Ext. 1352	Lori Dubreuil, Web Manager
Ext. 1355	Kyle Rice, Help Desk Manager and System Administrator
Ext. 1348	Oscar Treviño, Director of Information Technology
Ext. 1301	Derek Weaver, Data Systems Analyst
Ext. 1335	Mathias Whitney, IT Helpdesk Intern



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

### **JACOBS HOUSE, 2<sup>ND</sup> 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 to implement and enforce environmental laws and regulations, as well as policymakers and educators to develop the next generation of environmental advocates. We therefore continue to work with our partners throughout Asia to enhance public participation in environmental decision-making and educate various stakeholders through advocacy, policy reform, research, capacity building, and student opportunities.

Ext. 1342	Claire Andrews, Program Coordinator
Ext. 1382	Siu Tip Lam, Director and Associate Professor of Law
Ext. 1077	Wenfang Liang, LLM Fellow
Ext. 1050	Yanmei Lin, Associate Director and Senior Research Professor

### **VERMONT IMMIGRANT ASSISTANCE CLINIC (VIA) 162 ST. PAUL ST., BURLINGTON, VT AND CENTER FOR LEGAL STUDIES, 2<sup>ND</sup> FLOOR; 190 CHELSEA STREET, SOUTH ROYALTON, VT**

The Vermont Immigrant Assistance Clinic works to protect the legal interests of immigrants and refugees in Vermont. VIA's legal service offerings include immigration help for survivors of gender violence, trafficking, and other crimes in the U.S.; survivors of torture and persecution abroad; individuals seeking asylum for fear of future persecution if removed; and other community members at imminent risk of removal. Students enrolled in VIA will work alongside skilled practitioners to represent noncitizen Vermonters in their immigration matters, including representation before the Boston Immigration Court, interviews before United States Citizenship and Immigration Service (USCIS), drafting motions and legal briefing for the Immigration Court and Board of Immigration Appeals (BIA), preparing witnesses for direct and cross examination, and more. Other opportunities include policy work at the state and local level; community-based legal presentations, and advocacy for detained immigrants. VIA is located in Burlington and South Royalton, Vermont. Students can choose to work at either location.

Ext. 1500	Sharon Mee, Office Manager
Ext. 1500	Amanda Murphy, Program Coordinator
Ext. 1500	Jill Rudge JD'16, Lead Attorney and Assistant Professor of Law
Ext. 1500	Brett Stokes, Staff Attorney and Visiting Professor

### **VETERANS LEGAL ASSISTANCE PROJECT (VLAP) CENTER FOR LEGAL STUDIES, 2<sup>ND</sup> FLOOR; 190 CHELSEA ST., SOUTH ROYALTON, VT**

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. VLAP also handles general civil matters such as SSI/SSDI benefit appeals, consumer bankruptcy matters, 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 court.

Ext. 1500	Donald Hayes JD'10, Project Director and Professor of Law
Ext. 1500	Sharon Mee, Office Manager
Ext. 1500	Amanda Murphy, Program Coordinator

# FEDERAL WORK STUDY PAYROLL SCHEDULE

AUGUST 2022 TO SEPTEMBER 2023

CHECK DATE	PAY PERIOD BEGINS	PAY PERIOD ENDS	SUBMIT DATE
SUNDAY	SATURDAY	FRIDAY	WEDNESDAY
		By 9 a.m.	
7/29/22	7/9/22	7/22/22	7/27/22
8/12/22	7/23/22	8/5/22	8/10/22
8/26/22	8/6/22	8/19/22	8/24/22
9/9/22	8/20/22	9/2/22	9/7/22
9/23/22	9/3/22	9/16/22	9/21/22
10/7/22	9/17/22	9/30/22	10/5/22
10/21/22	10/1/22	10/14/22	10/19/22
11/4/22	10/15/22	10/28/22	11/2/22
11/18/22	10/29/22	11/11/22	11/6/22
12/2/22	11/12/22	11/25/22	11/30/22
12/16/22	11/26/22	12/9/22	12/14/22
12/30/22	12/10/22	12/23/22	12/28/22
1/13/23	12/24/22	1/6/23	1/11/23
1/27/23	1/7/23	1/20/23	1/25/23
2/10/23	1/21/23	2/3/23	2/8/23
2/24/23	2/4/23	2/17/23	2/22/23
3/10/23	2/18/23	3/3/23	3/8/23
3/24/23	3/4/23	3/17/23	3/22/23
4/7/23	3/18/23	3/31/23	4/5/23
4/21/23	4/1/23	4/14/23	4/19/23
5/5/23	4/15/23	4/28/23	5/3/23
5/19/23	4/29/23	5/12/23	5/17/23
6/2/23	5/13/23	5/26/23	5/31/23
6/16/23	5/27/23	6/9/23	6/14/23
6/30/23	6/10/23	6/23/23	6/28/23
7/14/23	6/24/23	7/7/23	7/12/23
7/28/23	7/8/23	7/21/23	7/26/23
8/11/23	7/22/23	8/4/23	8/9/23
8/25/23	8/5/23	8/18/23	8/23/23



# STUDENT ORGANIZATIONS

## STUDENT GROUP AND ORGANIZATION RECOGNITION

Vermont Law and Graduate School student organizations 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. Organizations 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 in Section III. Please note: first-year and Master's students are not eligible to serve in student group executive board positions.

### I. 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.
- B. Academic Moot Court Organizations and other academic organizations are generally recognized by the Vice Dean for Students and must designate a full-time instructional officer.
- C. Student Organizations, other than those covered in §I.A and I.B must be recognized by the Student Bar Association (SBA) in accordance with the criteria outlined in the SBA Bylaws below and the Director of Student Affairs.

Section 4.5 of the Student Bar Association Bylaws for Recognized Student Groups States that:

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 first week of April. Groups receiving academic credit from Vermont Law and 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.

#### A. Recognized Student Groups

1. A Recognized Student Group may:
  - a. Use the name "Vermont Law and Graduate School" in its title;
  - b. Be assigned space in Vermont Law and 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.
  - c. The SBA Secretary shall present the proposal to the Senate.
  - d. A majority vote of the Senate shall be required for recognition.

#### B. Funds Eligible Student Groups

1. Only a Recognized Student Group that has existed for sixteen weeks, excluding the summer term, may become Funds Eligible.
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.
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. A printed copy of their bylaws if amended since the previous submission.
  - d. List of members who attended the Waste Diversion Training.
  - e. 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.
6. Groups may maintain a webpage on the Vermont Law and Graduate School site.
7. Groups shall comply with the recommendations of the Waste Diversion Training. The SBA Executive Committee shall schedule the Waste Diversion Training session before the Second SBA meeting of the Fall Term. That training session must occur before October of that academic year.
8. Groups that are primarily athletically oriented for the exercise of physical activity for the contest of team members are exempt from the requirements under §§ 4.5(B)(3)(d), 4.5(B)(5)–(7) to remain funds eligible. The term “sports team” means its plain meaning, limited only to the conventional understandings of sport and team.

**C. Loss of Status**

1. Groups failing to comply with any duly distributed requirement from the Office 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. The Executive Committee will consider student groups annually by the first Regular Meeting of the Senate and decide groups to lose Funds Eligible status.
4. The Secretary shall inform the groups of their loss of status within seven (7) days of the Executive Committee's decision.
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 Secretary's notification to the group.
  - b. A Super Majority Yes Vote of the Senate is required to vacate the decision of the Executive Committee.

**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 Event Coordinator to review procedures, including publicity, and should plan and delegate publicity tasks early in the event planning process.

For more information, call the Communications Office at 802-831-1246 or e-mail Karen Henderson, [khenderson@vermontlaw.edu](mailto:khenderson@vermontlaw.edu).

**STUDENT BAR ASSOCIATION (SBA)**

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

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

**President**  
**Vice President of Student Affairs and Operations**  
**Vice President of Student Activities**  
**Treasurer**  
**Secretary**  
**Town Liaison**

Jessica Dunning JD'24  
 Leah Brenner JD'24  
 Darla Mariduena JD/MARJ'24  
 Christian Quigley JD/MARJ'24  
 Emilie Winter JD/MARJ'25  
 Amanda Di Dio JD/MELP'23



**Student Trustees**  
**ABA Representatives**  
**Honor Code Committee**

**Code of Conduct**

**Curriculum Committee**

**Faculty Appointments Committee**

**JD 2023 Senators**  
**AJD 2023 Senators**  
**JD 2024 Senators**

**JD 2025 Senators**  
**Master's Senator**  
**LLM Senator**

Chase Ford JD/MELP'24, James Brien JD'23  
To be elected in Fall 2022  
Alexandra Ellis JD'23  
2L member to be elected Fall 2022  
(runoff election)  
2L and 3L members to be elected in Fall 2022  
(runoff election)  
Ashlynn Bean JD'24, Bella Montoya JD'24  
2L member to be elected in Fall 2022  
(runoff election)  
To be elected in Fall 2022  
(runoff election)  
Boebin Park, Luis Gonzalez, Mason Fagotti  
Ben Montenegro, Jaeden Spitale  
Hope McLellan, Katherine Potter, Serena Nelson,  
Taylor Rush, Yanni DeCastro Felipe Gray  
To be elected in Fall 2022  
To be elected in Fall 2022  
To be elected in Fall 2022











# 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, and July 2022

## 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 and 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 (20%) percent 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. 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 for 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).

## **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 Professional 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 for 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](http://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.
- d. Transfer of Credits
  - (1) Transfer of credit to an academic institution other than Vermont Law and Graduate School is governed by the regulations of the other academic institution.
  - (2) Courses taken for credit by a student who has not matriculated into the Vermont Law and Graduate School JD program or 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. 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.
  - (3) 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.



- (4) 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.
- e. Non-degree students are required to pay tuition on a per credit basis.

## B. COURSE ENROLLMENT

### 1. COURSE LOAD IN THE JURIS DOCTOR (JD) DEGREE

- a. Fall and Spring Semesters  
The minimum course load is 10 credits per semester, and the maximum course load is 17 credits per semester.<sup>1</sup>
- b. Summer Session  
Except for students in the AJD program, the maximum course load is 11 credits. For students in the AJD program, the minimum course load for the first AJD summer is 12 credits and the maximum course load is 14 credits. The minimum course load in the second AJD summer is 10 credits, and the maximum course load is 14 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 for Students.
- e. A JD student may not voluntarily withdraw from a course without the written permission of the Vice Dean for Students if doing so reduces the student's course load to less than 10 credit hours.<sup>2</sup>
- f. A MELP, MERL, MFALP, MARJ or LLM student may not voluntarily withdraw from a course if doing so reduces the student's course load to less than the minimum required to remain in the program.
- g. A student may not withdraw from any course or seminar in the student's final semester.
- h. A student may not withdraw from an externship, a clinical offering, or General Practice Program course.
- i. Acceptance of an invitation to be a member of the *Vermont Law Review* or the *Vermont Journal of Environmental Law* is a commitment to serve until graduation. A student may not withdraw from the *Vermont Law Review* or the *Vermont Journal of Environmental Law* during any semester.

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

<sup>2</sup> Audited courses do not count toward this total.

A student who chooses not to enroll in any semester will receive a "Wd" on his or her transcript for that semester.

- j. No student may drop or add the South Royalton Legal Clinic, the Environmental Advocacy Clinic, the Environmental Justice Clinic, the Energy Clinic, Farmed Animal Advocacy Clinic, or the Food and Agriculture Clinic after the first day of classes. However, if the program is determined by the Clinic Director to be under enrolled, a student may add the course, with the Director's permission, within the first calendar week of classes.
- k. No student may drop or add the Legislative Clinic after the last day of classes of the fall semester.
- l. 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, drop, or voluntary withdrawal to be effective, written notice must be received by the Registrar before the close of office hours on the day indicated above.
- 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 an addition, drop, or voluntary withdrawal to be effective, written notice must be received by the Registrar before the close of office hours on the day indicated above.

#### **5. CHANGES AND WITHDRAWALS: ONLINE LEARNING PROGRAM**

For students taking online learning courses, the deadline to add a class is Friday at 12 p.m. Noon Eastern Standard Time (EST) of the week prior to the first day of classes. The drop period will end on Friday at 11:59 p.m. EST 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 for 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 for 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 <sup>3</sup>
A-	3.666
B+	3.333
B	3.000
B-	2.666
C+	2.333
C	2.000
C-	1.666
D+	1.333
D	1.000
F	0.000

Pass-Honors (no effect on average)	P-H
Pass (no effect on average)	P
Low-Pass (no effect on average)	L-P
Unexcused failure to complete course requirements including attendance, examinations, papers, etc.	F-Wd
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 for Students must approve whether a request for an incomplete meets this standard. The student is 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:

Bar Examination Skills and Tactics  
 Climate Justice Practicum  
 Deans Fellows  
 Energy Clinic  
 Environmental Advocacy Clinic  
 Environmental Justice Clinic  
 Food and Agriculture Clinic  
 Farmed Animal Advocacy Clinic  
 Foundations of Legal Analysis  
 International Practicum  
 JD Part-Time Externship  
 Judicial Externship  
 Judicial Externship Seminar  
 Legal and Policy Writing  
 Semester in Practice (SIP)  
 Semester in Practice Class  
 South Royalton Legal Clinic

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

#### **4. THE FOLLOWING COURSES ARE GRADED PASS/FAIL:**

Entrepreneurship and Legal Lab Practicum  
Legal Methods  
Legislative Clinic  
LLM Externships  
MARJ Externships  
MELP Externships  
MERL Externships  
MFALP Externships  
Practicum Trial Practice  
Transnational Environmental Law Practicum  
*Vermont Journal of Environmental Law*  
*Vermont Law Review*

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



## 7. DEGREES AND HONORS

- a. Degrees are awarded at the meetings of the Board of Trustees in the fall and winter and at the commencement held annually at the end of the spring semester. Students successfully completing degree requirements at other times may request a certificate of completion prior to the receipt of a diploma.
- b. Vermont Law 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:<sup>4</sup>

Cum laude	3.50
Magna cum laude	3.65
Summa cum laude	3.80

Honors are determined at the end of either the final semester or the semester immediately preceding the final semester.<sup>5</sup> If a student achieves a grade point average sufficient for honors at the end of the semester immediately preceding the final semester, the student will receive those honors even if the student's grade point average decreases in the final semester.

- c. Vermont Law and Graduate School grants the MELP, MERL, MFALP, MARJ, LLM in Environmental Law, LLM in Energy Law, LLM in Food and Agriculture Law, and LLM in American Legal Studies degrees with distinction for those students who achieve a GPA of 3.50 or higher upon completion of the program.
- d. Faculty members may designate on their faculty grading sheets the top 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, Law Review class, the Vermont Journal of Environmental Law class, or the classroom component of Externships or SIPs.

## D. EXAMINATIONS

1. Students should use the 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.
5. After an examination has been turned in, a faculty member may require of any student whose paper is found to be illegible that a typed copy of the examination be substituted for grading purposes. At the student's expense the student will be provided by the Registrar with a photocopy of the student's examination paper. The substitute copy of the examination, along with the typed copy, must be returned within ten days, or such shorter period designated by the faculty member. The typed copy must bear the signed certification of the student and typist that it is "an exact, true, and unedited copy of the original."
6. Take-home examinations may be given at the discretion of the instructor. Any examination extending beyond a full day (9 a.m. to 5 p.m.) is considered a take-home examination. The time for a take-home examination in a first-year course is determined by the instructor and the Registrar. Take-home examinations in other courses must be distributed no later than the first day and due by the close of business on the last day of regularly scheduled exams for the fall and spring final examination periods. Take-home examinations in summer school extend for the period designated by the Director of the Environmental Law Center or the Director's designee.

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<sup>4</sup> For students who matriculated in the JD program prior to May 1, 2015, the GPAs required for the award of a degree with Latin honors are as follows: cum laude 3.25, magna cum laude 3.50, and summa cum laude 3.75.

<sup>5</sup> In most situations, the student's "final semester" is the sixth semester so that honors may be earned either at the end of the fifth or the sixth semester.

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 for 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 for 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 for 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 for 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 for 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 for 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 for Students prior to the beginning of the examination period. (If the condition arises during the examination period, the student must contact the Vice Dean for Students or the Registrar as soon as possible within the examination period.) The Vice Dean for Students or the Registrar may require medical documentation of the temporary disability. The Registrar, in consultation with the Vice Dean for 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 for 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 for 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.

## 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 2.30.<sup>6</sup>

#### 2. COURSE REQUIREMENTS

- a. Of the 87 semester hours required for the degree, satisfactory completion of the following courses is required: Appellate Advocacy; Civil Procedure I and II; Constitutional Law; Contracts; Criminal Law; Legislation and Regulation; Evidence; Professional Responsibility;<sup>7</sup> Legal Research and Writing, Legal Writing II: Theory and Practice, Property, and Torts.<sup>8</sup>

First year classes are: Civil Procedure I and II; Torts; Contracts; Legal Research and Writing; Legal Writing II: Theory and Practice; Legislation and Regulation; Constitutional Law; Property; and Criminal Law. These classes must be completed by the of the student's fourth residential semester as a Juris Doctor candidate.

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

<sup>6</sup> For students who matriculated before May 2021, the required grade point average to be in good standing is 2.20.

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

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

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

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

- b. Satisfactory completion of the Advanced Legal Writing Requirement (AWR) is also a graduation requirement. A student must submit a written project which a regular faculty member determines would receive a grade of B or better were it the sole basis of grading in a course for two or more credits. The student may submit a project:
- (1) In satisfaction of any written requirement in any course or Independent Research Project which a regular faculty member has certified as meeting the provisions of the Advanced Legal Writing Requirement; or in completion of any project, whether or not submitted for academic credit, which a regular faculty member has certified as meeting the provisions of the Advanced Legal Writing Requirement.
  - (2) Every student must either satisfy the requirement prior to the beginning of the student's sixth semester<sup>9</sup> or file with the Registrar a statement approved by a regular faculty member setting forth the particulars of the project which the student intends to complete to satisfy the requirement.
  - (3) PURPOSE: The purpose of the Advanced Legal Writing Requirement is to provide each student with an opportunity to enhance his or her writing skills on a more sophisticated project than is afforded in the first year and appellate advocacy writing programs, preferably in an area of law of his or her choosing, and with the assistance of detailed and individualized feedback from a member of the faculty. Close interaction between student and instructor is considered essential to the success of this requirement, the focus of which should include the substantive content of the student's work, the quality of his or her writing, and the process by which the student organizes and develops ideas, conducts research, and writes.
  - (4) GENERAL GUIDELINES: The following guidelines set forth the criteria to be used generally in designing a student's project and in structuring faculty supervision of the project. Both faculty and students are urged to abide by these guidelines except where special circumstances, which allow the goal of the AWR program to be served in some other way, justify variance from them. In this connection, the fact that an AWR project is written in conjunction with a seminar does not, without more, justify departure from these guidelines.
    - (a)Genre: A project need not culminate in any particular genre of legal writing to be satisfactory. Such diverse projects as law review articles, advanced moot court briefs, seminar papers, proposed statutes with comment, or other projects might serve as appropriate vehicles for demonstrating one's competence for Advanced Legal Writing. The determinative criteria are the project's requirements for research, analysis, and writing.
    - (b)Length: No particular length is required, although most projects have been in the range of 20 to 30 pages. In any event, the length should be such that the student is required to demonstrate such fundamental writing skills as grammar, syntax, organization, clarity of expression, and ability to present fully the message of the project in a well-reasoned fashion.
    - (c)Drafts: Each project should require, in addition to the final draft, at least one detailed outline and one preliminary draft, or two preliminary drafts of the final product. In addition, the student and the faculty supervisor should complete a written evaluation at the end of the term, focusing on the quality of the student's work, on improvement in the student's skills, and on the quality of the learning process. Outlines, if required, and preliminary and final drafts should be reviewed and critiqued by the

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

certifying faculty member. The final product should reflect consideration of the comments and critiques of the faculty member.

(d) Collaborative Efforts: Some projects may involve the collaborative efforts of two or more students. In such instances, the individual student must be able to identify his or her contributions to the research, analysis, and writing incorporated in the drafts and final project. The certifying instructor should take such steps as he or she deems necessary to ensure that each student within the group has demonstrated competence in research, analysis, and writing.

(e) Meeting: Every faculty supervisor and student may expect each other to be available for a minimum of four face-to-face meetings during the semester to discuss the student's project.

(f) Supervision: Faculty supervision should be directed at improving the student's skills in the following areas, the attention paid to each item to be a function of the student's individual needs: (i) fundamentals of writing (grammar, syntax, organization, and clarity of expression), (ii) legal analysis, (iii) legal research and (iv) capacity for self-reflection and self-evaluation on both the quality of the student's work and the process of learning involved in the project.

(g) Supervision by Adjuncts: Adjunct faculty, other than individuals who are full-time employees of Vermont Law and Graduate School, may not supervise an advanced legal writing project unless (1) the project is done in satisfaction of course requirements in a course taught by the adjunct that the Vice Dean for Students has approved in advance of the semester in which it is offered as appropriate for advanced legal writing credit, or (2) the Vice Dean for Students approves the specific project in advance of commencement of the project. In all such cases, the student must draft, and the adjunct faculty supervisor and the Vice Dean for Students approve, a contract for the project containing the information required for independent legal research projects.

c. Satisfactory completion of the 1L Preliminary Bar Examination is also a graduation requirement. A student must sit for the Preliminary Bar Examination no later than the first week of the beginning of the student's second fall semester enrolled at VLGS. A student shall have satisfactorily completed this requirement under either of the following:

- (1) The student earns a passing score on three of the seven sections of the Preliminary Bar Examination no later than the first week of the beginning of the student's second fall semester enrolled at VLGS with at least one passing score on a multiple choice section and one on a writing section; or
- (2) If a student does not meet the requirements of subsection (1), the student must (a) meet with the Director of the Academic Success Program or the Director's designee two times following the Preliminary Bar Examination, (b) sit for the Preliminary Bar Examination a second time during the student's second spring semester, and (c) enroll in either one additional bar course or the Bar Exam Skills and Tactics course.

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

### **3. NON-LAW COURSES AND COURSES NOT APPROVED FOR JD CREDIT**

- a. Except as provided in subsection 3.b. below, JD students may enroll in only one non-law course. Credits so earned will be applied toward the 87 semester hours required for the Juris Doctor degree.
- b. JD students may enroll in non-law courses in any joint or dual degree program or exchange program as approved by the faculty or the Committee on Standards.<sup>10</sup>
- c. JD students may enroll only in courses approved for JD credit.

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<sup>10</sup> The number of credits of non-law courses may be different depending on the joint or dual degree or exchange program. Students pursuing any of these programs should consult with the Vice Dean for Faculty or the Vice Dean for Students or their designee.



#### 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 is 10 hours per semester, and the maximum course load is 17 hours per semester.<sup>11</sup>
- b. Although there is no per semester “classroom hour” requirement, students must in the course of six semesters complete a minimum of 64 credits of course work requiring attendance at regularly scheduled class sessions. For purposes of calculating attendance at regularly scheduled class sessions, all work done in connection with enrollment in the South Royalton Legal Clinic (SRLC), the Environmental 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 Cergy-Pontoise Faculty of Law, 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 and the Vermont Journal of Environmental Law
- (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).<sup>12</sup>
  - (1) A student may extend this time period to four years (eight semesters) by taking a reduced course load or pursuing an extended scheduling option.
  - (2) A student may also extend this time period by requesting a leave of absence. Except as provided in regulation III.A.7.g. with respect to students in the Accelerated JD program, the Registrar may grant leaves of absence, other than medical leaves of absence, for two semesters; all other requests for leaves of absence, other than medical leaves of absence, must be addressed to the Committee on Standards. The Vice Dean for 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 first year 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 may not extend the period of study to obtain the JD degree beyond seven years from the date of matriculation.

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

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

- 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.)

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 first year curriculum during the fall and spring semesters following the first AJD summer session.
- d. Course Load Requirements:
  - (1) The minimum course load for the first AJD summer session is 12 credits and the maximum is 14.
  - (2) The minimum course load for the second AJD summer session is 10 credits and the maximum is 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.<sup>13</sup>
- f. GPA Requirement: Students who begin the AJD program in the fall or spring semester must achieve a 3.0 GPA at the end of the fall semester in order to remain in the accelerated program. 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.

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

- 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 for 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 I and II; 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, VJEL 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, grades, 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 extern-

ships will not transfer. The courses taken, grades, and total credits earned, other than Pass/Fail and externships grades, will be recorded on the student's Vermont Law 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. A student 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. A student will not be granted credit for courses completed prior to the student's matriculation as a candidate for the JD degree at an ABA-approved law school.

#### **10. EXCHANGE PROGRAMS WITH ABA-APPROVED LAW SCHOOLS**

- a. Vermont Law 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 for 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 for 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 for Students or the Registrar prior to registering for courses at the host institution.

#### **11. UNDERGRADUATE TRANSCRIPT REQUIREMENTS**

- a. All students must submit an official undergraduate transcript with their undergraduate degree conferred no later than October 1st following their matriculation into the Juris Doctor degree program. Failure to submit an official transcript with an undergraduate degree conferral date may result in an immediate dismissal from the Juris Doctor program.
- 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 fourth, fifth or sixth semester.<sup>14</sup> Ordinarily, a student with a GPA below 2.4 will not be allowed to enroll.
3. Students are permitted to enroll in clinical courses after satisfactory completion of 28 credits.
4. All clinics and externships are limited enrollment courses with enrollment and application procedures established for each program.
5. A student may not:
  - a. Enroll in more than one clinic or externship course in any one semester;
  - b. Enroll in a clinic or externship course that substantially repeats the experience gained in the same or another clinic or externship course;
  - c. Except for a part-time JD externship, enroll in the same experiential course more than once;<sup>15</sup>
  - d. Enroll in an externship program with the same mentor or at the same site at which the student has been placed as an extern, had an employment relationship or has worked as a volunteer unless the program will provide a qualitatively different or broader learning experience than the student has had as a volunteer or an employee;
  - e. Enroll in a clinic or externship that presents a significant possibility of a conflict of interest based on the student's enrollment in a different clinic or externship, the student's prior or current employment relationship, or the student's prior or current work as a volunteer, unless the conflict can be effectively managed by the clinic or externship;
  - f. Extern under the supervision of mentors not admitted to practice law. This requirement applies whether the mentor is working in a governmental agency, non-profit organization, private law firm, for-profit corporation, or as a judge. The only exception is in the fields of lobbying or policy work. For those externships, the mentor must have a law degree but need not be actively licensed to practice law; or
  - g. Receive compensation for work performed in an externship course for which academic credit is granted, unless the Director of JD Externship Program determines that compensation is not likely to diminish the educational experience.
6. Joint degree and dual degree students must receive prior approval from the joint degree or dual degree program Director, or the Director's designee, in addition to the full-time externship program Director's approval, before enrolling in a full-time externship program.
7. The number of credits available for a part-time externship shall be determined by the externship Director, or Director's designee, in consultation with the mentor at the time of approval of the externship. Any number of credits from four to eight may be set, depending upon the amount of student time required by the project and upon approval of the Director or her designee and mentor, such credit to be figured at the rate of three hours of student time per week per credit.

## C. INDEPENDENT RESEARCH PROJECTS

### 1. GOALS

- a. To allow the participating student to engage in intensive research in an area of the law in which the participating student has a particular interest.
- b. To give the participating student experience in completing a major piece of legal writing.
- c. To encourage a faculty-student learning experience on a highly individualized basis by providing close supervision of the participating student by a faculty member in both the research and writing stages.

### 2. BASIC ELIGIBILITY REQUIREMENTS

- a. Any student may undertake an Independent Research Project in any semester during his or her second or third year of studies.

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

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



- 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 for Faculty or the Vice Dean's designee.
- d. Requirements of filing a form for the contract are as follows:
  - (1) A copy of the contract, bearing the signature of the student and the faculty sponsor, shall be filed in the Registrar's Office by the student no later than the deadline for adding courses to student schedules for the semester. If a student fails to file the contract with all required signatures by this deadline, the Registrar will delete the Independent Research Project from the student's registration.
  - (2) Contracts without a sponsor currently holding the rank of 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 for 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 for the semester in which the independent study is to be completed.

### **4. REQUIREMENTS CONCERNING THE INDEPENDENT RESEARCH PAPER**

- a. A student taking part in the Independent Research 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-.

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

## **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 deci-

sion 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 for Students unless the adjunct faculty member is a full-time employee 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**

If the student and sponsor agree, the Directed Study may satisfy the Advanced Legal Writing Requirement. In this case, the method of assessment must satisfy the requirements of the AWR in regulation III.A.2.b. including the requirement that the written product would receive a grade of B or better were it the sole basis of grading a course for two or more credits.

A Directed Study may not be used to satisfy any other 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, the student's cumulative average is between 1.5 and 2.30,<sup>16</sup> 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 2.30.
- 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 the following courses to obtain the JD degree: Corporations, Criminal Procedure or Constitutional Criminal Procedure, and Bar Exam Skills and Tactics (BEST). Students shall take 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 for Students, the Director of Academic Success, or their Designee.
- d. A student who is on academic probation is not permitted to run for election to, or serve on the executive board of, the Student Bar Association. A student who is on academic probation is not permitted to run for election to, or serve in a leadership position (such as an officer or chair) of, any other co-curricular or 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 a full-time Semester in Practice or externship 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 1.50; or
  - (3) the student's cumulative average at the end of the second, third, fourth, or fifth semesters is below 1.90; or
  - (4) the student has a semester grade point average of less than 1.67 in any two semesters; or
  - (5) the student's cumulative average is below 2.30 at the end of any semester and if, at the end of any previous semester, the student was placed on academic probation;
  - (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; or
  - (8) the student has failed to provide all required official transcripts prior to October 15th, for students matriculating in the fall, or within four weeks of the date classes begin for students matriculating at any other time.
- 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.

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<sup>16</sup> 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. Except as provided in subsection 3.c., a student who is academically dismissed cannot petition the Committee on Standards for readmission earlier than one year after the date of academic dismissal. The Committee will grant readmission only if it finds that the student has satisfactorily addressed the factors that contributed to the academic dismissal. If the Committee grants a petition for readmission, it may impose any conditions such as retaking some or all of the first-year courses, taking a reduced course load, or taking specific courses. This regulation may not be waived by the Committee on Standards.

#### **4. FOR PURPOSES OF REGULATIONS, III.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. If the student is placed in EIS after the first semester, they must take Legal Methods in place of one doctrinal class in the second semester. The student must meet with the Vice Dean for Students, the Director of Academic Success, or their designee, to determine what course to omit in the second semester. 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 the following courses to obtain the JD degree: Corporations, Criminal Procedure or Constitutional Criminal Procedure, and Bar Exam Skills and Tactics (BEST). Students shall take BEST during their last semester.
- c. 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.
- d. 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 a full-time externship 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 students whose final semester ends in May, August, or December of the same calendar year being ranked as one cohort. Completion date is the end of the semester in which the student has completed all degree requirements.
- b. With the exception of JD students in the Extended Scheduling Option, JD students will be ranked at the completion of the fall semester of their first year. Extended Schedule JD students will be ranked at the completion of the fall semester of their second year. Students will be ranked based on anticipated completion date.
- c. Class rank calculated at the end of the spring semester in the year<sup>17</sup> of completion of degree requirements is final even if the student does not complete the degree requirements until the end of summer or fall semester of that year.
- d. Class rank for a semester will not be recalculated at any time, including after completion of academic work for which the student has received a grade of I (temporarily excused from completion of a requirement), after a student has retaken a course in which the student had earned a final grade of D or lower, or after completion of all degree requirements at the end of summer or fall.

#### **7. DEAN'S LIST**

"Dean's List" will be noted on the transcript for each semester that a JD student achieves a semester

<sup>17</sup> For purposes of this regulation, "a year" refers to a calendar year not an academic year.



grade point average of 3.33 for the satisfactory completion of at least 10 graded credits.

#### **8. THE LEARNED HAND AWARD FOR ACADEMIC EXCELLENCE**

This award is given to the JD student with the highest cumulative grade point average at the end of the spring semester who has completed either five or six semesters.

### **IV. MASTER'S DEGREE PROGRAMS**

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

The provisions in regulations IV.A., IV.B., IV.C. and IV.D. apply to the MELP, MERL, MFALP, and MARJ 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 minimum of 30 credits is required for each master's degree. These credits must be selected from courses approved for the specific master's degree program. A cumulative grade point average of 2.30 is required for successful completion of a master's degree.

a. Master's-only Students:

- (1) To satisfy the 30-credit requirement, a student must take a minimum of 24 credits at Vermont Law and Graduate School. A master's student may take a maximum of 36 credits selected from courses approved for the specific master's program for completion of the degree; however, if a student has reached 30 credits and satisfied all degree requirements at the end of any semester, the degree must be awarded.
- (2) For students taking residential classes, the minimum course load is six credits per semester for full-time students. The maximum course load is 14 credits per semester. The maximum course load for summer session is 11 credits.

No exceptions are allowed other than with the prior written approval of the appropriate Program Director or the Director's designee.

- (3) 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.

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 usually enter the master's program in the summer or fall semesters only. The appropriate Program Director shall have the discretion to allow students to enter the master's program in the spring semester.
- c. Online learning students may enter the master's program in any term offered throughout the academic year.

##### **4. TRANSFER OF CREDITS**

A student enrolled in a master's program may be granted credit for summer or regular semester courses satisfactorily completed at an ABA-approved law school or at another accredited graduate school. A student may transfer a maximum of six such credits to the master's program with the approval of the appropriate Program Director or the Director's designee. Before granting such approval, the Director or his or her designee must determine that the course is offered at the graduate level and that the course is relevant and important to the student's overall program of study. Courses eligible as transfer credit include only those courses with specific 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 or AACRAO evaluation. Grades from transferred courses, other than Pass/Fail and externship grades, will be noted on the student's transcript but will not be used in computing the student's grade average. Once a student has enrolled as a degree candidate, prior approval must be obtained from the 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 Program Director or Director'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 Professional Certificate may transfer a maximum of six credits into the degree program. Grades from transferred courses earned will be used in computing the student's grade average.

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

## **7. ADD/DROP AND WITHDRAWAL POLICIES**

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

# **B. EXTERNSHIPS**

## **1. OBJECTIVES**

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

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

#### **4. PROCEDURES FOR ENROLLING IN A MASTER'S EXTERNSHIP**

- a. Fill out the application in its entirety, including all signatures. The application is available on the VLGS website.
- b. Submit the fully executed contract to the Director of the Master's Externship Program for approval of the externship opportunity.
- c. All fully executed contracts must be submitted to the Director of the Master's Externship Program by the first day of classes of the semester in which the student will be doing their externship.
  - (1) The contract, once submitted to the Director of the Master's Externship Program, will be copied and distributed to the Mentor and the Faculty Supervisor.
  - (2) Students who do not submit final, signed contracts by this deadline will not be enrolled in the master's externship and will not receive credit for their work.
- d. The Director of the 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 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 Program Director or the Director's designee.

### **D. DIRECTED STUDY**

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

### **E. GRADES AND ACADEMIC STANDARDS**

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

#### **1. GOOD STANDING**

To be in good academic standing, a student must 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 PROBATION<sup>18</sup>**

- 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 Program Director or the Director's

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

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
  - (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 semester<sup>19</sup> on academic probation if the student's grade point average for the first semester on academic probation, if repeated for the second semester on academic probation with a credit load of 12 credits, is sufficient to achieve the required cumulative average of 2.30 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 ENVIRONMENTAL LAW AND POLICY DEGREE (MELP)

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

- a. MELP students must satisfy the following requirements<sup>21</sup>:
- b. In addition to the above, each student must satisfactorily complete at least three of the following five core courses:

REQUIREMENT	COURSES THAT SATISFY THE REQUIREMENT
<b>Natural Resources Law</b>	
ENV5235	Natural Resources Law (3)
<b>Environmental Science</b>	

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

<sup>20</sup> 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 Guide lines for the online learning program to ensure that all graduation requirements are met.

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

ENV5112	Science for Environmental Law (3)
ENV5430	Ecology (3)
<b>Environmental Economics</b>	
ENV5220	Environmental Economics and Markets (3)
ENV5229	Environmental Issues in Business Transactions (2)
ENV5235	Environmental Governance and the Private Sector
<b>Environmental Ethics</b>	<b>(minimum of 2 credits)</b>
CLI9318	Environmental Justice Clinic
CLI9319	Climate Justice Practicum (4)
CLI9348	Advanced Environmental Justice Clinic
CLI9349	Advanced Climate Justice Practicum (4)
DIV7628	Indian Tribes as Governmental Stewards of the Environment (2)
ENV5305	Environmental Ethics Seminar (2)
ENV5310	Environmental Health Law (2)
ENV5315	Toxic Exposure and Health (1)
ENV5375	Global Energy Justice (2)
ENV5383	Food Justice and Sustainability (2)
ENV5385	Global Food Security (2)
ENV5406	Animal Rights Jurisprudence (2)
ENV5408	The Law of Animals in Agriculture (3)
ENV5412	Biodiversity Protection (2)
ENV5422	Animal Welfare Law (2)
ENV5446	Environmental Justice (2)
ENV5478	Global Food Security and Social Justice (3)
ENV5480	Environmental Crimes (2)
JUR7330	Moral Philosophy for Professionals (2)
JUR7333	Animal Law and Ethics (3)
RSJ7342	Environmental Restorative Justice (3)
<b>Dispute Resolution</b>	<b>(minimum of 2 credits)</b>
ADR6410	Alternative Dispute Resolution (3)
ADR6415	Environmental Dispute Resolution (3)
ADR6405	Arbitration (2)
ADR6412	Mediation (2)
ADR6413	Mediation Advocacy (2)
ADR6420	Negotiation (2)
ADR6450	Advanced Dispute Resolution Writing Seminar (2)
INT7450	International Investment Arbitration (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.



- 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)
ADR6425	Interviewing, Counseling and Negotiation (3) <i>(JD students only)</i>
ADR6450	Advanced Dispute Resolution Writing Seminar (2)
BUS6262	Social Enterprise Law (2)
BUS6305	Nonprofit Organizations (3)
BUS6350	Nonprofit Management (2)
CLI9302	Environmental Advocacy Clinic
CLI9318	Environmental Justice Clinic
CLI9319	Climate Justice Practicum (4)
CLI9323	Advanced Environmental Advocacy Clinic
CLI9348	Advanced Environmental Justice Clinic
CLI9349	Advanced Climate Justice Practicum (4)
CLI9405	Advanced Dispute Resolution Clinic (4)
CLI9427	Energy Clinic (3)
CLI9428	Food and Agriculture Clinic (6)
CLI9429	CAFS Clinic Seminar (2)
CLI9437	Advanced Energy Clinic (6)
DIV7620	Native Americans and the Law (3)
DIV7628	Indian Tribes as Governmental Stewards of the Environment (2)
ENV5105	Administrative Law (3)
ENV5108	Introduction to Agriculture and Food Law and Policy (3)
ENV5112	Science for Environmental Law (3)
ENV5115	Environmental Law (3)
ENV5125	Land Use Regulation (3)
ENV5205	Air Pollution (3)
ENV5209	The Law of Toxics and Hazardous Substances (3)
ENV5210	CERCLA Liability and Cleanup (2)
ENV5212	Climate Change and the Law (3)
ENV5214	Climate Change Mitigation (3)
ENV5218	International Climate Change Law (COP) (3)
ENV5220	Environmental Economics and Markets (3)
ENV5223	Environmental Governance in the Developing World (2)
ENV5226	Energy Law and Policy in a Carbon-Constrained World (3)
ENV5228	Energy Regulation, Markets and the Environment (3)

ENV5230	Global Energy Law and Policy (2)
ENV5235	Natural Resources Law (3)
ENV5238	Global Sustainability Field Study (1)
ENV5239	Land Transactions and Finance (3)
ENV5245	Water Resources Management (3)
ENV5246	Water Quality (3)
ENV5250	Watershed Management (3)
ENV5303	Advanced Energy Writing Seminar (2)
ENV5304	Comparative Environmental Law Research (2)
ENV5305	Environmental Ethics (2)
ENV5310	Environmental Health Law (2)
ENV5315	Toxic Exposure and Health (1)
ENV5324	Conservation Agriculture Policy (1)
ENV5335	Extinction and Climate Change (2)
ENV5336	Climate Change, Extinction and Adaptation (3)
ENV5342	Legal Adaptations to Global Warming Impacts (2)
ENV5343	Climate Change Adaptation in Human Systems (3)
ENV5344	Alternative Fuels and Renewable Energy (3)
ENV5346	New Frontiers in Environmental Policy (2)
ENV5349	Regulating the Marine Environment (2)
ENV5350	Risk Assessment (3)
ENV5353	Green Finance: Investment Strategies (3)
ENV5365	Climate Change: the Power of Taxes (2)
ENV5375	Global Energy Justice (2)
ENV5378	Land Use and Racial Justice (3)
ENV5380	Food Regulation and Policy (3)
ENV5381	Local Farm and Food Law in Practice (3)
ENV5383	Food Justice and Sustainability (2)
ENV5401	Agriculture and the Environment (3)
ENV5405	Ecosystem Conservation Strategies (2)
ENV5406	Animal Rights Jurisprudence (2)
ENV5408	Law of Animals in Agriculture (3)
ENV5410	The Farm Bill (2)
ENV5411	Federal Regulation of Food and Agriculture (3)
ENV5412	Biodiversity Protection (2)
ENV5362	Representing Farmers and Food Producers (3)
ENV5422	Animal Welfare Law (2)
ENV5423	Ocean and Coastal Law (3)
ENV5425	Clean Transportation Law and Policy (2)
ENV5430	Ecology (3)

ENV5446	Environmental Justice (2)
ENV5449	Environmental Litigation Workshop (2)
ENV5462	Public Lands Management: Montana Field Study (3)
ENV5468	Oil and Gas Production and the Environment (2)
ENV5469	Oil and Gas Development and the Environment (3)
ENV5472	Law of Ecosystem Management (2)
ENV5474	Land Conservation Law (2)
ENV5478	Global Food Security and Social Justice (3)
ENV5480	Environmental Crimes (2)
ENV5479	Law and Policy of Local Food Systems (3)
ENV5497	End Use Energy Efficiency (2)
ENV5500	Environmental Aspects of Business Transactions (2)
ENV5510	Three Essentials of the Electric Grid (1)
ENV5521	Earth Law (2)
ENV5535	Transnational Environmental Practicum (4)
ENV5540	Public Health and Food and Agriculture Policy (2)
ENV5547	Energy Efficiency Law and Policy (3)
ENV5561	Environmental Enforcement and Compliance (2)
ENV5564	Peace, War and the Environment (2)
INT7412	Law of the European Union (2)
INT7413	European Union Law Trento (3)
INT7421	International Environmental Law (3)
INT7435	International Law of Food (2)
INT7440	Comparative U.S.-China Environmental Law (2)
INT7446	International Trade and the Environment (2)
INT7450	International Investment Arbitration and the Environment (2)
JUR7307	Culture and the Environment (2)
JUR7330	Moral Philosophy for Professionals (2)
JUR7333	Animal Law and Ethics (3)
PUB7510	Legislation (3)
PUB7525	Legislative Clinic (10)
PUB7585	State and Local Governance and Finance (3)
RSJ7342	Environmental Restorative Justice (3)
WRI7380	Advanced Environmental Legal Research (1)

## 2. EXTERNSHIPS

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

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

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

- a. MERL students must satisfy the following requirements:

REQUIREMENT	COURSES THAT SATISFY THE REQUIREMENT
<b>Energy Law and Policy</b>	
ENV5226	Energy Law and Policy in a Carbon-Constrained World (3)
<b>Energy Regulation</b>	
ENV5228	Energy Regulation, Markets and the Environment (3)
<b>Environmental Economics</b>	
ENV5220	Economics and Markets (3)
<b>Legislation and Regulation Survey</b>	
REQ7186	Regulation and Legislation Survey (3)
<b>Project/Writing Requirement</b>	
	Independent Research Project or AWR (on an energy topic)
	MERL Externship (4–10)
	Participation in the Institute for Energy and the Environment research associate program
CLI9302	Environmental Advocacy Clinic (on an energy topic)
CLI9318	Environmental Justice Clinic (on an energy topic)
CLI9319	Climate Justice Practicum (4) (on an energy topic)
CLI9323	Advanced Environmental Advocacy Clinic (on an energy topic)
CLI9348	Advanced Environmental Justice Clinic (on an energy topic)
CLI9349	Advanced Climate Justice Practicum (4) (on an energy topic)
CLI9427	Energy Clinic (3-6)
CLI9437	Advanced Energy Clinic (3-6)
ENV5303	Advanced Energy Writing Seminar (2)
ENV5535	Transnational Environmental Practicum (4) (on an energy topic)
WRI7301	Advanced Writing Seminar
<b>Energy Electives</b>	<b>(minimum of 6 credits)</b>
ENV5230	Global Energy Law and Policy (2)
ENV5238	Global Sustainability Field Study (1)
ENV5344	Alternative Fuels and Renewable Energy (3)
ENV5375	Global Energy Justice (2)
ENV5425	Clean Transportation Law and Policy (2)
ENV5468	Oil and Gas Production and the Environment (2)
ENV5469	Oil and Gas Development and the Environment (3)
ENV5497	End Use Energy Efficiency (2)

<sup>22</sup> 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 distance learning program to ensure that all graduation requirements are met.

ENV5550	Renewable Energy Project Finance and Development (2)
ENV5510	Three Essentials of the Electric Grid - Engineering (1)
ENV5511	Three Essentials of the Electric Grid - Business (1)
ENV5512	Three Essentials of the Electric Grid - Legal (1)
ENV5547	Energy Efficiency Law and Policy (3)

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

## 2. EXTERNSHIPS

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

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

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

- a. MFALP students must satisfy the following requirements

REQUIREMENT	COURSES THAT SATISFY THE REQUIREMENT
<b>Required Courses</b>	
ENV5180	Introduction to Agriculture and Food Law Policy (3)
REQ7186	Legislation and Regulation Survey (3)
ENV5122	Communications, Advocacy and Leadership (3)
<b>Food and Agriculture Electives</b>	<b>(minimum of 9 credits)</b>
ENV5245	Water Resources Law (3)
ENV5238	Global Sustainability Field Study (1)
ENV5324	Conservation Agriculture Policy (1)
ENV5381	Local Farm and Food Law in Practice (3)
ENV5362	Representing Farmers and Food Producers (2)
ENV5378	Land Use and Racial Justice (3)
ENV5380	Food Regulation and Policy (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)

<sup>23</sup> 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.



ENV5422	Animal Welfare Law (2)
ENV5472	Law of Ecosystem Management (2)
ENV5478	Global Food Security and Social Justice (3)
ENV5479	Law and Policy of Local Food Systems (3)
ENV5540	Public Health and Food and Agriculture Policy (2)
ENV5307	Animals and the Law (3)
ENV5246	Water Quality (3)
ENV5902	Forestry Policy and the Law (2)
INT7446	International Trade and the Environment (2)
INT7435	International Law of Food (2)
<b>General Electives</b>	<b><i>(minimum of 3 credits)</i></b>
ENV5105	Administrative Law (3)
ENV5115	Environmental Law (3)
ENV5125	Land Use Regulation (3)
ENV5212	Climate Change and the Law (3)
ENV5235	Natural Resources Law (3)
ENV5349	Regulating the Marine Environment (2)
ENV7380	Advanced Environmental Legal Research (1)
ENV5239	Land Transactions and Finance (3)
ENV5446	Environmental Justice (2)
ENV5474	Land Conservation Law (2)
ENV5310	Environmental Health Law (2)
ENV5423	Ocean and Coastal Law (3)
<b>Experiential/Writing Requirement</b>	<b><i>(at least one of the following; zero credit minimum)</i></b>
	Independent Research Project or AWR (on a food/agriculture topic) (1-6)
	MFALP externship (4-10)
	Semester in Practice in food/agriculture law and policy (12)
	Center for Agriculture and Food Systems research associate program
CLI9428	Food and Agriculture Clinic (4)
CLI9302	Environmental Advocacy Clinic (on a food/agriculture topic)
CLI9318	Environmental Justice Clinic (on a food/agriculture topic)
CLI9319	Climate Justice Practicum (4) (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)
CLI9349	Advanced Climate Justice Practicum (4) (on a food/agriculture topic)
ENV5535	Transnational Environmental Practicum (4) (on a food/agriculture topic)
ENV5301	Advanced Food Writing Seminar (2)
WRI7301	Advanced Writing Seminar (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. 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.

## I. MASTER OF ARTS IN RESTORATIVE JUSTICE (MARJ)

### 1. REQUIRED CURRICULUM

- a. MARJ students must satisfy the following requirements:

REQUIREMENT	COURSES THAT SATISFY THE REQUIREMENT
<b>Required Courses</b>	
RSJ7115	Principles of Restorative Justice (3) or
RSJ7110	Restorative Justice Theory and Practice (2) or
RSJ7120	Origins, Evolution, and Critical Issues in Restorative Justice (3)
REQ7186	Legislation and Regulation (3) or
REQ7186	Legislation and Regulation Survey (3)
<b>Writing Requirement</b>	<b>(minimum of 3 credits) (see c. below)</b>
RSJ7215	Narrative Writing Seminar (3)
WRI7301	Advanced Writing Seminar (3)
RSJ5122/ENV5122	Communications, Advocacy and Leadership (3)
<b>Core Electives</b>	<b>(minimum of 9 additional credits)</b>
RSJ7330	Restorative Justice in Educational Institutions (3)
REQ7140	Criminal Law (3)
CRI7305	Advanced Criminal Law Seminar (2)
RSJ7350	Ethics and Restorative Justice (3)
RSJ7210	Adversity, Trauma, and Victimization (3)
ADR6420	Negotiation (2)
RSJ7320	New Approaches to Domestic and Sexual Violence (3)
RSJ7250	Global Restorative Justice (3)
RSJ7230	Restorative Justice in Indigenous Communities (3)
RSJ7270	Clemency, Pardon, and Expungement (3)
CRI7333	Juvenile Justice and Law (3)
RSJ7325	Advanced Restorative Practices (2)
RSJ7360	Advanced Victim Rights Seminar (3)

RSJ7140	Applied Criminal Justice (3)
RSJ7315	Peacemaking Courts (3)
RSJ7340	Race, Crimes, and Restorative Justice (3)
RSJ7280	Drug Policy Reform (3)
RSJ7345	Teaching Restorative Justice (3)
CRI7380	Pleas, Sentencing and Accountability (3)
CLI9446	RJ Externship (4)
<b>Elective Courses</b>	<b><i>(remaining general elective courses may be chosen from the following approved courses)</i></b>
INT7424	International Human Rights (3)
DIV7610	Race and the Law Seminar (2)
ADR6415	Environmental Dispute Resolution (2)
ENV5446	Environmental Justice (2)
DIV7615	Sexual Orientation and the Law (2)
GPP7827	Improv for Advocates (1)
CLI9405	Dispute Resolution Clinic (2)
GPP7817	GPP: Criminal Procedure – Bail to Jail (2)
CRI7313	Capital Punishment Seminar (2)
JUR7350	Women and the Law Seminar (2)
WRI7900	Independent Research Project (3)
DIV7620	Native Americans and the Law (3)
ENV5105	Administrative Law (3)
ENV5113	Legal and Policy Writing (1)
ENV5902	Environmental Crimes (2)

- b. 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.
- c. JD students who pursue a joint degree will waive out of the MARJ writing requirement upon passing Legal Research and Writing and completing Legal Writing II with a GPA of 2.66 or higher.
- d. Any course not selected as a required course may be taken as a core elective.

## 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.

## V. JOINT DEGREES

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

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

#### 1. REQUIREMENTS FOR THE JOINT DEGREE

- a. The joint JD and Master's degrees are awarded for the satisfactory completion of a program which

includes the requirements of the JD program as well as those of the specific Master's program. The regulations in sections III and IV above apply to joint degree students.

- b. A joint-degree student may share credits between the two degree programs. A joint-degree student must take a minimum of 21 non-shared Master's degree credits at Vermont Law and Graduate School. A joint-degree student may take a maximum of 36 Master's degree credits for completion of the joint degree; however, if a student has reached 30 credits and satisfied all degree requirements at the end of any semester, the degree must be awarded. All credits must be selected from the list of courses approved for the specific Master's degree program.
- c. A joint-degree student's course load may not exceed a total of 18 credits during the fall and spring semesters.
- d. No exceptions are allowed other than with prior written approval of the appropriate Program Director or the Director's designee.

## **2. JOINT JD/MASTER OF ENVIRONMENTAL LAW AND POLICY (MELP) DEGREE**

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

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

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

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

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

## **5. 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.

# **B. JOINT JD/LLM DEGREE**

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

## **1. REQUIREMENTS FOR THE DEGREE**

- a. The joint JD and LLM degrees are awarded for the satisfactory completion of a program which includes the requirements of the JD program as well as those of the LLM program. The regulations in sections III and IX apply to joint degree students.
- b. Joint JD/LLM students must finish all requirements for the JD degree before beginning the LLM degree.
- c. A joint JD/LLM student may transfer up to nine credits from the Vermont Law 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. Student 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.

## **2. JOINT JD/LLM IN ENVIRONMENTAL LAW DEGREE**

<sup>24</sup> Students who matriculated in the MELP program prior to May 2013 must satisfy the following requirements: Environmental Law, Administrative Law, Science for Environmental Law, an Environmental Ethics/Philosophy distributional requirement, and a Dispute Resolution distributional requirement. Students who matriculated in the MELP program prior to August 2012 may satisfy the Science for Environmental Law requirement with any of the following courses: ENV5112 Science for Environmental Law, ENV5430 Ecology, or ENV5110 Ecology of Food and Agriculture.

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 AGRICULTURE LAW DEGREE**

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

The Food and Agriculture Electives and General Electives requirements shall not be waived for courses completed prior to matriculation in the LLM program. All LLM candidates must take four credits of Food and Agriculture Electives and nine credits of General Electives from the above list provided they do not duplicate prior course work. If an LLM candidate is unable to fulfill this requirement without duplicating prior coursework, the candidate must submit an alternative 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 University of Cergy-Pontoise may apply two semesters towards satisfaction of this requirement.

## E. ACADEMIC PERFORMANCE AND CONDUCT

A candidate for a dual degree is expected to comply fully with all academic and other applicable requirements of both Vermont Law 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 for 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.
- (4) 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) Corporations;
  - (b) Income Taxation; and
  - (c) At least one course in each of the following categories:
    - (i) Corporate Finance or Securities Regulation;
    - (ii) Bankruptcy, Business Planning, Commercial Arbitration, Employment Law, Environmental Issues in Business Transactions, International Business Transactions, International Intellectual Property, International Trade and the Environment, International Regulation of Trade, Sales, 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 for Faculty, Vice Dean for 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 for 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 for Students at Vermont Law and Graduate School in consultation with the Vice Dean for Faculty.

Program participants beginning their studies at Cergy will ordinarily be required to complete the required first-year JD curriculum at Vermont Law and Graduate School. Exceptions will be granted by the Vice Dean for

Students at Vermont Law and Graduate School in consultation with the Vice Dean for 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 Envi-

ronmental Law Center during the fall semester of the candidate's second year of law 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 Cambridge.
- (3) Students will be notified of acceptance before the conclusion of the fall semester in which they apply. A maximum of two Vermont Law 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 MELP degree requirements govern except as modified by each program's specific regulations. See below.

### D. ACADEMIC PERFORMANCE AND CONDUCT

A candidate for a dual degree is expected to comply fully with all academic and other applicable requirements of both Vermont Law 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/MELP DEGREE PROGRAMS WITH OTHER LAW SCHOOLS**

### **A. ADMISSION**

A candidate for a dual degree must apply separately to, and be accepted by, both Vermont Law 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 MELP 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/MELP with the following law schools:

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

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

### **1. REQUIREMENTS**

- a. Students are required to begin the dual degree program at the school conferring the JD degree.
- b. A candidate for the dual JD/MELP degree must satisfactorily complete all the requirements for the MELP degree as described in regulation IV above. A dual degree candidate may transfer a total of nine credits from their JD program to the MELP program.
- c. Vermont Law and Graduate School will accept nine credits of course work completed in the JD program at the school conferring the JD degree. Courses taken at the school that are to be applied toward the MELP degree must be approved by the Director of the Environmental Law Center or the Director's designee. Courses taken at the law school will not be applied toward the MELP 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 MELP 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/MELP 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/MELP 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/MELP WITH NORTHEASTERN UNIVERSITY**

Through a combination of transfer credits and an environmental law co-op work placement that provides internship credit, Northeastern University School of Law (Northeastern) and Vermont Law 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/MELP WITH QUINNIPIAC UNIVERSITY**

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

#### **6. DUAL JD/MELP WITH ELON UNIVERSITY**

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

#### **7. DUAL JD/MELP WITH BOSTON COLLEGE LAW SCHOOL**

Vermont Law 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.<sup>25</sup>

## **2. ELIGIBILITY REQUIREMENTS**

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

## **3. PROCEDURES FOR ENROLLING IN AN LLM EXTERNSHIP**

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

## **4. GRADES**

- a. All LLM externships are Pass/Fail.
- 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.

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

## 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 PROBATION<sup>26</sup>

- 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 who is on academic probation may not enroll in more than nine credits or audit any course except with the written permission of the Director of the Environmental Law Center or the Director's designee.
- 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
  - (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 semester<sup>27</sup> on academic probation if the student's grade point average for the first semester on academic probation, if repeated for the second semester on academic probation with a credit load of 12 credits, is sufficient to achieve the required cumulative average of 2.30 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.

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

### 1. REQUIREMENTS FOR THE DEGREE<sup>28</sup>

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

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

<sup>28</sup> 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.

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

REQUIREMENT	COURSES THAT SATISFY THE REQUIREMENT
<b>Graduate Seminar</b>	
ENV9606	LLM Graduate Seminar (3)
<b>Environmental Law</b>	
ENV5115	Environmental Law (3)
<b>Administrative Law</b>	
ENV5105	Administrative Law (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.

## 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 DEGREE<sup>29</sup>

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

REQUIREMENT	COURSES THAT SATISFY THE REQUIREMENT
<b>Energy Law and Policy</b>	
ENV5226	Energy Law and Policy in a Carbon-Constrained World (3)
<b>Energy Regulation</b>	
ENV5228	Energy Regulation, Markets and the Environment (3)
<b>Administrative Law</b>	
ENV5105	Administrative Law (3)
<b>Graduate Seminar</b>	
LLM9606	LLM Graduate Seminar (3)
<b>Project/Writing Requirement</b>	
	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)
CLI9302	Environmental Advocacy Clinic (on an energy topic)
CLI9318	Environmental Justice Clinic (on an energy topic)
CLI9319	Climate Justice Practicum (4) (on an energy topic)
CLI9323	Advanced Environmental Advocacy Clinic (on an energy topic)
CLI9348	Advanced Environmental Justice Clinic (on an energy topic)
CLI9349	Advanced Climate Justice Practicum (4) (on an energy topic)
CLI9427	Energy Clinic (3-6)
CLI9437	Advanced Energy Clinic (3-6)
ENV5303	Advanced Energy Writing Seminar (2)
ENV5535	Transnational Environmental Practicum (4) (on an energy topic)
<b>Energy Electives</b>	<b>(minimum of 4 credits)</b>
ENV5230	Global Energy Law and Policy (2)
ENV5238	Global Sustainability Field Study (1)

<sup>29</sup> 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.

ENV5344	Alternative Fuels and Renewable Energy (3)
ENV5375	Global Energy Justice (2)
ENV5468	Oil and Gas Production and the Environment (2)
ENV5469	Oil and Gas Development and the Environment (3)
ENV5497	End Use Energy Efficiency (2)
ENV5550	Renewable Energy Project Finance and Development (2)
ENV5510	Three Essentials of the Electric Grid - Engineering (1)
ENV5511	Three Essentials of the Electric Grid - Business (1)
ENV5512	Three Essentials of the Electric Grid - Legal (1)
ENV5425	Clean Transportation Law and Policy (2)
ENV5547	Energy Efficiency Law and Policy (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 AGRICULTURE LAW DEGREE (LLM)

### 1. REQUIREMENTS FOR THE DEGREE<sup>30</sup>

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

REQUIREMENT	COURSES THAT SATISFY THE REQUIREMENT
Required Courses	
ENV5105	Administrative Law (3)

<sup>30</sup> 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.

ENV5180	Introduction to Agriculture and Food Law and Policy (3)
LLM9606	LLM Graduate Seminar (3)
<b>Food and Agriculture Electives</b>	<b>(minimum of 6 credits)</b>
ENV5362	Representing Farmers and Food Producers (2)
ENV5378	Land Use and Racial Justice (3)
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)
ENV5422	Animal Welfare Law (2)
ENV5324	Conservation Agriculture Policy (1)
ENV5472	Law of Ecosystem Management (2)
INT7435	International Law of Food (2)
<b>Project/Writing Requirement</b>	
CLI9302	Environmental Advocacy Clinic (on a food/agriculture topic)
CLI9318	Environmental Justice Clinic (on a food/agriculture topic)
CLI9319	Climate Justice Practicum (4) (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)
CLI9349	Advanced Climate Justice Practicum (4) (on a food/agriculture topic)
ENV5535	Transnational Environmental Practicum (4) (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 Agriculture Electives and General Electives requirements shall not be waived for courses completed prior to matriculation in the LLM program. All LLM candidates must take four credits of Food and Agriculture Electives and nine credits of General Electives from the above list provided they do not duplicate prior course work. If an LLM candidate is unable to fulfill this requirement without duplicating prior coursework, the candidate must submit an alternative coursework plan to be approved by the Director of the Environmental Law Center or the Director's designee.

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

## 2. LLM THESIS OR PROJECT

- a. THESIS  
The provisions of regulation IX.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 agriculture law and policy knowledge and skills. LLM externships are by definition focused on food and agriculture issues, so students must assure that their work on-site relates to food and agriculture issues.

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

### **1. ELIGIBILITY**

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

### **2. REQUIREMENTS FOR THE DEGREE**

- a. A minimum of 28 credits is required for the LLM degree. An LLM candidate may take a maximum of 33 credits.
- b. The minimum course load for full-time LLM students is 10 credits. The maximum course load is 16 credits in the fall and 17 credits in the spring semester.
- c. Each LLM candidate must satisfactorily complete the following courses: Constitutional Law; Civil Procedure I and II; Contracts; Torts; Criminal Law; Property; Legal Research and Writing; and Professional Responsibility. With the approval of the Vice Dean for 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 their second semester, with prior approval of the Vice Dean for 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 two semesters.

### **3. GRADES AND ACADEMIC STANDARDS**

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

- a. Good Standing  
To be in good academic standing, a student must have an overall average of at least 2.30, 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 1.5 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 1.50; 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.

## **X. PROFESSIONAL CERTIFICATE PROGRAMS**

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

## A. PROFESSIONAL CERTIFICATE IN RESTORATIVE JUSTICE

### 1. GENERAL

The Professional Certificate in Restorative Justice provides working professionals and students with the Restorative Justice skills and substantive knowledge valuable to their field.

### 2. REQUIREMENTS

- A. The Professional Certificate in Restorative Justice requires a minimum of nine credits and a maximum of 12 credits. The Professional Certificate course credits may be transferred to the MARJ degree program. JD students who want to pursue the Professional Certificate need to earn the certificate credits independently of and in addition to any other courses they take.
- B. A student who matriculates into the Professional Certificate program must complete the program requirements in no longer than two years from the date of matriculation. A matriculated student enrolled in the Professional Certificate program who decides to pursue the Master of Arts in Restorative Justice will have five (5) years from the date of original matriculation to complete the Master's degree.
- C. Students pursuing the Professional Certificate may elect their courses in either a residential or online format or both from the following list of approved courses. 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 remains unchanged.

REQUIREMENT	COURSES THAT SATISFY THE REQUIREMENT
<b>Required Courses</b>	
RSJ7115	Principles of Restorative Justice (3)
RSJ7110	Restorative Justice Theory and Practice (2)
RSJ7120	Origins, Evolution, and Critical Issues in Restorative Justice (3)
<b>Elective Courses</b>	
RSJ7330	Restorative Justice in Educational Institutions (3)
REQ7140	Criminal Law (3)
CRI7305	Advanced Criminal Law Seminar (2)
RSJ7350	Ethics and Restorative Justice (3)
RSJ7210	Adversity, Trauma, and Victimization (3)
ADR6420	Negotiation (2)
RSJ7320	New Approaches to Domestic and Sexual Violence (3)
RSJ7250	Global Restorative Justice (3)
RSJ7230	Restorative Justice in Indigenous Communities (3)
RSJ7270	Clemency, Pardon, and Expungement (3)
CRI7333	Juvenile Justice and Law (3)
RSJ7325	Advanced Restorative Practices (2)
RSJ7360	Advanced Victim Rights Seminar (3)
WRI7301	Advanced Writing Seminar (3)
RSJ7215	Narrative Writing Seminar (3)
RSJ7140	Applied Criminal Justice (3)
RSJ7315	Peacemaking Courts (3)
RSJ7340	Race, Crimes, and Restorative Justice (3)
CRI7380	Pleas, Sentencing and Accountability (3)

RSJ5122/ENV5122	Communications, Advocacy and Leadership (3)
RSJ7280	Drug Policy Reform (3)
RSJ7345	Teaching Restorative Justice (3)
REQ7186	Legislation and Regulation (3) or
REQ7186	Legislation and Regulation Survey (3)

## 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](http://vermontlaw.edu/academics/concentrations) for more information.

### A. GENERAL

1. A student may only obtain one concentration.<sup>31</sup>
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 certificates 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. GENERAL PRACTICE PROGRAM CONCENTRATION

#### 1. GENERAL

The General Practice Program Concentration is a formal recognition that a student has pursued a concentrated course of study in the legal fields of study traditionally associated with solo or small firm practice.

#### 2. REQUIREMENTS

The General Practice Concentration requires 16-approved credits during a student's second and third years. At least eight credits of the 16-credit requirement must come from GPP courses (see below), including at least four credits from GPP Practice Labs. Students are also encouraged to participate in an externship, internship, a Semester in Practice (SiP), or a Legal Clinic, approved by the Director; these experiences fulfill up to six credits of the 16-credit requirement. Concentration courses may also be used to satisfy course requirements in the JD, MELP, MERL, MFALP, MARJ, and LLM degree programs. At the discretion of the Director, there may be additional non-curricular or professional requirements that students must meet in order to receive the concentration.

#### 3. DIRECTOR DISCRETION

The Director has discretion to alter the distribution of required GPP course credits between GPP Practice Labs and other GPP courses, taking into account the availability of GPP Practice Labs during any particular time-frame. The list below includes the Practice Labs and GPP courses as well as other courses in the VLGS curriculum, which may have substantial simulation content and may be used to complete the requirements.

REQUIREMENT	COURSES THAT SATISFY THE REQUIREMENT
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<sup>31</sup> This regulation is effective for students matriculating after May 1, 2016.

<b>GPP Course Options</b>	<b><i>(must complete 8 credits)</i></b>
FAM7717	Family Law Practice Lab (1)
GPP7823	Bankruptcy Law Practice Lab (1)
GPP7810	Commercial Transactions (2)
GPP7816	Employment Law (2)
BUS6246	Employment Law Practice Lab (1)
ENV5381	Representing Farmers and Food Producers (2)
GPP7821	Estate Planning Practice Lab (1)
GPP7815	Municipal Law (2)
GPP7830	Legal Activism: Lawyering for Social Change (2 of 3)*
GPP7827	Improv for Advocates (1)
GPP7828	Writing for Practice (1)
<b>Non-GPP Course Options</b>	<b><i>(can count for up to 8 credits)</i></b>
ADR6425	Interviewing, Counseling and Negotiation (2 of 3)
ADR6424	Interviewing and Counseling (2)
ADR6412	Mediation (2)
ADR6413	Mediation Advocacy (2)
ADR6420	Negotiation (2)
CRI7307	Criminal Practice and Procedure (2 of 4)
CRI7331	Impaired Driving (2 of 3)
FAM7715	Family Law (2 of 4)
LIT7220	Trial Practice (2)
BUS6372	Hactivist Boot Camp (2 of 3)
BUS6361	E-Lawyering, E-Discovery and Big Data (2 of 3)
BUS6362	E-Lawyering-Practice Management (2)
WRI7350	Advanced Skills for Practice (1)

Enrollment in a VLGS clinic or participation in an Externship/SiP involving live-client representation and approved by GPP Director (up to 6 credits).

## C. INTERNATIONAL AND COMPARATIVE LAW CONCENTRATION

### 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

tion 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 for Faculty, Vice Dean for 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 for 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
<b>Required Course</b>	<b><i>(must earn B or above in this course)</i></b>
INT7425	International Law (3)
<b>International Electives</b>	
INT7424	International Human Rights (3)
INT7415	Immigration Law (3)
INT7421	International Environmental Law and Policy (3)
INT7428	Trade Law and Policy (3)
ENV5423	Ocean and Coastal Law (3)
ENV5230	Global Energy Law and Policy (2)
INT7345	International Law of Food (2)
INT7446	International Trade and the Environment (2)
ENV5564	Peace, War, and the Environment (2)
ENV5385	Global Food Security (2)
ENV5478	Global Food Security and Social Justice (3)
<b>Take at least one course from each of the following two categories: Comparative or Foreign Law Course</b>	<b><i>(must earn B or above)</i></b>
INT7440	Law of the European Union (2)
INT7440	Comparative U.S. China Environmental Law (2)
ENV5223	Environmental Governance in the Developing World (2)
<b>Study Abroad Electives</b>	<b><i>(minimum 1 course)</i></b>

ENV5218	International Climate Law (COP) (3)
ENV5238	Global Sustainability Field Study (1)
INT7414	European Union Law – Trento (1)
INT7441	China Field Study (1)
	Semester Study at McGill University <sup>32</sup>
	Semester Study at University of Trento
	Semester Study at the CY Cergy Paris Université
	Semester Study at Université de Paris 1Panthéon-Sorbonne
	ABA-approved Summer Course <sup>33</sup>
	An independent research project (IRP) conducted abroad, if based upon international work experience during law school, including summers, as long as prior approval of the project for this purpose is obtained from the Vice Dean for Students, the Vice Dean for Faculty, or their designee.
	Other such courses approved by the Vice Dean for Students, the Vice Dean for Faculty, or their designee.

## D. 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
<b>Required Courses</b>	<b>(minimum of 6 credits)</b>
ENV5212	Climate Change and the Law (3)
ENV5226	Energy Law and Policy in Carbon-Constrained World (3)
<b>Climate Electives</b>	<b>(minimum of 4 credits)</b>
ENV5205	Air Pollution Law and Policy (3)
ENV5214	Climate Change Mitigation (3)
ENV5218	International Climate Change Law (3)
ENV5230	Global Energy Law and Policy (2)
ENV5335	Extinction and Climate Change (2)
ENV5342	Legal Adaptations to Global Warming Impacts (2)
ENV5336	Climate Change, Extinction and Adaptation (3)
ENV5343	Climate Change Adaptation in Human Systems (3)
ENV5365	Climate Change: The Power of Taxes (2)

<sup>32</sup> Number of credits for courses taken at foreign institutions: The number of credits earned for courses taken at a foreign institution will be determined in accordance with the ABA regulation for determining course credits

<sup>33</sup> Courses taken at an ABA-approved summer study-abroad program must have the prior approval of the Vice Dean for 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.



General Electives	<i>(minimum of 3 credits)</i>
ENV5112	Science for Environmental Law (3)
ENV5228	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)
ENV5469	Oil and Gas Development and the Environment (3)
ENV5510	Three Essentials of the Electric Grid (3)
ENV5550	Renewable Energy Project Finance and Development (2)
Experiential/Writing Requirement	<i>(minimum of 1 credit)</i>
	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)
CLI9319	Climate Justice Practicum (4)
CLI9323	Advanced Environmental Advocacy Clinic (on a climate topic)
CLI9348	Advanced Environmental Justice Clinic (on a climate topic)
CLI9349	Advanced Climate Justice Practicum (4)
ENV5535	Transnational Environmental Practicum (4) (on a climate topic)

## E. 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 Agriculture Law degree programs.

REQUIREMENT	COURSES THAT SATISFY THE REQUIREMENT
Required Courses	<i>(minimum of 6 credits)</i>
ENV5226	Energy Law and Policy in a Carbon-Constrained World (3)
ENV5228	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)

ENV5230	Global Energy Law and Policy (2)
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)
ENV5469	Oil and Gas Development and the Environment (3)
ENV5510	Three Essentials of the Electric Grid (1-3)
ENV5547	Energy Efficiency Law and Policy (3)
ENV5550	Renewable Energy Project Finance and Development (2)
<b>General Electives</b>	<b>(minimum of 3 credits)</b>
ENV5105	Administrative Law (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)
BUS6226	Corporate Finance: Mergers and Acquisitions (3)
BUS6235	Corporations (4)
ENV5125	Land Use Regulation (3)
<b>Experiential/Writing Requirement</b>	<b>(minimum of 1 credit)</b>
	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)
CLI9319	Climate Justice Practicum (4) (on an energy topic)
CLI9323	Advanced Environmental Advocacy Clinic (on an energy topic)
CLI9348	Advanced Environmental Justice Clinic (on an energy topic)
CLI9349	Advanced Climate Justice Practicum (4) (on an energy topic)
ENV5303	Advanced Energy Writing Seminar (2)
ENV5535	Transnational Environmental Practicum (4) (on an energy topic)

## F. CONCENTRATION IN LAND USE LAW

### 1. GENERAL

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

## 2. REQUIREMENTS

The Concentration in Land Use 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
<b>Required Courses</b>	<b>(minimum of 6 credits)</b>
ENV5125	Land Use Regulation (3)
ENV5239	Land Transactions and Finance (3)
<b>Land Use Electives</b>	<b>(minimum of 4 credits)</b>
ENV5322	Protected Public Lands and Tribal Rights: Utah Field Study (1)
ENV5345	Land and the Law of Takings (2)
ENV5353	Green Finance: Investment Strategies (3)
ENV5430	Ecology (3)
ENV5405	Ecosystem Conservation Strategies (2)
ENV5472	Law of Ecosystem Management (2)
ENV5474	Land Conservation Law (2)
ENV5462	Public Lands Management: Montana Field Study (3)
ENV5250	Watershed Management and Protection (3)
<b>General Electives</b>	<b>(minimum of 3 credits)</b>
ENV5105	Administrative Law (3)
ENV5401	Agriculture and the Environment (3)
ENV5235	Natural Resources Law (3)
ENV5423	Ocean and Coastal Law (3)
PUB7580	State and Local Government (2)
<b>Experiential/Writing Requirement</b>	<b>(minimum of 1 credit)</b>
	Advanced Writing Requirement (on a land use topic)
	Independent Research Project (on a land use topic)
	LLM thesis or research project (on a land use topic)
	Master's or JD externship (on a land use topic)

## G. CONCENTRATION IN WATER RESOURCES LAW

### 1. GENERAL

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

### 2. REQUIREMENTS

The Concentration in Water Resources 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
<b>Required Courses</b>	<b>(minimum of 6 credits)</b>
ENV5245	Water Resources Law (3)

ENV5246	Water Quality (3)
<b>Water Electives</b>	<b>(minimum of 4 credits)</b>
ENV5250	Watershed Management and Protection (3)
ENV5349	Regulating the Marine Environment (2)
ENV5405	Ecosystem Conservation Strategies (2)
ENV5423	Ocean and Coastal Law (3)
ENV5472	Law of Ecosystem Management (2)
ENV5561	Environmental Enforcement and Compliance (2)
<b>General Electives</b>	<b>(minimum of 3 credits)</b>
ENV5235	Natural Resources Law (3)
ENV5401	Agriculture and The Environment (3)
ENV5430	Ecology (3)
ENV5474	Land Conservation Law (2)
<b>Experiential/Writing Requirement</b>	<b>(minimum of 1 credit)</b>
	Advanced Writing Requirement (on a water topic)
	Independent Research Project (on a water topic)
	LLM thesis or research project (on a water topic)
	Master's or JD externship (on a water topic)

## H. 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
<b>Doctrinal Requirements</b>	<b>(10-11 credits)</b>
REQ7140	Criminal Law (3)
CRI7262	Constitutional Criminal Procedure (3) or CRI7307
CRI7307	Criminal Practice and Procedure (4) or CRI7262
LIT7210	Evidence (4)
<b>Skills/Experiential Requirements</b>	<b>(8-16 credits)</b>
LIT7220	Trial Practice (3) or
LIT7318	Intensive Trial Practice (3)
	Part-time externship or full-time SIP in a prosecutor's or defender's office or part-time or full-time judicial externship where 50% or more of student's time is spent on criminal matters (6-12 credits depending on whether placement is part-time or full-time).
<b>Writing Requirements (0-3 credits)</b>	<b>A law review note written on a criminal law topic and submitted for AWR credit (2 credits) or a seminar, to be chosen from the following list, in which the student fulfills his/her AWR requirement (2-3 credits):</b>

CRI7305	Advanced Criminal Law Seminar (2)
CRI7313	Capital Punishment Seminar (2)
CRI7319	Juvenile Justice Seminar (2)
CRI7314	Narcotics Law and Policy Seminar (2)
CRI7304	Sex Crimes Seminar (2)

## I. 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.

REQUIREMENT (15 Credits)	COURSES THAT SATISFY THE REQUIREMENT
<b>TAKE BOTH Required</b>	<b>(7 credits)</b>
BUS6235	Corporations (4)
BUS6290	Securities Regulation (3)
<b>General Electives Take 7 credits from this list</b>	<b>(7 credits) Refer to <a href="http://vermontlaw.edu/registrar">vermontlaw.edu/registrar</a> for current list</b>
ADR6410.A	Alternative Dispute Resolution (3)
ADR6405.A	Arbitration (2)
ADR6412	Mediation (2)
ADR6420.A	Negotiation (2)
BUS6280.A	Sales (2)
BUS6285.A	Secured Transactions (3)
BUS6262.A	Social Enterprise Law (2)
BUS6255.A	Income Taxation (4)
BUS6260.A	Intellectual Property (2)
BUS6305.A	Non-Profit Organizations (3)
BUS6238	Digital Drafting (3)
BUS6245.A	Employment Law (3)
BUS6210	Bankruptcy (3)
CRI7318	White Collar Crime (3)
ENV5365	Climate Change and the Power of Taxes (2)
ENV5239	Land Transactions and Finance (3)
ENV5220.A	Environmental Economics and Markets (3)
FAM7710.A	Estates (4)
INT7411.A	French Corporate Law (1)
INT7416.A	International Business Transactions (3)
BUS7819.A	Environmental Issues in Business Transactions (2)
GPP7814.A	International Intellectual Property (XAD) (2)
GPP7823.A	Bankruptcy/Landlord-Tenant (XAD) (2)

GPP7810.A	Commercial Transactions (XAD) (2)
GPP7816	Employment Law/Pretrial Litigation (XAD) (2)
GPP7812	Real Estate Transactions (XAD) (2)
GPP7818	Representing Entrepreneurial Business (XAD) (2)
	Students must complete a business law-related IRP or AWR

## J. CONCENTRATION IN FOOD AND AGRICULTURE LAW

### 1. GENERAL

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

### 2. REQUIREMENTS

The Concentration in Food and Agriculture 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
<b>Required Courses</b>	<b>(3 credits)</b>
ENV5108	Introduction to Agriculture and Food Law and Policy (3)
<b>Food and Agriculture Electives</b>	<b>(minimum of 7 credits)</b>
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)
ENV5422	Animal Welfare Law (2)
ENV5472	Law of Ecosystem Management (2)
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)
ENV5307	Animals and the Law (3)
ENV5246	Water Quality (3)
ENV5902	Forestry Policy and the Law (2)
INT7435	International Law of Food (2)
INT7446	International Trade and the Environment (2)
ENV5245	Water Resources Law (3)
ENV5238	Global Sustainability Field Study (1)
TBD	Representing Farmers and Food Producers (2)
ENV5324	Conservation Agriculture Policy (1)

General Electives	<i>(minimum of 3 credits)</i>
ENV5125	Land Use Regulation (3)
ENV5235	Natural Resources Law (3)
ENV5245	Water Resources (3)
ENV5246	Water Quality (3)
ENV5250	Watershed Management and Protection (3)
ENV5310	Environmental Health Law (3)
ENV5405	Ecosystem Conservation Strategies (2)
ENV5406	Animal Rights Jurisprudence (2)
ENV5474	Land Conservation Law (2)
ENV5561	Environmental Enforcement and Compliance (2)
ENV5212	Climate Change and the Law (3)
ENV5349	Regulating the Marine Environment (2)
ENV7380	Advanced Environmental Legal Research (1)
ENV5239	Land Transactions and Finance (3)
ENV5446	Environmental Justice (2)
ENV5423	Ocean and Coastal Law (3)
JUR7333	Animal Law and Ethics (3)
Experiential/Writing Requirement	<i>(minimum of 1 credit)</i>
	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)
CLI9319	Climate Justice Practicum (4) (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)
CLI9349	Advanced Climate Justice Practicum (4) (on a food/agriculture topic)
CLI9428	Food and Agriculture Clinic (4)
ENV5535	Transnational Environmental Practicum (4) (on a food/agriculture topic)

## K. 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
<b>Required Courses</b>	<b><i>(take at least one of the following)</i></b>
ENV5307	Animals and the Law (3)
ENV5422	Animal Welfare Law (2)
JUR7333	Animal Law and Ethics (3)
<b>Other Electives</b>	<b><i>(minimum of six credits)</i></b>
ENV5108	Intro to Law and Policy of Agriculture, Food and the Environment (3)
ENV5235	Natural Resources Law (3)
ENV5307	Animals and the Law (3)
ENV5336	Climate Change, Extinction & Adaptation (3)
ENV5380	Food Regulation and Policy (3)
ENV5408	The Law of Animals in Agriculture (3)
ENV5411	Federal Regulation of Food and Agriculture (3)
ENV5412	Biodiversity Protection (2)
ENV5422	Animal Welfare Law (2)
ENV5423	Ocean and Coastal Law (3)
JUR7333	Animal Law and Ethics (3)
<b>Experiential/Writing Requirement</b>	<b><i>(minimum of 1 credit)</i></b>
CLI9321	Farmed Animal Advocacy Clinic (6), (9), or (12)
	Advanced Writing Requirement (on an animal law topic) <i>(JD students only)</i>
	Independent Research Project (on an animal law topic)
	LLM thesis or research project (on an animal law topic)
	Master or JD externship (on an animal law topic)
	Environmental Justice Clinic working (on an animal law topic)
	Food and Agriculture Clinic working (on an animal law topic)
	Environmental Advocacy Clinic working (on an animal law topic)

## **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 misconduct<sup>34</sup>:

1. Any conduct pertaining to academic matters that evidences fraud, deceit, dishonesty, or an intent to obtain unfair advantage over other students, and
2. Any conduct that violates Vermont Law 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.

### **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 for Students and the Honor Committee evidences dishonesty or a manifest lack

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<sup>34</sup> Non-academic matters are governed by a separate Code of Conduct.

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 for 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 for Students as Ex Officio member<sup>35</sup>; (b) Four students, one elected from each of the JD classes and one from the MELP, MERL, and LLM classes combined; (c) Two faculty members appointed by the Vice Dean for 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 for Faculty, shall complete the term or participate as necessary.
- C. Any member of the Honor Committee (including the chair) who believes that he or she may be unable to render an impartial decision in any case shall excuse himself/herself from such case; alternatively, the Honor Committee may remove any Honor Committee member from a case if a majority of the remaining Honor Committee members believes that member may be unable to render an impartial decision in the case. Because Vermont Law 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**

<sup>35</sup> Ex Officio in this context means the Vice Dean for Students participates, but does not vote, on matters before the Honor Committee. The Vice Dean for Students participates in hearings before the Honor Committee under the Formal Process as described in IV (C).

## **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 for 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 for Students shall notify the accused student in writing that a complaint has been filed. In addition, the Vice Dean for 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 for 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 for Students.
3. At the same time as the Vice Dean for 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 for 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 for Students. The investigator shall submit a report about the matter to the Vice Dean for 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 for 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 for 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 for 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 Dean<sup>36</sup> 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

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<sup>36</sup> 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.

of the School retains the right to accept, reject or modify any recommendation which may be made by the Vice Dean for Students. The decision of the Dean of the School is final.

### **C. FORMAL PROCESS**

1. If the Vice Dean for 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 for 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 for Students has reported a probable violation of the Honor Code to the Honor Committee. The Honor Committee shall meet to elect a chair for the hearing. It shall be the chair's responsibility, prior to the formal hearing, to (1) distribute a copy of the investigator's report to each member of the Honor Committee; and (2) to ensure that each member of the Honor Committee has received from the Vice Dean for Students the written notice of the nature of the complaint and the Vice Dean's conclusions. The Vice Dean for Students is not a member of the Honor Committee when it sits in a formal hearing.
4. **Formal Hearing**  
The Vice Dean for 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.

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

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

The Honor Committee shall tape record the hearing in each case. The recording, documents received and the opinion of the Honor Committee shall be retained in the 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.

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.

#### **D. RESOLUTION OF THE CASE WITHOUT A HEARING**

At any time the accused shall have the right to make a proposal for resolution of the matter to the Vice Dean for 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.

#### **E. TIME LIMITATION**

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

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

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

#### **G. NOTICE**

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

Notice to members of the Honor Committee required by this Honor Code can be provided either through the Vermont Law 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 for Students shall recommend a sanction<sup>37</sup> in accordance with the provisions below:

CLASS ONE SANCTIONS: If the Honor Committee members or the Vice Dean for 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 for 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 for Students shall recommend such lesser penalty as they deem appropriate, including, but not limited to: a warning; a fine; probation; reference to counseling; or notation in the student's permanent file, unless the Honor Committee members or Vice Dean find substantially aggravating circumstances warrant a harsher penalty as set out in the preceding paragraph.

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<sup>37</sup> Grade adjustments have been excluded from the list of sanctions. Grading is solely a faculty function. A faculty member may consider a determination that a student violated the Honor Code, for example by cheating or plagiarism, in assigning a grade. The Dean of the Law School cannot, however, compel the faculty member to adjust a grade based on the result of an Honor Code determination.

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 for 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 on the Friday preceding the meeting of the Committee at which the student seeks a decision. The Committee may, in its discretion, consider



late petitions or consider petitions telephonically or electronically outside a regularly scheduled meeting provided a quorum of Committee members acts on the petition(s).

4. The Registrar and Director of Academic Procedures or designee shall serve as Secretary to the Committee on Standards.

## **B. PETITIONS AND PERSONAL APPEARANCE**

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

## **C. NOTICE OF ACTIONS**

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

## **D. PETITIONS FOR REHEARING**

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







# CODE OF CONDUCT

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

# CODE OF CONDUCT

**ADOPTED 10/10/94**

**AMENDED 8/14/20**

**The effective date of this policy is 8/14/20.**

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

It is not a defense to charges of violating this Code of Conduct and related policies for a student to claim that she or he has not received, read or understood this Code, or is otherwise ignorant of its provisions. Students will be held accountable for policy violations that take place between the time they first arrive in South Royalton to begin their Law School career and their graduation, or the 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, ID's, 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 Aladdin 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 definition applies. "Stalking" as defined by federal law means engaging in a course of conduct (a pattern of conduct composed of two or more acts over a period of time, however short, evidencing a continuity of purpose) directed at a specific person that would cause a reasonable person to: fear for one's safety or the safety of others; or suffer substantial emotional distress.

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

- a. Following - defined as maintaining over a period of time a visual or physical proximity to another person in such a manner as would cause a reasonable person to have a fear of unlawful sexual conduct, unlawful restraint, bodily injury or death.
- b. Lying in wait for - defined as hiding or being concealed for the purpose of attacking or harming another person, or
- c. Harassing - defined as actions directed at a specific person, or a member of the person's family, which would cause a reasonable person to fear unlawful sexual conduct, unlawful restraint, bodily injury, or death, including but not limited to verbal threats, written, telephonic, or other electronically communicated threats, vandalism, or physical contact without consent.

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

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

As a matter of 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 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, re, 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 & 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 for 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 he or she deems 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 for 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 his or her discretion may appoint advisors for the complainant and the student complained against. The appointed advisors serve as advisors only, and do not give legal advice. There is no attorney/client privilege between students and advisors. The students may retain legal counsel at their own expense. The Vice Dean shall give the student the opportunity to tell her or his 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 her or his 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 for Students under subsection IV.E. or to the Chair of the Disciplinary Board and the Dean of the School 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, he or she shall determine whether the complaint is to be resolved by mediation as provided in subsection IV.D., informal process as provided in subsection IV.E., or formal process as provided in subsection IV.F. and shall take the steps necessary to initiate the procedure selected. Pending resolution of the complaint by one of these procedures, the Vice Dean, or the Dean, is authorized to take whatever interim measures



he or she deems 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 he or she makes under this subsection and shall provide a copy of that statement to the parties and to the Dean.

### **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 his or her own choice and at his or her own expense.
  - b. Possible resolutions through mediation include, but are not limited to, an apology (public or private); promise to cease the behavior complained about; counseling; limitations on contact; assurance of no retaliation; and/or notation in the student's personal file.
  - c. Mediation will be completed within 30 working days after the parties have signified their agreement to participate unless the 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, she or he 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 his or her own choosing at the hearing. The student or any such counsel or person will also have the right to call and question witnesses and the right to introduce and examine documents offered as evidence. The 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.

### **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 for 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 for Faculty, the Vice Dean for Students, the Associate Dean for Diversity, Equity, and Inclusion, the Associate Dean for Experiential Learning, and the Dean.

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 for Students. Such decision shall only be made after the Vice Dean for Students or designee receives and accepts documentation demonstrating that the student no longer poses a threat to the health or safety of the School community. The student must also agree in writing to abide by any conditions imposed by the Vice Dean for 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 Related 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, 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 Jessica Brown, 802-831-1101, 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 Law School offices as necessary, the School’s response to reports of sexual harassment, domestic violence, dating violence, and stalking involving Law School 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 Diversity, Equity, and Inclusion. The Associate Dean for Diversity, Equity, and Inclusion 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, which can be reached at [contact information for regional office: [www2.ed.gov/about/offices/list/ocr/index.html](http://www2.ed.gov/about/offices/list/ocr/index.html)] or the Educational Opportunities Section of the Civil Rights Division of the U.S. Department of Justice (DOJ): [www2.ed.gov/about/offices/list/ocr/addresses.html](http://www2.ed.gov/about/offices/list/ocr/addresses.html).



Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont  
Office for Civil Rights, Boston Office  
U.S. Department of Education  
8th Floor  
5 Post Office Square  
Boston, MA 02109-3921  
Telephone: (617) 289-0111  
Facsimile: (617) 289-0150  
Email: OCR.Boston@ed.gov

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) basing 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, 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 Harassment, Sexual Harassment, Discrimination, and Retaliation Policy.
- g. “Responsible Employee” is defined as a Law School employee who has the authority to address conduct that violates this policy, or whom an individual could reasonably believe has this authority or duty. Law School administrators, staff, and student employees whose job responsibilities include working with students, and Law School faculty, are considered to be “responsible

employees,” as are (where the complainant is an employee) supervisors, administrators, and individuals working in Human Resources. 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.

- 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 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 Sexual Harassment, Domestic Violence, Dating Violence, and Stalking Prohibited by Title IX 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 agencies have jurisdiction over student complaints:

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

Employees may contact the following agencies:

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

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

7. **QUESTIONS:** If any person has questions or concerns regarding this policy, he or she should talk with the VLGS Title IX Coordinators, Director of Human Resources, and/or the Associate Dean for Diversity, Equity, and Inclusion.

## **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 Director of Human Resources, 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 Diversity, Equity, and Inclusion of the complaint and transmit the written complaint or other material concerning the matter to the Associate Dean for Diversity, Equity, and Inclusion. The Associate Dean for Diversity, Equity, and Inclusion will inform the Title IX Coordinator of complaints that involve reports of sexual harassment, sex discrimination or related retaliation. The Associate Dean for Diversity, Equity, and Inclusion will appoint a Vice President, Associate Dean, or Director to undertake the investigatory responsibilities set forth in paragraph 3. If a complaint involves the Associate Dean for Diversity, Equity, and Inclusion, the person to whom it is made shall inform the Dean, who will appoint another dean or director to undertake those responsibilities. If a complaint involves the Dean or another officer or Trustee, the Associate Dean for Diversity, Equity, and Inclusion shall inform the Chair of the Board of Trustees, who will appoint a Trustee to undertake those responsibilities. If a complaint involves the Chair, the Vice Chair will appoint a Trustee to undertake those responsibilities. With the approval of the 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.

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

3. **INVESTIGATION.** The person appointed by the Associate Dean for Diversity, Equity, and Inclusion under paragraph 2 (the "Investigator") will promptly make an initial determination as to whether the complaint alleges conduct prohibited by this policy. Absent extenuating circumstances, this initial determination will occur within five business days of receipt of the complaint. The complainant and respondent will be provided with notice of the identity of the appointed Investigator, and will be informed that any objections to the service of the appointed Investigator on grounds of conflict of interest or a lack of impartiality should be submitted in writing to the Associate Dean for Diversity, Equity, and Inclusion within three days of notice of the appointment. The Associate Dean for Diversity, Equity, and Inclusion 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. Mediation between the complainant and the respondent will not be pursued in cases involving allegations of sexual assault (addressed below).
6. **INVESTIGATOR'S REPORT.** After the investigation is completed, the Investigator shall issue a report to the Associate Dean for Diversity, Equity, and Inclusion 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 Associate Dean for Diversity, Equity, and Inclusion 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 Associate Dean for Diversity, Equity, and Inclusion 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 Associate Dean for Diversity, Equity, and Inclusion prior to his/her final determination. Equally, the Associate Dean for Diversity, Equity, and Inclusion 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 Associate Dean for Diversity, Equity, and Inclusion 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 Associate Dean for Diversity, Equity, and Inclusion 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 Associate Dean for Diversity, Equity, and Inclusion 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 Associate Dean for Diversity, Equity, and Inclusion 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 Associate Dean for Diversity, Equity, and Inclusion 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 Associate Dean for Diversity, Equity, and Inclusion 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 Associate Dean for Diversity, Equity, and Inclusion 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. The procedures followed will be the same as the procedures set forth in the Code of Conduct.

# 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 JD'04, Director of Academic Success Program and Assistant Professor of Law  
[jdurkisstokes@vermontlaw.edu](mailto:jdurkisstokes@vermontlaw.edu)  
802-831-1274  
164 Chelsea Street, P.O. Box 96, South Royalton, VT, 05068

Our Deputy Title IX Coordinator is:

Jessica Brown, Associate Director Center for Justice Reform and Professor of Law  
[jbrown@vermontlaw.edu](mailto:jbrown@vermontlaw.edu)  
802-831-1101  
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 Coordinator, or to the assistant secretary for civil rights through the Boston office:

Office for Civil Rights  
Boston Office  
U.S. Department of Education  
8th Floor  
5 Post Office Square  
Boston, MA 02109-3921  
617-289-0111  
[OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

Any person may report conduct prohibited by this policy to the Title IX Coordinator/Deputy or to: the Associate Dean for Diversity, Equity, and Inclusion, the Vice Dean for Students, the Vice President of Finance, the Vice Dean for Faculty, the Dean of the Law School, or the Dean of the Graduate School. 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 or Deputy Coordinator may be made to the Vice Dean for Faculty or to the Dean of the Law School or the Dean of the Graduate School.

## II. ARTICLE II. STATEMENT OF NON-DISCRIMINATION

VLGS does not discriminate on the basis of sex in its educational programs and activities, including employment and admission. Complaints of discrimination on the basis of sex will be handled under VLGS's Policy Against Harassment, Sexual Harassment, Discrimination, and Related Retaliation ("HSHDR Policy"), which applies to all employees, officers, trustees, and students. The HSHDR Policy is available in our Student Handbook.

## III. ARTICLE III. SCOPE

This policy applies to all students, faculty, and staff 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 occurs, 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 HSHDR Policy available in the Student Handbook and the Code of Conduct.

Conduct that meets the definition of prohibited sexual harassment under this policy will be handled under this policy.

#### IV. ARTICLE IV. PROHIBITED SEXUAL HARASSMENT

In accordance with its obligations under the Title IX Regulations of 2020, VLGS prohibits sexual harassment, which is conduct on the basis of sex, including gender identity, gender expression, or sexual orientation, 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 of VLGS 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.** An offense classified as a forcible or nonforcible sex offense. 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**—Actual or attempted 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 forcible penetration and/or penetration against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of their temporary or permanent mental or physical incapacity.

**3. Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity.

**4. Incest**—Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**5. Statutory Rape**—Nonforcible 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 crimes 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.

**A. COMPLAINANT** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment under this policy.

**B. FORMAL COMPLAINT** means a document filed by a Complainant or signed by the Title IX Coordinator/Deputy 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.

**C. 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).

**D. RESPONDENT** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under this policy.

**E. 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, Deputy Title IX Coordinator, or any official of VLGS who has authority to institute corrective measures on behalf of VLGS. The Associate Dean for Diversity, Equity, and Inclusion, the Vice Dean for Students, the Vice President of Finance, the Vice Dean for Faculty, the Dean of the Law School, or the Dean of the Graduate School are the only individuals with authority to institute corrective measures on behalf of VLGS under this policy.

However, all employees are encouraged to report sexual harassment, as defined and prohibited by this policy, to the Title IX Coordinator or Deputy Title IX Coordinator, consistent with the requests of the Complainant.

**B. RESPONSE TO A REPORT.** With or without a Formal Complaint, upon a report of sexual harassment, the Title IX Coordinator or Deputy 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.

**A. 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 a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred, including information in writing about—

- a. 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;
- b. How and to whom the alleged offense should be reported;
- c. Options regarding law enforcement and campus authorities, including notification of the option to: notify proper law enforcement authorities, including on-campus and local police; be assisted by campus authorities in voluntarily notifying law enforcement authorities; and decline to notify such authorities;
- d. 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;
- e. Information about appropriate and available services both at the institution and in the community; and
- f. 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 or Deputy Title IX Coordinator.

**D. IMPLEMENTATION OF SUPPORTIVE MEASURES.** VLGS shall treat parties equitably by offering Supportive Measures to the Complainant, 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/Deputy is responsible for coordinating the effective implementation of Supportive Measures. The Title IX Coordinator/Deputy should record and retain records regarding requests and provision of Supportive Measure in accordance with the requirements set out at XIV. Record Keeping, below.

- E. 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 of sexual harassment justifies removal, and provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal.
- F. 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.
- G. LENIENCY.** Sometimes, individuals are reluctant to come forward to report perceived violations of this policy out of fear that they may be charged with violations of Code of Conduct standards (for example, because they engaged in illegal drug use at the time of the incident). It is of paramount importance to 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 adjudication, provided that VLGS

1. Provides to the parties a written notice disclosing:
  - i. The allegations,
  - ii. 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
  - iii. 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; and
3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.
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 THE GRIEVANCE PROCESS**

- 1. FILING A FORMAL COMPLAINT.** A Formal Complaint may be filed with the Title IX Coordinator or Deputy Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed for the Title IX Coordinator/Deputy 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/Deputy signs a Formal Complaint, the Title IX Coordinator/Deputy 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
    - i. would not constitute sexual harassment as defined by this policy, even if proved,
    - ii. did not occur in VLGS’s education program or activity,
    - iii. or did not occur against a person in the United States.
    - iv. 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:
    - i. A Complainant notifies the Title IX Coordinator or Deputy Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein;
    - i. The Respondent is no longer enrolled in or employed by VLGS; or
    - i. Specific circumstances prevent VLGS from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.
    - i. 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.
  - c. 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 Formal 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:
    - i. This policy (as a link or attachment).
    - ii. Notice of the allegations of sexual harassment 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 sexual harassment under this policy, and the date and location of the alleged incident, if known.

- iii. 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.
  - iv. Notification to the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney.
  - v. Notification to the parties that they may inspect and review evidence, as set forth in this policy.
  - vi. Any provision in VLGS's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
  - vii. Describes the standard of evidence that will be used.
  - viii. Lists all possible sanctions the institution may impose.
- 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, decision-maker, 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/Deputy 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/Deputy will appoint an Investigator, who may be a 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/Deputy within three days of notice of the appointment. The Title IX Coordinator/Deputy 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 Formal 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/Deputy 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/Deputy shall provide it to the decision-maker(s).

## **VII. 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/Deputy or the investigator(s). The Title IX Coordinator/Deputy 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 Director of Human Resources, and five students appointed by the President of the Student Bar Association. The Title IX Coordinator/Deputy 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/Deputy will make the final decision whether to select an alternate upon a challenge from a party
2. The Title IX Coordinator/Deputy 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/Deputy 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**

- i. 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.
- ii. The members of the Review Panel also have the right to question a party or witness.
- iii. Only relevant cross examination and other questions may be asked of a party or witness.
- iv. 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.
- v. 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.
- vi. 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, the Review Panel must not rely on any statement of that party or witness in reaching a determination regarding responsibility but may reach a determination based on evidence that does not constitute a statement by the party.

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.

#### **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 five 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/Deputy, 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/Deputy 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/Deputy (or designee) shall:

- A. Notify the other party 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/Deputy;
- 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 five days of receiving the appeal, which shall be transmitted within 2 business days to the Appeal Officer, who may be either the Dean of the Law School, or Dean of the Graduate School.

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 Reviewing 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 Review Panel case is returned to the Review Panel, the Review 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/Deputy 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 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 filed according to the grievance procedures for sex discrimination in the HSHDR Policy available in the Student Handbook.

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 sex discrimination, including any individual who has made a report or filed a Formal Complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, 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. 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/Deputy, 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 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, VLGS 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 August 14, 2020.





# **POLICIES AND PROCEDURES**

## ACCIDENTS, SAFETY HAZARDS AND EMERGENCIES

Accidents occurring on the grounds of Vermont Law and Graduate School should be reported to the Vice President for Finance, and a Campus Incident Report Form should be filed. Minor repairs, requests, and suspected safety hazards should be reported to Buildings and Grounds or a member of the VLGS Safety Committee. Emergency information is posted on the Safety Bulletin Board in Oakes Hall and building specific emergency information is posted in each building.

The 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 for Finance, Lorraine Atwood at 802-831-1204, Human Resources Director Kim Harris at 802-831-1225 or Buildings and Grounds Maintenance Supervisor Jeff Knudsen at 802-831-1260.

## ALCOHOL POLICY

**Amended 4/14/2010, 9/13/2016, 6/23/2021, 6/14/2022**

### I. INTRODUCTION

Vermont Law and Graduate School's Alcohol Policy is congruent with Vermont State Law, local regulations, and the Mission of Vermont Law and Graduate School, and is promulgated to assure the appropriate distribution and consumption of alcoholic beverages on the campus and at Vermont Law and Graduate School sponsored events. The administration and interpretation of the Alcohol Policy ultimately rests with the Dean or their designee.

### II. ALCOHOL AND SUBSTANCE ABUSE

Any student who feels they may have a problem with alcohol or drugs is encouraged to contact the VLGS Counselor or the Director of Student Affairs for a discussion of options. Any faculty member who feels that they may have a problem with alcohol or drugs is encouraged to contact the VLGS Counselor, the Vice Dean for Faculty, or the Director of Human Resources for a discussion of options. Any staff member who feels that they have a problem with alcohol or drugs is encouraged to contact the VLGS Counselor or the Director of Human Resources for a discussion of options.

The Vermont Lawyers Assistance Program (VT LAP) provides confidential assistance to law students, lawyers, judges and their families in coping with alcoholism and other addictions, depression, or other personal or professional crisis. VT LAP is exempt from reporting professional misconduct under Rule 8.3. Information between VT LAP volunteers, and a lawyer, judge or law student who seeks assistance, is strictly confidential and will not be disclosed except upon express authority of the affected person. For more information, please visit [americanbar.org/groups/lawyer\\_assistance](http://americanbar.org/groups/lawyer_assistance).

The Student Ambassadors maintain a SafeRide program by request. SafeRide volunteers will pick students, staff, or faculty up from a VLGS sponsored event and take them to Bethel, Randolph, Royalton, South Royalton, and Tunbridge. If there is any doubt in your mind that you have had too much to drink, please call SafeRide at 802-299-1117 or 802-299-1116. No questions will be asked, or judgments made, no records will be kept, and you will be taken home safely. To request SafeRide for a VLGS sponsored event, please contact our Events Coordinator, Nina Russo at [nrusso@vermontlaw.edu](mailto:nrusso@vermontlaw.edu) or 802-831-1238.

Students are responsible for informing themselves on the character and fitness requirements for the bar in the state or states they intend to practice. Vermont Law and Graduate School is required to certify a student's character and fitness for the bar. Students have a duty to promptly report to the Vice Dean for Students any charges, arrests or convictions of a violation of any civil or criminal law, other than a parking violation or parking ticket.

Students who attend classes, meetings, or any academic or professional function hosted by VLGS while intoxicated will be asked to leave by the professor or event sponsor. This requirement also applies to any function hosted or funded by the Student Bar Association. If the student resists, the professor or event organizer shall call the Vice Dean for Student Affairs 802-831-1244 or after hours at 802-763-8935 or the local police at 802-763-7776 or 911. If the student is disruptive or violent, the Vice Dean for Students will take the appropriate steps, including calling law enforcement for assistance. If the student is disruptive or violent, the incident will be investigated as a violation of the Code of Conduct and sanctions may be imposed.

Employees, including faculty and staff, who are intoxicated at work or while attending any function sponsored by VLGS will be asked to leave. This requirement applies to any function sponsored by VLGS or hosted or funded by the Student Bar Association. If the employee resists, the supervisor, a colleague, or the event sponsor shall

contact a Dean, Vice President, or the Director of Human Resources. If necessary, the local police may be called at 802-763-7726 or 911.

### **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 to individuals of legal age according to Vermont Law and Graduate School.
- (2) Recognizing that not all individuals may choose to consume alcoholic beverages and recognizing the social emphasis of all events, any function providing an alcoholic beverage must also provide two non-alcoholic beverages.
- (3) The sponsoring individual or organization must furnish information concerning the program, facility arrangements, food service needs, and the type and amount of beverages to be served, as directed on the Event Form and Alcohol Planning Document located online.
- (4) All recognized organizations and sponsors of registered social events are prohibited from providing alcohol to minors. Consistent with, and related to this restriction, the serving of kegs, beer balls, and alcoholic punch drinks/wine may only be served by our Food Services Director, a licensed caterer.
- (5) Any event which includes alcohol as part of its program should focus as much as possible upon the social nature of the event in its promotional campaign and not over emphasize the sale or availability of alcohol beverages at social events.
- (6) The safe occupancy level of the approved space must be determined and steps taken to ensure compliance with the fire safety code of VLGS and the state of Vermont.
- (7) No alcohol may be carried into or consumed in campus buildings, including outdoor areas at recreational events, (See Section I(A)(1) above) with the exception of approved designated areas, without the submission and approval of the Alcohol Event Planning Document and Event Form.
- (8) Scheduled events must remain within the approved designated area (see Section V(C) for further requirements).
- (9) A charge of no less than \$100 will be billed to the organization/individual sponsoring an event if the facility used is not properly cleaned within eight hours after the function has ended.

### **IV. ORGANIZED STUDENT PRIVATE PARTIES**

- A. Organized private parties, hosted off campus by a VLGS student group are considered events that involve an approved number of invited guests and have alcohol being served by the sponsors within an approved area in a manner consistent with applicable laws.
- B. Alcohol may not be sold under any conditions at private parties.
- C. The events require the submission and approval of the Alcohol Planning Document six weeks prior to the event.
- D. The student group's faculty advisor must be present for off campus events at which alcohol is served.

### **V. ORGANIZED FACULTY AND STAFF PRIVATE PARTIES**

- A. Private parties hosted by faculty and staff are not covered by this policy unless those parties include VLGS students.
- B. Private parties hosted by faculty and staff that include VLGS students are covered by this policy. No permissions or forms are required. Faculty and staff are required to ensure that they do not serve alcohol to anyone who is not of legal age. Alcohol may not be sold under any conditions at such private parties.

### **VI. CAMPUS-WIDE, LICENSED EVENTS**

- A. The sponsoring organization/individual must complete and have approved the Event Form and Alcohol Planning Event Document at least six weeks prior to the event. These forms are available from the Deans Office. Completion of the form indicates an understanding of the Alcohol Policy, and a responsibility to fulfill the regulations therein.
- B. The sponsoring organization or individuals must assume financial responsibility for all associated cost (i.e., security, damages, etc.)
- C. The sponsoring organization or individuals must post easily visible signs that read "No alcohol beyond this point" to ensure that no alcohol may be carried into or consumed in campus buildings, including outdoor areas at recreational events, outside of the approved designated areas (see III(A)(7), (8) above).

## VI. RESPONSIBILITY AND LIABILITY

For any party or other event, the persons who sign the required application or registration forms are responsible for the safe conduct of the event. Staff persons involved in clearance procedures are responsible for ensuring that the event is conducted in a safe and acceptable fashion and for monitoring the event for the general safety of the participants. Situations determined to be in non-compliance with regulations of the Alcohol Policy may be immediately suspended by appropriate VLGS personnel. Responsibility for any adverse consequences that may occur as the result of a party or other event may implicate any person or group involved with that event, in particular, those planning and monitoring its outcome. Any violation of this policy shall be reported to the appropriate Dean.

## PROGRAM FOR THE ELIMINATION OF ALCOHOL AND SUBSTANCE ABUSE

The Federal Drug-Free Schools and Communities Act Amendments of 1989, requires that Vermont Law and Graduate School implement a program for the elimination of drug and alcohol abuse. The federal law mandates that "...as a condition of receiving funds or any other form of financial assistance under any Federal program [including aid funds], an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees" on the School property or at school-sponsored activities. At a minimum, the law specifically requires that our program include:

1. Annual distribution in writing to each employee and student of:
  - Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use of, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.
  - A description of the applicable legal sanctions under local, state or federal law for the unlawful possession or distribution of illicit drugs and alcohol.
  - A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
  - A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with local, state and federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.
2. A biennial review by the institution of its program to:
  - Determine its effectiveness and implement changes, if needed.
  - Ensure that its disciplinary sanctions are consistently enforced.

## SANCTIONS

In compliance with federal requirements, the unlawful possession, use, or distribution of illicit drugs and alcohol by students or employees on Vermont Law and Graduate School property or as a part of any Vermont Law and Graduate School activity is a violation of not only the law but the Law and Graduate School regulations. Possession, use, or distribution of certain non-prescription drugs, including marijuana, amphetamines, heroin, cocaine, and non-prescription synthetics procurement or distribution of alcohol if one is under 21 years of age; and provision of alcohol to anyone under 21 years of age are considered serious breaches of policy. Vermont Law and Graduate School will respond to violations of its drug and alcohol abuse policy with action consistent with school disciplinary and personnel policies and local, state, or federal law. Sanctions may include: substance abuse counseling; referral to or mandatory participation in an appropriate drug assistance or rehabilitation program; disciplinary action including reprimand, probation, expulsion or termination of employment; and/or possible referral for prosecution. State penalties for illicit manufacture, use, and distribution of controlled substances are outlined in **Vermont Statutes (Title 18, Chapter 84) Possession and Control of Regulated Drugs** [legislature.vermont.gov/statutes/chapter/18/084](http://legislature.vermont.gov/statutes/chapter/18/084). A copy of the complete federal regulations is available from the Director of Student Affairs, who can respond to inquiries and clarify VLGS policy.

## DRUG USE AND INELIGIBILITY FOR FEDERAL FINANCIAL AID

Students denied eligibility for an indefinite period can regain it after successfully completing a rehabilitation program (as described by law), passing two unannounced drug tests from such a program, or if a conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility.

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 School counselor can provide confidential counseling and referrals to appropriate drug and alcohol counseling, treatment, and rehabilitation programs accessible in the vicinity of the School.

Vermont Law and Graduate School's current policy is intended to meet minimum legal requirements and to allow for modifications and refinement as necessary. It is not meant to restrain dissent or the free and open discussion of issues surrounding drug and alcohol use and abuse or of related Federal laws and policies. As an educational institution, we encourage inquiry and dialogue. A truly workable approach to eliminating drug and alcohol abuse is based on fairness and information, not merely punishment.

## **SPECIFIC DRUGS AND THEIR EFFECTS**

### **SOURCE: Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse**

#### **TOBACCO**

The smoking of tobacco products is the chief avoidable cause of death in our society. Smokers are more likely than non-smokers to contract heart disease—some 170,000 die each year from smoking-related coronary heart disease. Lung, larynx, esophageal, bladder, pancreatic, and kidney cancers also strike smokers at increased rates. Some 30% of cancer deaths (130,000 per year) are linked to smoking. Chronic obstructive lung diseases such as emphysema and chronic bronchitis are 10 times more likely to occur among smokers than among nonsmokers.

Smoking during pregnancy also poses serious risk. Spontaneous abortion, preterm birth, low birth weights, and fetal and infant deaths are all more likely to occur when the pregnant woman or mother is a smoker. Cigarette smoke contains some 4,000 chemicals, several of which are known carcinogens. Other toxins and irritants found in smoke can produce eye, nose, and throat irritations. Carbon monoxide, another component of cigarette smoke, combines with hemoglobin in the blood stream to form carboxyhemoglobin, a substance that interferes with the body's ability to obtain and use oxygen.

Perhaps the most dangerous substance in tobacco smoke is nicotine. Although it is implicated in the onset of heart attacks and cancer, its most dangerous role is reinforcing and strengthening the desire to smoke. Because nicotine is highly addictive, addicts find it very difficult to stop smoking. Of 1,000 typical smokers, fewer than 20 percent succeed in stopping on the first try. Although the harmful effects of smoking cannot be questioned, people who quit can make significant strides in repairing damage done by smoking. For pack-a-day smokers, the increased risk of heart attack dissipates after 10 years. The likelihood of contracting lung cancer as a result of smoking can also be greatly reduced by quitting.

#### **ALCOHOL**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

#### **CANNABIS**

All forms of cannabis have negative physical and mental effects. Several regularly observed physical effects of cannabis are a substantial increase in the heart rate, bloodshot eyes, a dry mouth and throat, and increased appetite. Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows that students do not retain knowledge when they are "high". Motivation and cognition may be altered making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco. Long-term users of cannabis may develop psychological dependence and require more of the drug to get the same effect. The drug can become the center of their lives.

#### **INHALANTS**

The immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain damage. Deeply inhaling the vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops. Long-term use can cause weight loss, fatigue, electrolyte imbalance, and muscle fatigue. Repeated sniffing of concentrated vapor over time can permanently damage the nervous system.

## **COCAINE**

Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can lacerate the mucous membrane of the nose. Injecting cocaine with contaminated equipment can cause AIDS, hepatitis, and other diseases. Preparation of freebase, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly. Crack or freebase rock is extremely addictive, and its effects are felt within zero (0) seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. The use of cocaine can cause death by cardiac arrest or respiratory failure.

## **OTHER STIMULANTS**

Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may experience sweating, headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause a rapid or irregular heartburn, tremors, loss of coordination, and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. In addition to physical effects, users report feeling restless, anxious, and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions, and paranoia. These symptoms usually disappear when drug use ceases.

## **DEPRESSANTS**

The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait, and altered perception. Very large doses can cause respiratory depression, coma, and death. The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety to convulsions and death. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result.

## **HALLUCINOGENS**

Phencyclidine (PCP) interrupts the functions of the neocortex, the section of the brain that controls the intellect and keeps instinct in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

The effects of PCP vary, but users frequently report a sense of distance and estrangement. Time and body movements are slowed down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent. Chronic users of PCP report persistent memory problems and speech difficulties. Some of these effects may last six months to a year following prolonged daily use. Mood disorders—depression, anxiety, and violent behavior—occur. In later stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations. Large doses may produce convulsions and coma, as well as heart and lung failure. Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline, and psilocybin. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even after use has ceased.

## **NARCOTICS**

Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. Users also may experience constricted pupils, watery eyes, and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsion, coma, and possible death. Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in disease such as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms.

## **DESIGNER DRUGS**

Illegal drugs are defined in terms of their chemical formulas. To circumvent these legal restrictions, underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate. Many of the so-called designer drugs are related to amphetamines and have mild stimulant properties but are mostly euphorants. They can produce severe neurochemical damage to the brain. The narcotic analogs can cause symptoms such as those seen in Parkinson's disease: uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucinations, and impaired perception.



## **ANABOLIC STEROIDS**

Anabolic steroids are a group of powerful compounds closely related to the male sex hormone testosterone. Developed in 1930s, steroids are seldom prescribed by physicians today. Current legitimate medical uses are limited to certain kinds of anemia, severe burns, and some types of breast cancer. Taken in combination with a program of muscle-building exercise and diet, steroids may contribute to increase in body weight and muscular strength. Because of these properties, athletes in a variety of sports have used steroids since the 1950s, hoping to enhance performance. Today, they are being joined by increasing numbers of young people seeking to accelerate their physical development. Steroid users subject themselves to more than 70 side effects ranging in severity from liver cancer to acne and including psychological as well as physical reactions. The liver and the cardiovascular and reproductive systems are most seriously affected by steroid use. In males, use can cause withered testicles, sterility, and impotence. In females, irreversible masculine traits can develop along with breast reduction and sterility. Psychological effects in both sexes include very aggressive behavior—"roid and rage"—and depression. While some side effects appear quickly, others, such as heart attacks and strokes, may not show up for years. Signs of steroid use include weight and muscle gains (if steroids are being used in conjunction with a weight training program); behavioral changes, particularly increased aggressiveness and combativeness; jaundice; purple or red spots on the body; swelling of feet or lower legs; trembling; unexplained darkening of the skin; and persistent unpleasant breath odor. Steroids are produced in tablet or capsule form for oral ingestion, or as a liquid for intramuscular injection.

## **BUSINESS OFFICE POLICIES**

### **ACCESSING YOUR ONLINE ACCOUNT:**

Your tuition statement is available online through CampusWeb. Transactions are posted in real time, so please check your account frequently. To access: [campusweb.vermontlaw.edu/](http://campusweb.vermontlaw.edu/).

**Log in: (username)**

**Password:**

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 on Go to **CASHNET** under the CASHNET Online Payment Tool section.

All amounts listed with a (-) are credits to your account. All positive amounts are charges to your account. At the bottom of the statement, you will find a **Statement Balance and Balance 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.

**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.

**ACCELERATED JD STUDENTS:** are billed the bulk rate for tuition in the fall, spring and summer semesters.

**HYBRID ONLINE JD STUDENTS:** are billed a reduced bulk rate for tuition for all three semesters within an academic year.

**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.

**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.

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).

**MASTER'S AND LLM PROGRAMS:** Students: are billed on a per credit basis at the prevailing per credit rate.



## TUITION AND FEES

<b>JD TUITION</b>	
Annual Tuition ( <i>2 semesters</i> )	\$49,700
Tuition Deposit	\$750
Per Credit Tuition	\$1,700
<b>HYBRID - ONLINE JD (<i>3 semesters</i>)</b>	<b>\$44,730</b>
<b>JOINT DEGREE TUITION</b>	<b>(JD/MELP, JD/MERL, JD/MFALP, JD/MARJ, JD/LLM-ENERGY/ENVIRONMENTAL, JD/LLM-FAL)</b>
Annual JD Tuition	\$49,700
Master's Program Per Credit Tuition	\$1,400
<b>LLM TUITION</b>	<b>(AMERICAN LEGAL STUDIES)</b>
Annual LLM-ALS Tuition	\$40,600
LLM-ALS per credit	\$1,400
Tuition Deposit	\$750
<b>MASTER'S PROGRAM TUITION</b>	<b>(MELP, MERL, MFALP, MARJ, LLM-Environmental, LLM-Energy, LLM-FAL)</b>
Annual Master's Program Tuition	\$42,000
Master's Program Per Credit Tuition	\$1,400
Tuition Deposit	\$750
<b>PROFESSIONAL CERTIFICATION TUITION</b>	<b>(RESTORATIVE JUSTICE)</b>
Per Credit Tuition	\$600
<b>ONLINE LEARNING</b>	<b>(MASTER'S PROGRAM-EXCLUDING LLM-ALS)</b>
Annual Tuition ( <i>MARJ, LLM Env., LLM Energy, LLM FAL</i> )	\$42,000
Master's Program Per Credit	\$1,400
Student Admin Fee	\$100 (non-refundable, semester charge)
Online Learning Fee	\$350 (non-refundable, one-time charge)
<b>MISCELLANEOUS FEES</b>	
Student Bar Association Fee	\$125 (annual charge, non-refundable)
On-Campus Services Fee	\$475 (non-refundable, semester charge)
Off-Campus Services Fee	\$225 (non-refundable, semester charge)
Summer Student Services 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

<b>SUMMER 2023</b>	
JD Per Credit	\$1,700
Master's Program Per Credit	\$1,400

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.

## **BILLING**

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 his/her 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.

All communications regarding tuition billing and payments due will be sent to students at their VLGS email address from the Student Accounts Office.

Students may request third-party billing by completing and submitting a Third-Party Billing Form online or requesting a form directly from the Business Office.

Please note that submitting a third-party billing request does not give Vermont Law and Graduate School permission to talk to the third party. If you would like a third party (spouse, partner, parent, guardian, employer) to be able to discuss your account or financial aid with us, an Information Release form (online or available from the Business Office) must be completed and submitted to the Business Office.

## **TUITION PAYMENT POLICIES**

**RESIDENTIAL STUDENTS:** All tuition and fees are due to Vermont Law and Graduate School seven (7) days prior to the first day of classes.

**ONLINE LEARNING STUDENTS:** All tuition and fees are due to Vermont Law and Graduate School two (2) business days prior to the start of classes.

The Business Office will work with the Financial Aid Office to verify the amount of loan money the student will be receiving. Upon verification of the loan proceeds, tuition that will be covered by the funds will be deferred until receipt of the funds. If a student wishes to have charges on their account other than tuition (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. 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), 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 Abbott House. Students' account numbers and/or names must appear on all checks and money orders to ensure they are credited to the appropriate accounts. Vermont Law and Graduate School now offers the option to pay your student account online: [campusweb.vermontlaw.edu](http://campusweb.vermontlaw.edu).

**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.**

### **UNPAID TUITION DROP POLICY**

Any residential student who, by the last day of the add/drop period, still has a full tuition balance on their account will be notified through their Vermont Law 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. Appeals to this decision may be made in writing to the Comptroller 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. This applies to all residential students for whom financial aid has not fully covered the initial tuition charge, or charges that are incurred during the semester (library fines, etc.). A hold will also be placed on all outstanding accounts for grades, transcripts, and diplomas (if applicable).

## **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 students only.

Payment plans are offered for the fall and spring semesters only. In the fall semester, payments begin August 10th and end November 10th. In the spring semester, payments begin January 10th and end April 10th. Payments are due the 10th of each month, and late payments are subject to a \$25 late charge on the 15th of each month. Payment plans that are in arrears for one month will be automatically terminated and the balance due on the account will become due immediately. Students who have had their payment plan agreements terminated will not be permitted to participate in the program in the future.

In order to participate in a payment plan, students must contact the Accounts Receivable Clerk either in person or via email prior to the first day of classes 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.** 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.

## **REFUNDS**

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.

**\*Refunds are available in the Business Office (2nd floor of Abbott House) no earlier than the 1st week of classes.**

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.

1. 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 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.

2. Checks that are not picked up within the 21 days of being issued, but are not the result of a disbursement of federal funds, will be voided at the end of the semester from which they were issued and applied back to the student's account.

3. 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.

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 (health insurance, library fine, software charge, etc.) on their account and have signed a Non-allowable Charge Form, indicating "NO", a refund will not be issued until the charge is paid, or a new form is submitted, indicating "YES". **Valid photo identification is required when picking up a refund check.** Any 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.

**ACH deposit is now available for students.**

Sign into Campus Web using your current username and password.

Click on the Business Office link in the blue ribbon at the top.

Select **"My Refunds"** from the menu on the left.

**Please be sure to read all the information provided.**

ACH deposits that are returned for any reason (wrong account, routing number, closed account, etc.,) are subject to a \$10 fee.

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.

Additional mailing options (overnight/ next day delivery) are available for refund checks, at the expense of the student. Such expenses will be deducted from refund checks prior to being issued.

#### **RETURNED PAYMENT**

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

#### **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](mailto: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.

#### **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.

#### **WITHDRAWALS: BALANCES DUE AND REFUNDS**

If you are considering withdrawing\*, dropping\*\*, or taking a leave of absence, we encourage you to consult with your academic advisor, the Registrar's Office, the Business Office, and the Financial Aid Office. A student may receive a tuition credit for the academic period in which he/she withdraws/drops, prorated based on the date of withdrawal/drop, less non-refundable student fees and deposit. A student withdrawing (from a course or program) or taking a leave of absence from the School is responsible for completing all applicable paperwork as required by the program for which they are enrolled.

\* a withdrawal is defined as a request to be removed from a class **after** the add/drop period, resulting in a Wd grade on your transcript.

\*\* a drop is defined as the removal of oneself from a class **prior to or during** the add/drop period and is not recorded on your transcript.

#### **Your balance due or refund will be based on:**

1. The date you submit the applicable form (Request to Withdrawal/Leave of Absence)–if you are a Residential student less any non-refundable student fees.
2. The date you last accessed the LMS (Learning Management System)–if you are 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.

**Note:** Online Learning students who are attending Residential Program classes will be subject to the Residential program withdrawal policy for those Residential credits.

**Note:** Residential students who are attending Online Learning Program classes will be subject to the Online Learning program withdrawal policy for those Distance Learning credits.

### **DISMISSALS AND SUSPENSIONS**

A student who is either dismissed or suspended for any reason during the academic semester will receive a tuition credit based on the applicable tuition credit percentage in effect at the time of dismissal/suspension (within first four weeks).

## **RESIDENTIAL PROGRAM**

Tuition charges will be adjusted according to the following schedule for students taking residential classes. Students will be responsible for payment of non-refundable student fees in full if they withdraw, drop or take a leave of absence after the start of classes/semester. A student withdrawing (from a course or program) or taking a leave of absence from the School is required to complete a Request to Withdraw/Leave of Absence form and obtain the Registrar's signature.

- \* a withdrawal is defined as a request to be removed from a class **after** the add/drop period, resulting in a Wd grade on your transcript.
- \*\* a drop is defined as the removal of oneself from a class **prior to or during** the add/drop period and is not recorded on your transcript.

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

<b>SPRING/FALL TERMS:</b>	<b>TUITION CREDIT</b>
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.

Appeals to the above policy or calculation for special circumstances may be made in writing to Vermont Law and Graduate School's Comptroller, [businessoffice@vermontlaw.edu](mailto:businessoffice@vermontlaw.edu).

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.

### **PAYMENT PLANS**

Students who are enrolled in the payment plan option and withdraw during the refund period (first four weeks), should note that their refund will be calculated on the full amount charged and not the amount remitted via the payment plan.

## **SUMMER TERM**

Students may add or drop courses before the second class meeting. VLGS students must do so through the CampusWeb Portal. Students visiting VLGS for summer courses must email the Registrar's Office, [Registrar@vermontlaw.edu](mailto:Registrar@vermontlaw.edu), or go to the Registrar's office before attending the second class to report the drop. Tuition charges will be adjusted with no financial penalties during the add/drop period.

**Withdrawing from a class may be done 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.

- \* 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.

**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.

**\*NOTE:** if your written notification is received prior to the time that the class is scheduled to meet, your withdrawal is still based on that date of class.

**There is no tuition credit after 60% of the session has been completed.**

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.

Appeals to the above policy or calculation for special circumstances may be made in writing to Vermont Law and Graduate School's Comptroller, [businessoffice@vermontlaw.edu](mailto:businessoffice@vermontlaw.edu).

### **RETURN OF TITLE IV FUNDS**

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.

It is important to understand that after 60% of the semester has been completed, there will be no adjustment to the financial aid received. The daily pro-rata calculation follows the guidelines set in the Federal Return to Title IV funds regulations.

Students who withdraw prior to the 60% point in the semester, and who received Federal loans, will owe a prorated repayment to these loans. The Vermont Law 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.

You should be aware that if you withdraw early in the semester, you could potentially owe money to Vermont Law and Graduate School.

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.

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.

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.

### **ONLINE LEARNING PROGRAM (OLP)**

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.

**Note:** Within one semester, there are two Online Learning Terms. This policy is based on terms for Online Learning classes.

- \* a withdrawal is defined as a request to be removed from a class after the add/drop period, resulting in a Wd grade on your transcript.
- \*\* a drop is defined as the removal of oneself from a class prior to or during the add/drop period and is not recorded on your transcript.

**The date of withdrawal for purpose of calculating the tuition credit is the date the student last accessed the Learning Management System (LMS).**

SPRING/FALL/SUMMER TERMS:	TUITION CREDIT
If last access date is 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%

**\*Note:** The calendar week for cancellation of tuition ends on FRIDAY. For example, if the add/drop period ends on a Wednesday, the withdrawal period for the purpose of tuition credit calculation, will be the end of the day (11:59 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.

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.

Payment plans are not available for the Online Learning Program.

Appeals to the above policy or calculation for special circumstances may be made in writing to Vermont Law and Graduate School's Comptroller at [businessoffice@vermontlaw.edu](mailto:businessoffice@vermontlaw.edu).

## CAMPUS BULLETIN BOARD POLICY

The posting policy is designed to promote activities on and off the Vermont Law and Graduate School campus. Violations of the posting policy could lead to a Code of Conduct violation. All final decisions on violations will be referred to the Director of Student Affairs for immediate resolution. If you have any questions or suggestions regarding the posting policy, please feel free to contact the Director of Student Affairs.

### POSTING POLICY:

In Chase Center Breezeway all bulletin boards that are labeled will be the responsibility of the group or individual assigned the bulletin board. Posters in public areas must be removed upon completion of the program or event. VLGS Buildings and Grounds staff will remove any posters that are posted on walls or doors without prior approval from the Director of Student Affairs. Materials placed on bulletin boards designated to a student group are the property of that student group. Unauthorized removal or alteration of materials by anyone other than the Office of Student Affairs is prohibited. Failure to abide by this policy could result in the removal of assigned bulletin board privileges by the Director of Student Affairs and could result in a VLGS Code of Conduct violation.

## CANCELLATIONS | DELAYED OPENINGS INDIVIDUAL CLASSES

Canceled classes are usually listed on the VLGS website and the Technology website. Notice may also be sent via email.

## SCHOOLWIDE 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](http://vermontlaw.edu)
- VLGS telephone switchboard 802-831-1000.



- WCAX - [wcax.com/weather/closings](http://wcax.com/weather/closings)
- VPR - [app.vpr.org/school-closings](http://app.vpr.org/school-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.reggroup.com/networks/vermontlaw/ldap](http://vermontlaw.reggroup.com/networks/vermontlaw/ldap).
- 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 canceled or have a delayed opening.

## **CELL PHONE AND ELECTRONIC COMMUNICATION DEVICES**

The use of cell phones, smart phones, tablets, and other electronic devices during class or in-class examinations is strictly forbidden. Please follow exam instructions and faculty directions carefully: your professor may request that you keep these devices out of the examination room. In the absence of specific instructions from your professor, turn the devices off and store them away until you turn in your exam.

If you are concerned about a possible emergency call during an exam, direct the caller to contact the Vermont Law and Graduate School switchboard at 802-831-1000, notify the switchboard operator of the emergency and ask to be transferred to the Registrar. Cell phone use in the classroom is not permitted: cell phones must be turned off in any room where classes or lectures are being held.

Cell phones must be turned off or set to vibrate-only in computer labs, Chase Center, and designated "quiet study areas." Cell phone use in these areas is not permitted: please step out to make or take a call.

Library cell phone policy: Cell phones must be turned off or set to vibrate-only. Cell phone use is not permitted except in:

- Unoccupied study rooms
- Connector to Chase

Please use a low voice when using a cell phone in these acceptable areas. The library reserves the right to ask patrons to leave if they are using cell phones in restricted areas or disturbing others in any area of the library.

## **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. Such releases are documented in the student file.
  - 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 student's educational interest are allowed access to a student's educational records. This includes persons in the Offices of the Registrar, Admissions, Comptroller, Financial Aid, and Business Services, and academic personnel within the limitations of their need to know. In addition, the Vice Dean for 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 and telephone number, date of birth, dates of attendance, class year, full-time or part-time status, degrees and awards received, and the most recent previous educational agency or institution attended by the student.
  - 1. A student may withhold directory information by notifying the Registrar in writing within two weeks after the first day of classes for the fall semester.
  - 2. Requests for nondisclosure will be honored by Vermont Law 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. Students who opt for nondisclosure will not have their names in Commencement programs.

## **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 using the "Request for Copies of Documents in File" form available outside the Registrar's Office. In some circumstances, a copy will not be made (e.g., an academic record for which a financial "hold" exists, or a transcript of an original or source document which exists elsewhere). Copies are made at the student's expense at prevailing rates which are listed on the form.
  - 2. Records covered by the Act will be made available within forty-five days of the request.
- B. Exceptions and Exclusions. As provided by the Act:
  - 1. Education records do not include records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute; employment records; or alumni records.
  - 2. A student may not inspect or review financial information submitted by his/her parents; confidential letters and recommendations associated with admissions, employment, job placement or honors and to which he/she has waived his/her rights of inspection and review; or education records containing information about more than one student, in which case 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 or misleading, or is otherwise in violation of his/her privacy or other rights, may discuss his/her problems informally with the Office of the Registrar.
1. If the decision is in agreement with the student's requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended, and she/he will be informed by the Office of the Registrar of his/her right to a formal hearing.
  2. A student's request for a formal hearing must be made in writing to the Vice Dean for 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 his/her challenge is unfair or not in keeping with the provisions of the Act may request, in writing, assistance from the Dean of Vermont Law and Graduate School to aid him/her in filing complaints with The Family Educational Rights and Privacy Act Office, Department of Education, Room 4074, Switzer Building, Washington, DC 20202.

Revisions and clarifications of this policy will be published as experience warrants.

## DIRECTORY OF RECORDS

**OFFICE OF ADMISSIONS (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, 2<sup>ND</sup> 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 (ABBOTT 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 transcript, bar certification, and/or diploma. Therefore, the general information of indebtedness will be shared with the Registrar's Office and the Dean's Office and/or holds are placed on the student information system. In addition, the Business Office maintains the record of a student's VLGS parking sticker number in conjunction with the student's license plate number. None of this personally identifiable information will be disclosed to anyone outside the institution. In addition, students are given the opportunity to authorize other individuals to make inquiries of their accounts by completing a Business Office/Financial Aid Office Release Authorization Form. This form is considered in effect until further notice, i.e., the student submits an updated form. It is assumed that a student not completing this form does not consent to any release of information.

**ENVIRONMENTAL LAW CENTER (DEBEVOISE HALL):** Summer Session applicants are processed by the ELC and records are transferred to the Registrar's Office upon the student's registration.

**OFFICE OF FINANCIAL AID (ABBOTT HOUSE):** A student's financial aid file contains their Institutional Student Information Report (ISIR), notice of financial aid eligibility and awards, loan applications, and other pertinent information requested to assess eligibility for financial assistance. Federal Perkins promissory notes and collection information is also kept in the Financial Aid Office for graduates who receive these loans. Copies of educational loan deferment forms are placed in the student's file prior to being sent to the lending agencies. A student has access to all this information. The Office of Financial Aid will release to scholarship committees the level of a student's financial need (e.g., none, high, etc.), but will not share any specific information. The Office of Financial Aid is notified by various agencies when a student/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 (ABBOTT HOUSE):** *Upon matriculation, electronic copies of some of a student's application file become accessible to the Registrar's Office.* At that time, these records (electronic or paper) fall under the protection of FERPA. This record may contain the following application materials: application for admission, LSDAS summary report or GRE report, 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.) A notice of loan default may be appended to the student's official transcript if received. Independent of a student's individual record, the Registrar's Office maintains archives of student petitions to the Committee on Standards, with a copy of the decision electronically maintained. Release of most information in the Registrar's Office requires a student's written permission, with the following exceptions: 1) When a student is being placed on academic probation, the Vice Dean for 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, as an institution, assumes the ultimate administrative responsibility for ensuring compliance with the mandates of section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990. It is the responsibility of the Associate Dean for Diversity, Equity, and Inclusion 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 Associate Dean for Diversity, Equity, and Inclusion 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 plant is an eight-acre complex of buildings, many of which were built at the turn of the century. Some areas within older buildings are inaccessible to mobility-impaired students or are difficult to access. All buildings are accessible on the first floor, either through a ground-level entrance or a ramp. Whenever a mobility-impaired student needs to meet with faculty or staff whose offices are in limited-access areas, the 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 as fully as possible, reasonable accommodations do not include measures that fundamentally alter the academic program of the School or that place undue administrative or financial burdens on the School.
- E. The faculty have the responsibility for maintaining the integrity of the academic program. When course accommodations are required for a student, the intent is to provide that student with equal access to the essential course content and to mitigate the impact of the disability on the student's learning and/or academic performance without compromising course or program integrity. Accommodations may involve modification of the way in which material is presented or how learning is evaluated; however, accommodations that compromise the essential integrity of the course shall not be required of faculty by Vermont Law and Graduate School. Faculty may not dispute the fact, nature, and/or extent of a disability that has been recognized by the Associate Dean for Diversity, Equity, and Inclusion. If faculty have questions or concerns about a particular student's accommodation, they should meet with the Associate Dean for Diversity, Equity, and Inclusion to discuss those concerns or questions. Faculty who are dissatisfied with the accommodations recommended may consult with the Associate Dean for Diversity, Equity, and Inclusion. Faculty are encouraged to share with the Associate Dean for Diversity, Equity, and Inclusion information about the course and/or program, so that the Associate Dean is best able to make appropriate accommodation recommendations. Faculty are to implement the accommodation as soon as possible, but in no case more than five academic days after the notification has been received. If no further consultation occurs between faculty, student, and the Associate Dean for Diversity, Equity, and Inclusion, 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 Associate Dean for Diversity, Equity, and Inclusion. New students should inform the Associate Dean for Diversity, Equity, and Inclusion, 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 nature of the program or if they would be unduly burdensome either financially or administratively to the School.
- 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 Associate Dean for Diversity, Equity, and Inclusion 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 Associate Dean for Diversity, Equity, and Inclusion. A student seeking accommodation for a disability should make a direct request to the Associate Dean for Diversity, Equity, and Inclusion by visiting [vermontlaw.edu/accommodation](http://vermontlaw.edu/accommodation) and completing the online disability request form. Technical assistance with this form can be provided by the Office of the Associate Dean for Diversity, Equity, and Inclusion.

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 Associate Dean for Diversity, Equity, and Inclusion.
  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 Associate Dean for Diversity, Equity, and Inclusion as soon as practicable upon their arrival on campus. Requests made two weeks or less before midterm exams or final exams may not be implemented in time for those exams.
- B. Verification of Disability:
1. A student who makes a request for accommodation due to a physical, mental, or learning disability must provide current professional verification documentation to the Associate Dean for Diversity, Equity, and Inclusion.
  2. The cost of obtaining the professional verification will be borne by the student.
  3. The documentation required varies, depending on the nature of the disability.
  4. If the 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 Associate Dean for Diversity, Equity, and Inclusion 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 Associate Dean for Diversity, Equity, and Inclusion 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 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 Associate Dean for Diversity, Equity, and Inclusion has authority to decide whether accommodations will be granted in individual cases. The Associate Dean for Diversity, Equity, and Inclusion for Students 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 Associate Dean for Diversity, Equity, and Inclusion. After the accommodation has been put in place, each student receiving accommodations may meet upon request with the Associate Dean for Diversity, Equity, and Inclusion 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 Associate Dean for Diversity, Equity, and Inclusion shall provide information to appropriate administrative staff and faculty when necessary to arrange for efficient administration of academic adjustments and accommodations.
- F. Records and Privacy: Information concerning a student's disability and accommodations made is treated as confidential under applicable laws and 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 Associate Dean for Diversity, Equity, and Inclusion. The records will include documentation submitted to verify the disability. The Registrar's Office will receive a copy of the Associate Dean'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 Dean to review the accommodation request and the accommodation will be granted or denied.
  1. The Dean may affirm, reverse, or modify the finding and/or recommendation of accommodation. The Dean may confer with the Vice Deans 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 and Discrimination.

## **VI. ACADEMIC DISMISSAL AND READMISSION**

Students who are academically dismissed sometimes raise a disability as the basis for the academic difficulty. The burden is on the student to clarify why the disability was not brought to the attention of the administration, if it had not been previously, to explain why accommodations were not requested, or to explain why accommodations that had been provided were inadequate.

Readmission petitions should be discussed with the 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 law school as an aid in requesting accommodations for bar examinations.
- B. The Office of Career Services will assist all graduates, with or without disabilities, in developing career opportunities after the completion of studies at Vermont Law 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.



Adopted August 28, 1995  
Revised June 3, 2016  
Revised May 16, 2018  
Revised August 8, 2019  
Revised June 23, 2021  
Revised June 28, 2022  
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## 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.
- 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 are listed below. Please visit [royaltonvt.gov](http://royaltonvt.gov) for the full Animal Control Ordinance of the Town of South Royalton.

- 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.

### VERMONT LAW AND GRADUATE SCHOOL'S SERVICE ANIMAL POLICY

#### A. SERVICE ANIMALS

Animals are generally prohibited in Vermont Law and Graduate School (VLGS) buildings. However, an individual with a disability is permitted to be accompanied by his/her service animal in VLGS buildings when required by law, subject to the conditions of this policy.

A "Service Animal"<sup>38</sup> means a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability<sup>39</sup>. 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 Vice Dean for Students or the Director of Human Resources 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

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<sup>38</sup> In limited circumstances, a miniature horse may qualify as a Service Animal. It must be less than 38 inches tall.

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 applies to all students and employees.

## **B. SERVICE ANIMAL REQUIREMENTS**

### **1. Written Request**

A person who wants to be accompanied by his/her Service Animal must make a prior written request to the Vice Dean for Students (for students), the Director of Human Resources (for employees), or their designees. These requests must be renewed by September 1 of each school year.

### **2. Vaccinations**

The Service Animal must be in good health. The owner or handler of the Service Animal must submit to the Vice Dean for Students or their designee documentation from a licensed veterinarian of the following: a current veterinary health certificate, and 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 Vice Dean for Students, the Director of Human Resources 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 Vice Dean for Students, the Director of Human Resources, or their designees deny a request for access of a Service Animal, the disabled individual can file a written grievance with the Vice Dean for Faculty or his/her designee. The Vice Dean for 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

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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; alerting or assisting a person who has seizures; retrieving objects; preventing or interrupting impulsive or destructive behavior by persons with psychiatric and neurological disabilities; or performing other special tasks.

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  
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## EVENTS AND ROOM SCHEDULING

The Events Coordinator is responsible for assisting students, faculty and staff with event planning and room scheduling; acting as liaison between organizers and service providers (B&G, VLGS Food Service, Communications, and/or AV).

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 in order to schedule events and/or reserve rooms. [25live.collegenet.com/pro/vermontlaw#!/home/dash](https://25live.collegenet.com/pro/vermontlaw#!/home/dash).

### HOW THE EVENTS PLANNING PROCESS WORKS:

**Request:** Decide who the primary point of contact will be and ask that person to complete the 25Live Event Request Form three months prior to your event. If you are requesting VLGS Food Service, you must include a budget amount and menu suggestions. Events less than two weeks out require special permission and should still be submitted via the 25Live Event Request Form.

**Review:** The Events Coordinator will review your event request and determine whether approval is granted. If additional approval is required, the Director of Student Affairs and the VP for Finance will be consulted. If approval is granted, the date and rooms will be secured and notice of approval will be sent to the primary point of contact.

**Service Provider Coordination:** The 25Live system is used to communicate all necessary details to the Service Providers (Buildings & Grounds, VLGS Food Service, Communications, and AV requests). If food service is requested, the Food Service Director will create a Banquet Event Order (BEO) and email it to the primary point of contact through the 25Live system. Once the menu is finalized the BEO must be approved within three business days of receipt. Final attendance numbers must be submitted to the Food Services Director two weeks prior to the event.

**Monthly Meeting:** the Director of Student Affairs and the Events Coordinator will hold monthly meetings. It is mandatory for each student group to send one representative to this meeting each month. Failure to participate will result in the Student Group being in poor standing with the Student Bar Association and the Office of Student Affairs.

**Collaboration:** Collaboration is strongly encouraged. Requests representing collaboration will receive special consideration. All campus events must be approved by the Office for Student Affairs. **Applications will be considered incomplete unless all necessary forms (alcohol planning, funding request and Event Budget forms) have been submitted and the Faculty Advisor has verified their attendance.**

**Please Note: All requests involving alcohol must be received at least eight weeks in advance and include a complete signed Alcohol Planning Form.** An alcohol permit, which is required by the state, will be requested on your behalf. **Last minute requests for alcohol will be denied.**

If you have any questions, please contact the Event and Commencement Coordinator at 802-831-1238. Events are an important part of life at Vermont Law and Graduate School. With careful planning, every event can be a success.

## EXAMPLIFY: USE OF LAPTOP COMPUTERS FOR EXAM TAKING

Each professor has the right to determine whether to ban, permit, or require the use of laptops for in-class examinations. All students must abide by the professor's exam policy, unless an exception is necessary as accommodation of a documented disability. Whenever the use of laptops is permitted, students are encouraged to exercise this option and take their in-class examinations on their own laptop computers. Please note: The use of tablets or iPads is highly discouraged during exams. Students that have iPads or tablets will need to make plans to secure a laptop during the examination periods.

Laptop exam takers must use ExamSoft's testing program, Exemplify, for their in-class exams. Exemplify is a simple word processing software that blocks access to any stored files or the internet during the examination. It also prevents decipherable examination information from being stored on the computer. Any tampering with Exemplify

and the exam upload process may be considered a violation of the Honor Code or the Code of Conduct. Only genuine U.S.-English versions of Windows Operating Systems are supported.

When the use of laptops and Examplify is mandatory for an in class exam, students who do not own a laptop should be prepared to secure one for exam taking purposes as Vermont Law and Graduate School will not provide it.

Laptops must be able to wirelessly connect to the internet, as all Exams require a download and upload process. Please check the requirements well before your exam for updated information.

## **EXAMPLIFY: INSTRUCTIONS FOR IN-CLASS EXAMINATIONS**

Use of Examplify software is free to all students that have completed the registration process. Specific information about using this software at Vermont Law and Graduate School can be found on our own ExamSoft home page, [ExamSoft.com/Vermontlaw](http://ExamSoft.com/Vermontlaw).

Students must download and register the Examplify software at the beginning of EVERY ACADEMIC YEAR (Fall) even if they have registered and used Examplify software in the past. Questions or problems registering for Examplify or downloading the software should be directed to the Examplify technical support at: 866-429-8889 (a toll free number) or support@examsoft.com. Neither Vermont Law and Graduate School's IT department nor the Registrar's Office supports Examplify's technical issues.

All students are emailed their username and passwords via ExamSoft each semester, and sent reminders to register throughout the academic year. Using this set of username/password, students will log into the [ExamSoft.com/Vermontlaw](http://ExamSoft.com/Vermontlaw) website to download the most current version of the Examplify software. Once the software is installed, students will be prompted to register the software and restart their machine. Students are strongly encouraged to take the mock exam at least 48 hours prior to exams to make sure their computer and ExamSoft are compatible. The mock examination is available for immediate download and can be taken multiple times.

Students should come to exams with a fully charged battery, a power cord and any other necessary equipment. Please arrive in the exam room at least 15 minutes prior to the starting time of the exam to set up computers; no additional time is given for setting up, logging in or solving technical issues. Students that are having technical difficulties that cannot be easily resolved will be instructed to use bluebooks. At the end of the exam, the professor or proctor will notify students the exam is over. Upon hearing the exam has ended, students must immediately close their exam. Students that do not close their exam immediately will be in violation of the Honor Code and will be reported.

Completed exams are uploaded to a secure server. The exams are then downloaded and printed by staff and distributed to faculty in place of the traditional blue books. The printed copies are retained by the professor. More information about the use of Examplify will be provided via email notices leading up to exam times.

## **FACILITIES ACCESSIBLE TO DISABLED STUDENTS**

### **DESIGNATED PARKING**

- Between Curtis House and Rogers House (3)
- Parking circle in front of Oakes Hall (3)
- Behind Abbott House (2)

### **FACILITIES ACCESSIBLE AT FIRST FLOOR (RAMP OR GROUND LEVEL ENTRY)**

- Abbott House (main entrance)
- Anderson House (rear entrance)
- Chase Center (through Chase Debevoise connector)
- Cornell Library (via halls to Chase Center, and ramp at front of library)
- Curtis House (street side and quad side of building)
- Eaton House (ramp at front of building)
- The Café (lift in hallway or back entry)
- Magic Mountain Day Care (ramp at front of building)
- Oakes Hall
- Debevoise Hall (driveway at the back of building and connector hallway at both ends)
- South Royalton Legal Clinic (front and back of building)
- Waterman Hall (main entrance)
- 190 Chelsea
- Fitness Center
- Student Center (Dearing House)
- Old School House

## **FACILITIES ACCESSIBLE ABOVE FIRST FLOOR**

- Debevoise Hall (elevator to all floors)
- Technology Department (lift in hallway)
- Library (elevator to all floors)
- Oakes Hall (elevator to all floors)
- Waterman Hall (elevators to all floors)
- Center for Legal Services (elevator to all floors)
- Old School House (has a lift)

## **ACCESSIBLE BATHROOM FACILITIES ARE PROVIDED ON EACH FLOOR OF THE LIBRARY, DEBEVOISE AND OAKES HALL AND THE FIRST FLOOR OF**

- Abbott House
- Curtis House
- Waterman Hall
- Old School House
- Student Center
- Center for Legal Services
- VLGS Café
- Fitness Center

Any student who for reasons of physical disability is unable to meet in an office that is not accessible should contact that office to arrange to meet in an accessible location.

## **FINANCIAL AID POLICIES**

The cost of attendance at Vermont Law 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.

## **BUDGET INCREASE POLICIES**

### **1. PURPOSE**

- 1.1. 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**

- 2.1. Budget adjustments are for special and unusual expenses that differentiate the student from other students.
- 2.2. Submitting a request does not automatically ensure that your budget will be increased. Each submission is reviewed on a case-by-case basis.
- 2.3. The Office of Financial Aid reserves the right to deny any and all budget increases.
- 2.4. A denial of some or all future types of budget adjustment requests may be made on a blanket basis based upon a student's individual circumstances.
- 2.5. This policy is for the purpose of documenting unusual, non-discretionary expenses that are directly related to your education.
- 2.6. The institution will take into account whether these expenses are special circumstances that differentiate you from the other students enrolled in the program.
- 2.7. If approved, a revision to your budget will not result in additional gift assistance but will increase your eligibility for loans.
- 2.8. An increase to your established student budget means you will be borrowing additional funds to cover the approved expenses. The loans borrowed would be in the form of additional Grad PLUS or private educational loans above the standard cost of attendance.
- 2.9. 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.

### **3. APPROVED TYPES OF BUDGET ADJUSTMENT REQUESTS**

- 3.1. *Exceptional Circumstances*
  - 3.1.1. Emergency health care (medical, dental, psychological)
  - 3.1.2. Emergency automobile repair
  - 3.1.3. Psychological testing and disability accommodations
- 3.2. *Non-Standard Cost of Attendance Components*
  - 3.2.1. Dependent care
  - 3.2.2. Board examination
  - 3.2.3. One-time computer purchase
  - 3.2.4. One-time snow tire purchase and/or one-time summer tire purchase
  - 3.2.5. Travel home
- 3.3. *Semester in Practice/Off-Campus Exceptional Expenses*
  - 3.3.1. Adjustments for variations in standard Cost of Attendance Components

### **4. REQUIREMENTS FOR EXCEPTIONAL CIRCUMSTANCES BUDGET ADJUSTMENT REQUESTS**

- 4.1. Budget Worksheet Form.
- 4.2. A narrative statement regarding the reason for the request.
- 4.3. Receipts and documentation showing a paid expense incurred.
- 4.4. Copies of last three months bank statement.
- 4.5. As pertaining to emergency auto repair costs:
  - 4.5.1. The maximum total increase for car repairs is \$5,000 for JD/Joint students and \$2,000 for residential Masters and LLM students.
  - 4.5.2. Requests for routine or standard maintenance in order for the car to continue to run in working condition are not accepted.
  - 4.5.3. A statement/bill detailing the work performed, costs of the repairs, and the amount paid.
  - 4.5.4. The statement/bill must have the student's name as the customer.
  - 4.5.5. If the repair is the result of an accident, then the student must submit information on how much of the costs will be covered by insurance.
  - 4.5.6. Receipts paid for in cash will not be accepted unless the receipt has been signed by the company/person who performed the work.
- 4.6. As pertaining to unexpected health care costs
  - 4.6.1. Emergency out-of-pocket expenses for medical, dental, vision and prescriptions costs not covered by insurance.
  - 4.6.2. Cosmetic, diagnostic and elective procedures are not covered under this policy.
  - 4.6.3. Medical/dental receipt(s) must detail emergency procedure with the amount the student paid and the date the service was received.
- 4.7. As pertaining to psychological testing/disability accommodations
  - 4.7.1. Cost of disability testing.
  - 4.7.2. Cost of special services, personal assistance, transportation, equipment and supplies whose need is documented by a disability professional that are not provided by other agencies.
  - 4.7.3. 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**

- 5.1. Dependent care costs
  - 5.1.1. Students with children may incur additional expenses beyond the limits of the student budget.
  - 5.1.2. Three thousand dollars per child under the age of 18 per semester may be added to the budget.
  - 5.1.3. Because of the variability of expenses in this area, dictated both by age of the child and the type of day care available and/or preferred by the parent, students are encouraged to speak with the Financial Aid Director.
- 5.2. Bar Exam Costs
  - 5.2.1. One State exam fee may be included in the final year of a law student's budget.
  - 5.2.2. Students must submit the request in writing, stating the state in which the exam will be taken and the amount of the exam fee only.
- 5.3. Computer Purchase
  - 5.3.1. A one-time purchase of a computer is allowed while attending Vermont Law and Graduate School.
  - 5.3.2. VLGS has developed a standard reasonable cost to cover the cost of purchasing a computer, necessary software, and/or necessary repairs; student can receive up to \$2,000 for computer-related expenses during their time at VLGS.
  - 5.3.3. The \$2,000 maximum is non-negotiable.
  - 5.3.4. Related items such as IPODs, computer software and warranties are not covered unless required for ADA accommodation (see 4.7.3).
- 5.4. Tire Purchase
  - 5.4.1. A one-time purchase of winter tires/installation is allowed while attending Vermont Law and Graduate School.
  - 5.4.2. A one-time purchase of summer tires/installation is allowed while attending Vermont Law and Graduate School.
  - 5.4.3. A statement/bill detailing the work performed, costs of the tires, and the amount paid.
  - 5.4.4. Receipts paid for in cash will not be accepted unless the receipt has been signed by the company/person who

- performed the work.
- 5.4.5. The one-time maximum purchase for both winter and summer tires is non-negotiable; once a student has purchased one of each set of tires, she/he may not be eligible for an additional budget increase; no exceptions.
- 5.5. Travel home
- 5.5.1. Once a semester a student may request a budget increase to cover costs to travel home.
- 5.5.1.1. The Financial Aid Office uses a flat-rate, standard calculation based on federal standard airfare rates by destination.
- 5.5.1.2. 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.
- 5.5.1.3. Students can be reimbursed for driving at the federal reimbursement rate, but miles are capped at 520 miles round trip.
- 5.5.2. 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 Director.
- 5.5.3. 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.

## **6. SEMESTER IN PRACTICE, EXTERNSHIPS, AND OFF-CAMPUS STUDY EXCEPTIONAL EXPENSES**

- 6.1. For students leaving Vermont to complete a Semester in Practice (SiP) or Externship, or in the Reduced-Residency program, there may be budget adjustments made to the standard Cost of Attendance components based on the area where the student will be living while away from VLGS.
- 6.2. Students must provide copies of lease/rental agreements to show room and board expenses while away.
- 6.3. Students unable to sublet their South Royalton housing while away may request additional funds to offset any costs associated with maintaining both rentals.
- 6.3.1. Students must document that they have tried working with the housing coordinator and put forth an effort to find someone to take over their lease while away.
- 6.4. Students will be given a budget increase for food/utilities based on average cost of living information in the area where they will be living; if it is not more than that of South Royalton, no increase will be awarded.
- 6.5. Cost of maintaining a car, parking/registering a car will not be considered.
- 6.6. Costs of public transportation that exceed the standard allocation can be considered provided there is documentation to support the request.
- 6.7. A one-time reasonable travel expense increase will be included to get to/from South Royalton to the SiP location.

## **OTHER FINANCIAL AID POLICIES**

- Financial aid offered by the School is awarded on the basis of financial need or merit. All students who apply and are eligible for assistance will be offered financial aid subject to availability of funds.
- To maintain eligibility for financial aid a student must be in good academic standing, attending Vermont Law and Graduate School on at least a half-time basis and making satisfactory academic progress as determined by the School.
- All scholarships and financial aid will be awarded on an annual basis. Students are required to file a FAFSA each year to determine if the student will continue to qualify for federal aid.
- All awards received, including but not limited to: Fellowship, Tuition Waiver, or Stipend are included as anticipated Financial Aid, and will reduce any or all institutional scholarship previously awarded by Vermont Law and Graduate School.
- 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.
- Vermont Law and Graduate School reserves the right to review and modify the award based on changes of a student's financial or academic status or the availability of funds, at any time.
- Any funds received under the Federal Work Study, Federal Perkins Loan, or the Federal Direct Loan programs must be used solely for expenses related to attendance at Vermont Law and Graduate School.
- If a student leaves school before completing the academic year, the student may be responsible for repayment of a pro-rated amount of any portion of aid payment made which cannot be reasonably attributed to meeting the educational expenses related to attendance at Vermont Law 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.

## **FIRE SAFETY RULES**

Students and employees are prohibited from keeping or using firearms, fireworks, explosives, weapons (including but not limited to knives, pellet guns, air guns, spring-loaded or paintball guns), or other dangerous articles or substances. 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 systems, fire extinguishers, etc. Students and employees must vacate the building whenever the fire alarm system is activated.



## **FIREARMS, WEAPONS AND EXPLOSIVES**

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.

## **FITNESS CENTER POLICY**

Please refer to the link below for the Fitness Center Policy for an explanation of membership, procedures, regulations, and safety issues. All fitness center members are required to read the Fitness Center Policy before becoming members. Inquiries, requests, and concerns about the Fitness Center should be addressed to the Vice President for Finance and Administration. Any fitness center policy violations a member witnesses should be reported to the person at the desk or the Fitness Center Manager. Appeals regarding the Fitness Center Policy should be submitted to the Vice President for Finance and Administration on the second floor of Debevoise Hall who oversees the Fitness Center Manager. [vermont-law.edu/resources](http://vermont-law.edu/resources).

## **FLAG POLICY**

### **GENERAL:**

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 Dean, and the President or their designee, and any other VLGS official so designated, in accord with the information below.

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](http://usflag.org/uscode36.html) and [crsreports.congress.gov/product/pdf/R/R45945](http://crsreports.congress.gov/product/pdf/R/R45945).

### **PROCEDURES:**

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.

### **THE UNITED STATES AND VERMONT FLAGS:**

The flagpole in front of Debevoise Hall and two of the three flagpoles outside of Eaton House will be reserved exclusively for the flags of the United States and the State of Vermont. With respect to these flags, 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 President 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 for Faculty. Additional requests for half-staff display will not be recognized. The flying of flags representing an entity other than the United States of America or the State of Vermont shall be restricted to the designated flagpole and governed by the procedures for approval outlined in this policy.

### **INTERNATIONAL FLAGS:**

Of the three flagpoles in front of Eaton House, one is designated either for flags representing a country other than the United States ("International Flags") or a Special Request Flag (see below). The Vice Dean for Faculty is responsible for deciding which international flags should be displayed on this flagpole (the "Campus Special Request Flagpole") when not being used to display a Special Request flag.

### **SPECIAL REQUEST FLAGS:**

1. Designated Locations. The only flagpole available for sponsorship and use for Special Request Flags is located outside of Eaton House (the "Campus Special Request Flagpole").
2. Authorized Users and Representatives. An event or cause may be publicized by the flying of a flag on the Special Request Flagpole only as authorized under this policy and procedure. An academic or administrative unit, recognized group or organization, or VLGS-affiliated organization ("sponsor") requesting authorization must designate a responsible person ("authorized representative") to submit the request.
3. Request. The authorized representative must file a formal Request for Use of Campus Special Request Flagpole with the Vice Dean for Faculty at least seven working days before the proposed date of use. The request must contain all required information, including the name and contact information for the sponsor's authorized representative; a description of the display's purpose and relation to the 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 two weeks (14 consecutive days).

4. 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.
5. 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:
  - a. 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;
  - b. The message communicated by the proposed flag may not imply VLGS sponsorship or endorsement without prior written authorization from the VLGS President or their designee;
  - c. The message communicated by the proposed flag may not indicate support or opposition to any political campaign on behalf of any candidate for elective public office; and
  - d. The flag display must be consistent with the 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.
6. Flag Quality. All flags displayed under this policy must be of professional quality, made of materials, including affixation methods, that will not damage the grounds or facilities where they are displayed or pose an undue risk of harm to pedestrians, and be provided by the sponsor. Additionally, the flag may not be larger in size than the United States Flag in compliance with the United States Flag Code.
7. Request Approval. A Special Request Flag is authorized when approval is communicated in writing by the Vice Dean for Faculty to the authorized representative. The approval notice will contain information including the allowable duration of the display. The sponsor will pay all service costs associated with the flying of a special request flag.
8. Exceptions. Any exceptions to this policy must be approved in writing and in advance by the Vice Dean for Faculty.
9. Appeal of Denial. Appeal of a denial of a request by the Vice Dean for Faculty must be made to the President or their designee in writing by the authorized representative within three business days of receipt of the denial. The decision of the President is final.
10. 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.

#### **DEFINITIONS:**

“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.

“Recognized Group or Organization” means the Student Bar Association, a student group or organization recognized by the Student Bar Association, or any group of students numbering fifty (50) or more who join in a request to fly a Special Request Flag.

#### **CONTACTS AND RESPONSIBLE OFFICIAL:**

Questions related to the daily operational interpretation of this policy should be directed to the Vice Dean for Faculty who is the official responsible for the interpretation and administration of this procedure.

### **FOOD AND BEVERAGES IN SCHOOL BUILDINGS**

No food is permitted in the Computer Lab, classrooms, or the Fitness Center. Beverages in nonspill containers are permitted in, the Computer Lab, the classrooms, and the Fitness Center. There are food and beverage vending machines located in the side entryway of the Chase Center. No alcohol may be carried into or consumed in campus buildings, including outdoor areas at recreational events, with the exception of events that have received prior approval. (Refer to the Alcohol Policy in Miscellaneous Policies and Procedures.)

## FRAUDULENT OR DISHONEST CONDUCT POLICY

[vermontlaw.edu/resources/policies](http://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.

## FUNDRAISING AND SOLICITATION POLICIES

### FUNDRAISING POLICY

Raising money is always an important activity for student organizations. Many student organizations collect dues or have fundraisers to support their activities. Fundraisers range from simple (e.g., car washes and bake sales) to sophisticated (e.g., raffle and soliciting local businesses). In addition, the Student Bar Association funds dozens of student organizations each year, providing annual operating budgets, and special activity funds. When embarking on fundraising projects here are your options:

#### **I. Raising money on campus**

##### **A. EXAMPLES:**

1. Bake sales
2. Selling merchandise (flowers, doughnuts, candy, etc.)
3. Selling services (housekeeping, yard work, car washes)
4. Rummage sales
5. Raffles
6. Events where admission is charged
7. Selling concessions at events
8. Auctions—on or off-campus—must be held at least two weeks apart and must be approved by the Director of Student Affairs

#### **II. Off-campus fundraising must be approved by the Director of Student Affairs.**

#### **III. Requesting funds from the Student Bar Association.**

##### **A. EXAMPLES:**

1. SBA operational budgets
2. Special activity funds

#### **IV. Collecting dues from members.**

#### **V. Cosponsoring programs with other organizations.** Look for VLGS departments or other student organizations with a similar mission and pool resources to cosponsor events.

#### **VI. Collecting Funds.** Students are not permitted to collect money for fundraisers via personal Venmo account. Money raised and collected from fundraisers may be collected in one of the following formats only:

##### **1. CASH OR PERSONAL CHECKS**

- a. Any cash or personal checks collected must be submitted daily to the Office of Student Affairs for a receipt.
- b. Checks should be made payable to Vermont Law and Graduate School with a note in the memo.

##### **2. EVENTBRITE**

- a. Eventbrite pages should be set up in coordination with the Events and Commencement Coordinator.
- b. 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.

##### **3. SQUARE**

- a. Student groups can check out an iPad and Square from the Office of Student Affairs for the duration of the fundraiser.
- b. Daily transaction reports will be submitted to the Business Office by the Office of Student Affairs.

- c. 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.

## **FUNDING THROUGH THE STUDENT BAR ASSOCIATION**

There are two sources of funding from the Student Bar Association: annual operational budgets and special activity funds.

### **OPERATIONAL BUDGETS**

Operational budgets may be allotted to organizations to help supplement costs that were not met through fund raising. The SBA holds budget hearings near the beginning of each academic semester. Check your email for times and locations of meetings.

1. The Student Bar Association uses the following guidelines to determine if an organization is eligible for an operational budget and/or special activity funds.
  - a. Current and new student organizations must be properly recognized by the Student Bar Association may apply for an operational budget.
  - b. Funded organizations must have an open membership, whereby any enrolled student may be a member without a selection policy or process.
  - c. SBA shall not fund any activities, events, or organizations that do not adhere to VLGS policies or procedures as stated in the Code of Conduct.

## **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.

## **STATEMENT OF POLICY**

### **1. LOCATION OF SOLICITATION:**

- a. Public areas - Public areas are those areas generally open to the public, which do not serve a specified educational, administrative, research, health, and campus dining, athletic, or recreational purpose.
- b. 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.

### **2. SOLICITATION MUST BE CONDUCTED IN A WAY:**

- a. That will not disturb or interfere with the regular academic or institutional program being conducted on the campus.
- b. That will not interfere with the free and unimpeded flow of pedestrian or vehicular traffic or sidewalks, street, or entrances to the campus buildings or common areas of campus buildings.
- c. That will not harass, embarrass, or intimidate the person or persons being solicited.
- d. Charitable fundraising campaigns conducted on campus by individuals, student organizations or non-student campus groups must be approved by the Assistant Director of Student Affairs.
- e. Student organizations may solicit local vendors or merchants for donations only with prior approval from the Assistant Director of Student Affairs. Students should make it known that they are only representing their respective group and are not acting in any official capacity for Vermont Law and Graduate School.
- f. Student organizations and affiliated groups may solicit on campus only with the written approval of the Assistant Director of Student Affairs. A properly completed Event Form must be submitted in advance. Approval will be granted under the following conditions. Event forms can be found on our website at [25live.collegenet.com/vermontlaw](https://25live.collegenet.com/vermontlaw).

- (1) The primary purpose of such sales will be to raise money for the benefit of the campus group or for charitable cause.
  - (2) All solicitation must be conducted by and only by members of the affiliated group.
  - (3) Outside vendors are not permitted to conduct solicitation on behalf of student organizations. Solicitation must be conducted in space approved by the Assistant Director of Student Affairs. Other areas may be designated in special circumstances as determined by the Assistant Director of Student Affairs.
  - (4) Activities authorized by the VLGS administration involving the sale of goods or services including but not limited to activities of VLGS.
  - (5) Bookstore personnel and representatives of education-supply firms are exempt from this policy.
  - (6) Event and Funding Request forms are available in the Dean's Office. Students are responsible for obtaining signatures before moving forward.
- g. Students and student organizations may not solicit VLGS alumni, trustees, or other individuals who are current donors. Students and student organizations wishing to make an inquiry to, or solicit, any foundation may do so only with the approval of VLGS Vice President for Alumni Relations.
- 3. RAFFLE GUIDELINES:** It is lawful for tax-exempt organizations to conduct raffles in accordance with, but not limited to, the following regulations:
- a. A raffle is a lottery in which a prize is won by a random drawing of the name or number of one or more persons purchasing chances.
  - b. Most clubs and organizations operating under the auspices of 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.
  - c. No alcoholic beverages may be raffled.
  - d. An organization may sponsor only two raffles per year. (Exceptions are granted by the Assistant Director of Student Affairs).

#### **4. APPEALS PROCEDURE:**

- a. The student organization or group aggrieved by a decision covered by this section of the code is entitled to appeal to the Vice Dean for Students by written notice on or before the fifth class day after the decision is announced. The notice shall contain in the student's or organizations' name, a concise description of the complaint, the reason for disagreement with the decision, and the date the decision was announced.
- b. When notice of the appeal is received, the Vice Dean for Students may delegate responsibility for hearing that appeal. The Vice Dean for Students or delegate shall provide the student organization with an opportunity for a hearing and the person or organization shall be notified at least one day before the date of the hearing.
- c. Decisions made by the Vice Dean for 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, Vermont Law School, or Vermont Graduate School, on products such as clothing, uniforms, or furniture, on publicity items distributed beyond campus, such as posters, flyers, or postcards, or other items (including letterhead, envelopes, forms, or publications) is required to obtain prior approval from the Communications Office. A PDF of "Vermont Law and Graduate School Brand Standards," which includes logotype usage guidelines, may be obtained by contacting Karen Henderson, the School's creative designer, at [khenderson@vermontlaw.edu](mailto:khenderson@vermontlaw.edu), ext. 1246.

### **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 the Oakes Classroom building 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 disabilities. 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, Vermont Law and Graduate School students, faculty, and staff are regularly featured in multimedia and publicity materials produced by the Communications Office. Such materials may include still photography, video and audio recordings, publications, press releases, presentations, and other productions that involve the use of student, faculty, and staff names, likenesses, or voices. Such materials may be edited, copyrighted, copied, and distributed by the Communications Office to promote Vermont Law and Graduate School. They may be used in print, online, including on the Vermont Law and Graduate School website, and on Vermont Law and Graduate School social media such as Facebook, Twitter, 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 for Finance and Administration will determine appropriate action. Enforcement activities may include the placing of notes on windshields, the assessment of parking tickets, and, the towing of vehicles. Particular attention will be paid to abuse of handicapped spaces, visitor spaces, spots clearly marked no-parking, spots in front of fire hydrants, and any lots marked with no overnight parking signs.

### **• DISABLED PARKING**

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 car pool 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 Finance and Administration, and a Campus Incident Report Form should be completed. As a matter of courtesy, the administration expects that any person responsible for damage to another vehicle will seek the owner and report the damage.

## **PEACEFUL ASSEMBLY**

Peaceful assembly, picketing to petition for redress of grievances, and protest are cherished rights, particularly in an educational environment. These rights are not absolute and must be balanced against the rights of others to freedom of speech and passage as well as the safety of Vermont Law 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 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 Ver-

mont 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.

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.

## **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 candidates<sup>40</sup> 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**

- a. Organizers must request approval from the Office of Student Affairs 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.
  - i. 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.
  - ii. 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."
  - iii. 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.

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40 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.

- iv. Event organizers are responsible for contacting the candidates' campaign officials, to ensure compliance with these rules.
- 2. HOSTED EVENTS:** Student organizations may host, but not sponsor, political events in a format other than that described in 2(b)(i) only under the following conditions:
- a. Funding
    - i. The event shall not be financed with funds from any SBA-recognized group, the SBA or VLGS.
    - ii. The political candidate or political organization is responsible for facilities rental charges and all costs associated with the event, such as catering, security services, and audio-visual equipment set-up and operation. See the Event Coordinator for applicable rental fees. Again, payment for these costs cannot be made with any funds from any VLGS or SBA-related account.
    - iii. Absolutely no fund-raising may occur during the event. The political candidate or political organization may charge as an admission fee only the amount necessary to cover reasonable costs of the event.
  - b. Promotional materials advertising the event may not state that 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 VLGS's program, including admissions, educational programs and activities, student hiring, student leave policies, employment policies pertaining only to Federal work-study students, and student health insurance coverage.

### **(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 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, child, or parent) with a serious health condition, must following 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. Although the pronoun "she" and "her" are used herein, this policy and its pregnancy-related protections apply to all pregnant persons regardless of gender identity or expression. Alternate option is to use gender-neutral pronoun "they" throughout.
- 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 her 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 her 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 Associate Dean for Diversity, Equity, and Inclusion and are entitled to reasonable accommodation so they will not be disadvantaged in their courses of study or research.
- d. Where the Vice Dean for Students and/or the Associate Dean for Diversity, Equity, and Inclusion 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;
  - excusing medically-necessary absences; or
  - granting leave.
- f. Lactating students must be granted reasonable time and space to provide human milk by direct access feeding or pump human milk in a location that is private, clean, secure and reasonably accessible. 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 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 Vice Dean for Students and their professors to determine which academic responsibilities will be suspended or ongoing. The student will work with the Vice Dean for Students 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 5 (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 child shall be allowed an extension of 12 months toward normative time to degree. In the event of extraordinary circumstances beyond the student's control, longer extensions may be granted, but for no more than seven years (for a JD student) or five 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 for no more than 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 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. While registered in that status, students who choose to take a medical leave of absence under this policy may elect to keep their health insurance coverage, subject to the payment of applicable fees.
- e. Upon return from leave, the student will be reinstated to his or her 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 and the policies of the funding program regarding registration status. Students will not negatively impact or 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 students' taking leave, seeking reasonable accommodation, or otherwise exercising her 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 Officer. Supervisors and managers are responsible for promptly forwarding such reports to the Title IX office.
- 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**

VLGS has adopted this policy in support of students who are lactating. Vermont Law and Graduate School 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, Vermont Law and Graduate School 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 her 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. Vermont Law and Graduate School 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 Bell Tower, Debevoise Hall; or
  - Room 203, 2nd Floor, Anderson House.
- b. All designated lactation spaces shall be equipped with a table, chair, electrical outlet, window/door coverings (as needed), and lock from inside. Vermont Law and Graduate School 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 Associate Dean for Diversity, Equity, and Inclusion 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. Instructors may request a doctor’s note to excuse the absences if they request notes from other students who need excused absences.
- 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 Vice Dean for Students or the Associate Dean for Diversity, Equity, and Inclusion 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;
  - In travel or fieldwork courses, a temporary lactation space; or
  - Excusing medically-necessary absences due to lactation-related impairments.
- 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. Vermont Law and Graduate School 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 Associate Dean for Diversity, Equity, and Inclusion 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 her 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. Vermont Law and Graduate School 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 Office for appropriate action. Lactating students who are not covered under Title IX, may also refer harassment or discrimination to the Vice Dean for Students or the Associate Dean for Diversity, Equity, and Inclusion.

**(8) COMPLIANCE**

- a. Reporting: Any member of the VLGS community may report a violation of this Policy to any supervisor, manager, or Title IX Officer. Supervisors and managers are responsible for promptly forwarding such reports to the Title IX office.
- 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.

**(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 Associate Dean for Diversity, Equity, and Inclusion.

## **PUBLIC SAFETY POLICY AND SAFETY INFORMATION**

We encourage everyone to be mindful of the need to exercise prudence with respect to your personal safety at all times on and off campus. Faculty, staff and students must complete a Campus Incident Report Form if a victim of theft, assault, or property damage on campus, or witness a crime on campus. Questions related to campus public safety can be addressed to the Vice President for Finance.

### **CALLING 911**

When calling 911 or the Royalton Police Department at 802-763-7776, use the following building numbers and street addresses to ensure that respondents arrive at the proper on-campus location.

<b>BUILDING NAME</b>	<b>ADDRESS</b>
Abbott House	168 Chelsea Street
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 - Student 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 Rec 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
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 for Finance.

## 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 Director 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 for 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, Director of Admissions; or Joe Brennan, Vice Dean for Students if you have any questions or concerns.

## **TECHNOLOGY**

The Vermont Law and Graduate School Information Technology Department is responsible for implementing and maintaining technology resources in support of the School's educational mission. This document describes the technology resources available to you as a student and institutional policies related to the use of these resources.

Vermont Law and Graduate School community members are entitled to access the VermontLaw campus network with an authenticated login. Email is the official form of communication within the VLGS Community and each member is provided an account. Other rights, privileges, and resources may be made available to members of the VLGS community in support of its educational mission. Issues with these policies may be brought to the attention of the Deans' office, the Human Resources office or the Information Technology Department for discussion, improvement, or adjudication as appropriate. The Vermont Law and Graduate School network and computer systems are the property of Vermont Law and Graduate School. Student, Faculty and Staff use of the network and these systems is a privilege, not a right.

IT makes every effort to communicate changes in technology resources and policies to the VLGS community. You are responsible for familiarizing yourself with school policies related to the use of VLGS technology resources. Policy violations will be reported to the Director of Student Affairs for review and, as appropriate, disciplinary action.

VLGS is subject to laws and regulations and is obligated to provide information related to student, faculty, and staff use of the School's technology resources, such as email, to third parties who have the legal right to request it (e.g., law enforcement agencies). In addition, VLGS may review information stored to school systems for the purposes of ensuring the effective and efficient operation of the institution.

## **POLICY SANCTIONS**

Violation of policies may result in suspension or termination of computer, network account, and other access. Depending upon the circumstances, violation may also result in disciplinary action including, but not limited to, academic expulsion or employment termination. Policy violations will be processed through normal VLGS channels. If the activity is also unlawful, it may result in criminal prosecution.

1. IT can immediately suspend all computing privileges of any student who engages in inappropriate computer use activities.
2. If suspended, privileges will remain suspended until a review of the incident has been completed by the Director of Student Affairs and a decision has been made about the imposition of additional sanctions or further action.
3. Suspected violations by students will be reported to the Director of Student Affairs and may be subject to the Code of Conduct.

Sanctions for violations of this policy will be imposed by the Director of Student Affairs. Final responsibility for resolution of the disciplinary process may include consultation with IT. VLGS reserves the right to seek restitution and/or indemnification from a student for damage(s) arising from violations of this policy. In addition, VLGS and/or third parties may pursue criminal and/or civil prosecution for violations of law.

Students agree to read and abide by this policy and its administrative interpretation as they may be amended from time to time. The Director of Student Affairs is responsible for providing administrative interpretation, which will be modified periodically in light of experience gained and legal and administrative developments. Users are responsible for reviewing this policy and its administrative interpretation on a routine basis.

## **INTERNET, NETWORK, AND WIRELESS**

### **Internet access**

VLGS provides access to the Internet to Students, Faculty, Staff, and guests of the institution for both academic and personal use. Public Internet Service Providers (ISPs) are a regulated industry subject, amongst other laws, to Commission on Accreditation for Law Enforcement Agencies (CALEA) terms, and VLGS must make every effort to not be construed as a public Internet Service Provider so as to avoid being subject to these regulatory terms.

### **PRIVATE WIRELESS NETWORK**

VLGS maintains a private, secure, campus-wide wireless network for student use, broadcast as VermontLaw. Your network account username (the part of your VLGS email address before the '@' symbol) and password are required to access the wireless network. VermontLaw wireless network is available indoors campus wide.

## **GUEST WIRELESS ACCESS**

VLGS provides a wireless network for personal use by members of the VLGS community and guests of the institution, broadcast as VLGS-Guest. Accessing this network does not require a VLGS username or password. The VLGS-Guest wireless network does require the acceptance of a terms-of-usage statement. VLGS-Guest wireless network is available indoors campus wide.

### **Ad Hoc Wireless Broadcast Policy**

- If it is determined that a personal, ad hoc wireless network or wireless 'hot spot' is impacting the performance of the VLGS wireless network, the student will be requested to stop using the device. Failure to comply will result in being reported to the Director of Student Affairs for review and, as warranted, disciplinary action.
- If it is determined that a personal communication device (including cell phones) is being used to intentionally mimic VLGS networks in order to hijack, intercept or manipulate legitimate client traffic, VLGS reserves the right to utilize technical mechanisms of its own to contain the device. Failure to comply will result in being reported to the Director of Student Affairs for review and, as warranted, disciplinary action.

## **NETWORK FILE STORAGE**

As a student, you may request a personal folder to be created for you on the network which you may use to securely store your education-related files, documents, etc.

### **Network Storage Policy**

- Network storage shall not be used as a 'full backup' for computers or other personal devices.
- Network storage shall not be used for the storage of personal multi-media files (music, movies, photos.) Reasonable storage of multi-media storage files for academic purposes is permitted. If more than 5Gb of space is needed, please contact IT.
- O365 OneDrive is available as well. Please refer to Software section.

## **EMAIL**

Email is the official form of communication at VLGS and all school-related email is sent to your VLGS email account. The secure @vermontlaw.edu address is the official email of Vermont Law and Graduate School and is used by the School to convey official information. If a student contacts the institution from any other email address requesting information or discussing academic matters, the student will be deemed to have waived any right to security in such communication with the School—or from the School in response—which would otherwise be afforded under this policy, or state or federal law regarding electronic communication.

The use of VLGS email is a privilege and should be regarded as such. The privilege of using the email system may be revoked. When using VLGS email, you are not only bound by any official school policy, but also by local, state, and federal laws relating to electronic media, copyrights, privacy, and security. Email is a legal document and may be subpoenaed.

VLGS has adopted Microsoft Exchange and Outlook as the School's email system. Your VLGS email can be accessed from the VLGS network or anywhere you have Internet access. If you would like information or instructions on setting up or accessing your VLGS email account from a personal device please contact IT. Not all devices support synchronizing with a Microsoft Exchange account.

## **EMAIL POLICY**

Email is a means of transmitting written communications electronically. The purpose of email is to communicate between individuals and groups and to promote the effective and efficient use of time and resources to carry out Vermont Law and Graduate School business. VLGS email is the official means of communication for Vermont Law and Graduate School. As custodians of resources entrusted to them, Vermont Law and Graduate School constituents should be mindful of how to most appropriately utilize these resources so that other Vermont Law and Graduate School constituents are not deprived of access to useful resources necessary to perform their duties. Use of third-party email services (such as Gmail or Yahoo mail), including the auto-forwarding of Vermont Law and Graduate School email to such third-party email services to conduct Vermont Law and Graduate School business is prohibited.

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

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

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

### **EMAIL SECURITY**

Every Vermont Law and Graduate School constituent will be required to use their own password to access their email account and must secure their account with passwords that either meets or exceeds the Vermont Law and Graduate School password requirements.

### **APPROPRIATE EMAIL USE**

Appropriate use of email includes, but not limited to, the following:

- Transmitting small documents or files (as opposed to printing and mailing the document). Files sent over email must be 20mb or smaller.
- Referencing documents or attachments with the use of a link to the document as it exists on a file sharing platform such as OneDrive.

### **INAPPROPRIATE EMAIL USE**

Inappropriate use includes, but not limited to, the transmission of messages containing:

- FERPA protected information.
- Use for purposes of harassment or abuse.
- Use of profanity, obscenities, or derogatory remarks in email communications.
- Access, download, send or receive any data (including images), which Vermont Law and Graduate School considers offensive in any way, including sexually explicit, discriminatory, defamatory, harassing, or libelous material.
- Promotion of or participation in illegal activities.
- Use the internet or email to make personal gains or conduct a personal business.
- Use the internet or email to gamble.
- Send items of a political nature or having to do with political activities.
- Use the email systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam.
- Send unprotected sensitive or confidential information externally.
- Use of a disguised identity when sending email messages.
- Use of, or access to, another person's email account without permission.
- Forward Vermont Law and Graduate School mail to personal non-Vermont Law and Graduate School email accounts (for example a personal Gmail account).
- In any way infringe any copyright, database rights, trademarks or other intellectual property.
- Make official commitments through the internet or email on behalf of Vermont Law and Graduate School unless authorized to do so.

### **EMAIL MANAGEMENT**

The maintenance of a maximum mailbox size of less than 100Gb is the responsibility of the Student and includes all folders, subfolders, and containers that reside within the email account including the Vermont Law and Graduate School constituent's deleted items folder.

Vermont Law and Graduate School email may not be forwarded to third party email service providers such as Gmail. To ensure a high level of security, VLGS email should remain on VLGS managed servers.

If Staff/Faculty is a recent graduate or Fellow, they will receive a Staff/Faculty email account separate from their Student account, as these are separate and distinct roles with distinct levels of security access.

### **DISTRIBUTION GROUPS**

Distribution Groups are email lists comprised of many VLGS constituents and are managed by the IT Department.

Students may not send email to "All" distribution groups, such as VLGS – All Students, unless approved to do so by the SBA or Director of Student Affairs.

The VLGS – Adjuncts distribution group is restricted to senders approved by the Vice Dean for Faculty.

The VLGS – Faculty distribution group is limited to full-time Faculty. Adjunct Faculty may be added with the approval of the Vice Dean for Faculty.

### **UNSOLICITED EMAIL**

As a result of email systems becoming a primary means of distributing computer malware, SPAM, and phishing attempts, Vermont Law and Graduate School has taken appropriate actions to filter and to relieve the email system of unsolicited email to protect Vermont Law and Graduate School computer systems. Even with these precautions, unsolicited email will make its way into our inboxes.

Vermont Law and Graduate School constituents should treat all unsolicited email with suspicion, particularly email received from the Internet (i.e., non-Vermont Law and Graduate School email addresses) or those emails requesting one's login information and passwords. Questions regarding the authenticity and integrity of an email it should be forward to the VLGS IT Helpdesk so that it can be reviewed and authenticity can be determined.

### **SIGNATURE BLOCK USAGE**

An email signature block is a block of text that can be automatically, or upon demand, appended to an email message. A common practice is to have one or more lines containing some brief information about the author of the message.

### **BACK-UP OF DATA**

Backup services for the Vermont Law and Graduate School email system provided by Microsoft allow Vermont Law and Graduate School constituents with "Deleted Item Recovery" available to restore items that have been deleted from any email folder within thirty (30) days. No other email retrieval options will be available.

### **CONSENT TO POLICY**

Use of the Vermont Law and Graduate School email system constitutes consent to this policy.

### **OTHER POLICIES**

Vermont Law and Graduate School has other policies that address specific areas of information security including policies on Acceptable Use and Security. Departments may have internal email policies relevant to the subject matter associated with the specific work of the Department. These policies are cumulative and in the event of conflict, the policies providing Vermont Law and Graduate School with the greatest level of security apply.

### **POLICY ENFORCEMENT**

Suspected violations by students will be reported to the Director of Student Affairs and may be subject to the Code of Conduct.

### **GENERAL GUIDELINES**

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:

- Use professional and respectful language and comportment at all times when addressing any other group or individual. Respect the rights of others.
- Identify yourself clearly at all times. Email may embolden the user. Be very certain about what you want to say in your message. Think about the tone your message conveys. Never say anything via email that you wouldn't say in person to the party with whom you are communicating. The environment of email is so immediate that messages sent in haste or anger should be carefully considered before sending.
- The 'Subject' line must be clear and accurate at all times.
- 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.
- Commercial use. Using the VLGS email system for commercial use and/or personal gain is prohibited. Do not send "everyone" messages that advertise projects, items or services for sale.
- Lobbying, supporting legislation, sending email that expresses your opinions/beliefs. When sending email that is intended to express your support or disagreement with a particular issue outside the VLGS system (governmental action, piece of legislation, etc.) you must clearly and immediately make a statement that identifies your comments as clearly your own and that they do not represent the opinions of Vermont Law and Graduate School. Your statement should be similar to the following: "The opinions or statements expressed herein are my own and should not be taken as a position, opinion, or endorse-

ment by Vermont Law and Graduate School.” Please refer to the Student Handbook under the “Political Activity” heading for more information.

## **CAUTIONS AND NETIQUETTE**

- Electronic mail is considered to be a legal document, and as such, may be subpoenaed.
- Although you may have deleted a piece of e-mail from your account (that you sent), it may still reside in the account of any person you sent it to.
- Unless marked private, electronic mail may be forwarded to other persons, regardless of whether your intent was that the message was private. Breaches of confidentiality may be in violation of the Honor Code or Code of Conduct.
- Forwarded mail may be modified by a person other than the sender.
- It is possible to receive mail that has not been sent from the person the sender is listed as. If you are in doubt as to the authenticity of the sender of a particular piece of e-mail, please check with the ‘sender’ to verify the authenticity.
- No one other than the System Administrator may access another person’s directory space, account, or mailbox without permission or proxy rights.
- Some users automatically filter ‘Everyone’ messages, so be aware that an ‘Everyone’ message might not be read by everyone.
- Using capital letters is akin to yelling.
- Type your name or initials at the end of text to indicate the end of a message.
- No flaming, maintain a civil dialogue at all costs in a public forum.
- VLGS administration reserves the right to review all email messages via VLGS computers.
- Email is the official communication mechanism of Vermont Law and Graduate School and is subject to all VLGS policies.

## **SOFTWARE**

### **Personal Productivity Software**

Students are free to use productivity software of their choice; however, VLGS has standardized on Windows 10 and Microsoft Office. Office 365 Education is a suite of productivity applications offered to the Vermont Law and Graduate School community. This is offered free for students who are currently enrolled, and includes:

- a. Word
- b. Excel
- c. PowerPoint
- d. OneNote
- e. Teams
- f. 1 TB of OneDrive Storage

Office 365 includes applications that can be downloaded and installed on your personal computer.

## **ACADEMIC SOFTWARE**

You may have the option or be required by your professor to use your personal computer to take exams. Exam software is supported by a professor’s academic assistant and the Office of the Registrar. It is not supported by IT. See Use of Laptops in Classrooms for detailed information and acceptable-use policies.

## **COMPUTER LABS**

General use computer labs are located in Chase Center Computer Lab and Cornell Library Computer Lab. In addition to network printers, the labs provide computers with VLGS-approved software for use by students on a first come, first served basis. There are program specific computers in the legal clinics. If you require accommodations, please contact IT to make arrangements.

## **VLGS MANAGED COMPUTERS POLICY**

It is against policy to install, maliciously manipulate or remove software or hardware from computers owned and operated by VLGS. This includes but is not limited to computers and printers in the Cornell Library Lab, Chase Center Computer Lab, SRLC and EAC labs, Law Review and VJEL locations. Monitors, keyboards and mice are not to be moved or disconnected.

## **SERVICE AND SUPPORT**

### **Support for Personal Computers/Devices**

Students are free to use a computer of their choice while a student at VLGS and the IT Department provides ‘best effort’ personal computer support. However, it is impracticable for VLGS to provide in-depth hardware and/or software support

for the variety of devices students bring to campus. Support for student personal computers and devices are provided on a 'best-effort' basis, generally 15-20 minutes. Many computer issues can be resolved quickly. However, if the IT Department staff determines that a problem cannot be resolved in 15-20 minutes, and requires more in-depth troubleshooting and/or warranty support, you will be provided with a list of local computer dealers that are familiar with your particular brand of computer. A local computer dealer may offer special service rates for VLGS students, so be sure to ask.

### **Personal Computer Support Policy**

- Personal computers or other personal devices that connect to the VLGS campus area network must have installed up-to-date software for identifying and remediating malicious software.
- If it is determined that a device is infected with malicious software, the device will be denied access to the network.

### **TECHNOLOGY SERVICE REQUEST**

A technology service request is normally required when seeking assistance related to your personal technology. The purpose of the service request is to help us clarify your particular problem and to ensure that an IT staff member is available to help you. To submit a technology service request, send an email to: [helpdesk@vermontlaw.edu](mailto:helpdesk@vermontlaw.edu). A ticket will automatically be generated.

If you have an emergency, please walk in or call the IT Department. An emergency is considered to be a technology problem that prevents you from using either your personal computer or a lab computer to complete required academic work. The IT department reserves the right to determine whether a given situation meets the definition of an emergency.

### **AUDIO / VISUAL SUPPORT AND SERVICES FOR STUDENTS**

AV staff provides on-campus service and support for events directly related to the educational mission of Vermont Law and Graduate School. Please check the VLGS Event webpage for current information.

Periodically you may require audio-video services as part of your coursework or other VLGS-sanctioned activities. For audio-video support, send an email to [AVRequests@vermontlaw.edu](mailto:AVRequests@vermontlaw.edu) for availability of specific audio-video services.

- AV setup requests, equipment loan requests, or revisions to a prior request must be submitted three business days prior to the event. Insufficient notice requests (requests made less than three days' notice) are considered low priority and may not be completed.
- There will be no A/V support for student events taking place off-campus.

### **SUPPORT AND PRIORITY OF SERVICE**

Requests are given priority based on the amount of notice given. Support from VLGS A/V staff is available under the following conditions (unless otherwise specified):

- Equipment requiring support is owned by VLGS and coordinated by A/V staff.
- Event support as prearranged using the request methods above.
- Classroom and teaching events are always given priority over student groups or organizations.

### **SETUP**

A/V setups requests for student organizations may be provided during normal business hours only. A/V technicians are unable to accept setup requests during major events, including but not limited to:

- Admissions visit days or other admissions events
- Commencement, including the week prior to commencement
- Alumni reunion weekend
- Orientation and matriculation week
- Convocation and first week of classes

### **AFTER HOURS**

Outside of normal business hours student organizations may request to borrow certain A/V equipment for on-campus use and directly related to the educational mission of Vermont Law and Graduate School. Regardless of whether equipment is available, requestors should reserve a room on-campus already equipped with technology if possible. When equipment is borrowed for afterhours use, the following conditions apply:

- Support may or may not be available – do not expect support.
- Failure to return equipment in good working order and in a timely fashion will result in suspended A/V privileges for that student organization. Organizations may be charged for repair or replacement of damaged or missing equipment.
- After hours A/V equipment requests require at least three business days advance notice and are subject to review. These requests may not be fulfilled if this requirement is not met.

- Equipment requests must be submitted by email to AVrequests@vermontlaw.edu.
- Requests will receive a response/confirmation with indication of equipment availability.
- Availability of equipment will be determined based on priority need and determined by the A/V staff.

#### **MEDIA DUPLICATION**

The Technology Department offers limited DVD and CD duplication. Additionally, we can transfer from DVD to VHS and from VHS to DVD. When bringing originals to Technology for duplication, please bring blank media with you.

**Technology does not provide video or audio editing services for student groups;** media is copied “as is.”

#### **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.

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## **YOUR FULL-SERVICE BOOKSTORE!**

A student owned non-profit corporation ~ Helpful and friendly student staff

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### **FULL SELECTION**

of required course books and study aids

### **DAILY NEWSPAPERS**

discounted rate on *New York Times*

### **LARGE SELECTION**

of Vermont Law and Graduate School imprinted clothing,  
chairs, clocks, frames and more

### **GIFT ITEMS**

blank cards, greeting cards, stationery, book bags,  
school supplies, calendars, journals, clocks, candles,  
photo albums, Green Mountain Coffee, candy, gum, etc.

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### **BARRISTER'S HOURS**

Open Monday through Friday 9 a.m. to 4 p.m.,  
and Saturday 10 a.m. to 4 p.m. with  
occasional exceptions.

802-763-7170

**[barristers.vermontlaw.edu](http://barristers.vermontlaw.edu)**