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STUDENT HANDBOOK

2023-2024

(August 2023, Version 1)

The *Vanderbilt Law School Catalog* contains an in-depth look at many official VLS regulations and a considerable amount of other important information. It is an essential document for currently enrolled students. The official Catalog [may be found online](#) under Academic Life on the VLS website in the *Resources for Students* Section.

This **Student Handbook** supplements the official Law School catalog for the 2023-2024 academic year and contains additional, detailed information needed by current students. The Handbook also supplements the [University Student Handbook](#), which governs the conduct and expectations of all students at Vanderbilt. Please read through this information carefully to be familiar with the responsibilities you have as a Vanderbilt Law School (VLS) student. The Handbook may be updated throughout the year and students should be familiar with the current version of the Handbook.

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MISSION, GOALS & VALUES

Vanderbilt University is a center for scholarly research, informed and creative teaching, and service to the community and society at large. Vanderbilt will uphold the highest standards and be a leader in the:

- quest for new knowledge through scholarship;
- dissemination of knowledge through teaching and outreach;
- creative experimentation of ideas and concepts.

In pursuit of these goals, Vanderbilt values most highly:

- intellectual freedom that supports open inquiry;
- equality, compassion, and excellence in all endeavors.

The mission of Vanderbilt University Law School is to educate leaders who contribute to the advancement of justice. To achieve this goal, we provide students with a rigorous program of legal education, in an intellectually vibrant community of teaching and scholarly excellence that prepares them for admission to the bar and for effective, ethical, and responsible participation as members of the legal profession.

LEARNING OUTCOMES

In furtherance of our mission, **Vanderbilt University Law School** has established learning outcomes that shall, at a minimum, include competency in the following:

- Knowledge and understanding of substantive and procedural law;
- Legal analysis and reasoning, legal research, problem-solving, and written and oral communication in the legal context;
- Exercise of proper professional and ethical responsibilities to clients and the legal system; and
- Knowledge and understanding of the workings of the regulatory state.

J.D. DEGREE REQUIREMENTS

Each student bears the responsibility for fulfilling these requirements as described in greater detail below:

- Earn 88 credits and complete six (6) semesters in residence in full-time study, or the equivalent;
- Complete all first-year courses with a passing grade;
- Complete a course in Constitutional Law I with a passing grade;
- Complete a course in Professional Responsibility with a passing grade;
- Complete at least six Experiential/Professional Skills credits with a passing grade;
- Fulfill the Substantial Research/Writing requirement (seminar paper) with a passing grade.
- Earn a cumulative grade point average of 2.0 or higher;
- Be determined by the faculty as meeting the standard of personal and professional integrity (“good moral character”), traditionally associated with the profession of law;
- Pay all outstanding financial obligations to the University.

Credit Hour

Vanderbilt Law School adheres to the ABA definition of a credit hour: For purposes of Standard 310, a credit hour is comprised of fifty minutes of classroom or direct faculty instruction and two 60-minute hours of out-of-class student work per credit per week for a period of 15 weeks* (one exam week is included), or at least an equivalent amount of work for other academic activities such as externships, clinics, simulation courses and extracurricular courses. With this standard in mind, when proposing a course, individual faculty determine the amount of in/out of class time necessary to achieve their learning outcomes and suggest credits accordingly.

Credit Requirements & Limitations

A minimum of 88 total credits is required for the law degree and may include both academic and extracurricular credits. Course descriptions in the catalog and on the course schedule indicate whether academic credit or extracurricular credit will be earned for each course.

Because there are limits on the particular types of credits that can be applied toward the J.D. degree, students must be aware of different credit limits, as explained below.

Student-In-Residence Requirement & Minimum Credit Limits

Students must be enrolled as a full-time student-in-residence for six semesters or, in the case of students requiring more than six semesters, the equivalent. Transfer students must be enrolled as a full-time student-in-residence for four full-time semesters.

To qualify as a full-time student in residence, students must attempt at least ten (10) credits and pass at least nine (9) credits during each semester. Students normally complete law school in six (6) semesters of at least ten (10) credits, thereby fulfilling the residence requirement. The ABA requires that students complete the J.D. degree within 84 months (7 years) of commencing legal study. [ABA Standard 311(c)]

A student is not permitted to drop to 9 credit hours or be considered a part-time student without receiving special permission from the Assistant Dean/Director of Academic Life.

Credits earned during the summer months may not be used to circumvent the residency requirements.

First Year Course Requirements

Students must take and pass all first-year courses. If a first-year course is failed it must be retaken. Because some upper-level courses require the fundamental knowledge acquired in first-year courses, students may be prohibited from taking certain upper-level classes until all first-year requirements have been fulfilled.

First Year Elective

In the spring semester of the first year, students will select one elective course from the list of available qualifying courses. Qualifying courses include:

- courses taught by full-time faculty (courses taught by part-time or adjunct faculty are not eligible).
- courses that do not require an upper-level pre-requisite course;
- courses that are three or four-credits (seminars are excluded);
- only letter-graded courses (pass/fail courses are excluded).

Additional Course Requirements

Constitutional Law I

Passing this course is required for graduation.

Professional Responsibility

Passing this course is required for graduation.

Professional Skills / Experiential Learning Requirement

Each student must receive at least six credits of instruction of experiential learning generally regarded as experience that is reasonably similar to that of a lawyer advising or representing a client or engaging in lawyering tasks that are necessary for effective, ethical, and responsible participation in the legal profession.

An experiential course must be a simulation course, a law clinic, or a field placement (externship). *Simulation courses* provide substantial experience not involving an actual client, that: (1) is reasonably similar to the experience of a lawyer advising or representing a client or engaging in other lawyering tasks in a set of facts and circumstances devised or adopted by a faculty member; and (2) includes direct supervision of the student's performance by the faculty member, opportunities for performance, feedback from a faculty member, self-evaluation, and a classroom instructional component (ABA Standard 303).

While subject to change, qualifying courses include: LAW 7007 Access to Justice, LAW 8410 and 8420 Advanced Evidence & Trial Advocacy, LAW 7006 Advanced Legal Research, LAW 7013 Advanced Regulatory Legal Research, LAW 7029 AI in Law Practice, LAW 7024 Appellate Practice and Procedure, LAW 7035 Blockchains and Smart Legal Contracts, LAW 7036 Business & Securities Research, LAW 7043 Chapter 11 Reorganizations, LAW 7050 Climate Law and Policy Lab, LAW 7135 Data in Law Practice, LAW 8054 Drafting Securities Filings, LAW 7156 Electronic Discovery, LAW 8061 Entertainment Industry Transactions, LAW 7395 Environmental Annual Review, LAW 7241 Intellectual Property Licensing, LAW 7252 International Arbitration (Venice version only), LAW 8161 International Project Development and Finance Short Course, LAW 7331 Introduction to International Commercial Arbitration Short Course, LAW 8090 International Law Practice Lab, LAW 7443 Leading in the Law, LAW 8126 Legal Operations, LAW 7452 Legal Practice Technology, LAW 7453 Legal Problem Solving, LAW 7454 Legal Project Management, LAW 7476 Mediation, LAW 8156 Negotiated Public M & A, LAW 7530 and 7531 Negotiation, LAW 8154 Negotiation & Drafting of Key Corporate Documents, LAW 8191 Negotiating & Drafting Private Mergers and Acquisition Documents Short Course, LAW 8201 Negotiating & Drafting Public Mergers and Acquisition Documents Short Course, LAW 8174 Patent Litigation Practicum, LAW 7565 Political Economy and Regulation Policy Lab, LAW 7569 Pre-trial Litigation, LAW 8180 Private Equity: Transactional Drafting and Practice, LAW 8183 Private Mergers and Acquisitions- Drafting and Negotiation, LAW 8181 Private Mergers and Acquisitions: A Case Study Short Course, LAW 7619 Real Estate Transactions, LAW 7651 Spanish for Lawyers Short Course, LAW 8210 Social Enterprise in Theory and Practice, LAW 7700 The Practice of Aggregate Litigation, LAW 7721 Transactional Practice Workshop, LAW 7724 Transactional Skills Lab, LAW 7714 Transnational Legal Research, LAW 8400 Trial Advocacy, LAW 7794 Worker Advocacy Practicum, Externships, and all Clinics.

Substantial Writing Requirement / Seminars and Supervised Research Project

All students are required to complete a substantial, upper-level writing requirement (research paper) to obtain the J.D. degree. For most students this requirement is satisfied by enrolling in and completing a course which is designated in the official course listings as a three-credit Seminar. If, however, a student wants to pursue a topic outside the scope of the available Seminars, the

requirement may be satisfied by enrolling in and completing a two-credit “Supervised Research Project.” **Students are registered through the Office of Student Life.**

To qualify as a substantial research paper, whether written for a Seminar or as a Supervised Research Project, the student’s paper must: present a fair and accurate description of the factual setting that gives rise to the issue being addressed; explain adequately existing law and doctrine; and develop a normative thesis that not only analyzes current doctrine but presents a reasoned view of how policy should respond to the presented issue. The paper must be well researched, with all sources cited properly (in Blue Book format or a similar convention), and must make appropriate use of relevant literature—primary sources and secondary literature. Typically, the student will turn in at least one complete draft of the research paper for comments from the supervising faculty member prior to submitting the completed paper. While rigid rules about the length of the papers are not warranted, an expectation exists that such papers would be at least 30-40 pages in length.

The **Supervised Research Project** course provides students the flexibility to pursue topics that would otherwise not be available to them through Seminars during their second and third years. Although it demands less by way of scheduled class time, the supervised research project is otherwise meant to provide the student with the same experience of researching and writing a major paper as is provided by Seminars, which includes familiarizing oneself with existing scholarship on the chosen subject. Students who choose to satisfy the substantial research paper requirement through a Supervised Research Project must, in addition to producing a paper meeting or exceeding the above-stated standards, adhere to the following procedures and expectations in order to receive credit:

- submit a written proposal outlining the research project to a full-time faculty member no later than the last day of scheduled classes in the first semester of the student’s third year of law school. The full-time faculty member must agree, on the basis of the proposal, to serve as supervisor. Only full-time faculty (whose primary or secondary appointments are in the Law School, including visiting faculty) may act as supervisors. Neither adjunct faculty nor legal writing instructors may act as supervisors.
- forward an email, in which the faculty member has agreed to supervise the project, to the Office of Student Life by the conclusion of the Open Enrollment period of the second semester of the student’s third year. Once received by the Office of Student Life, the course will be added to the student’s schedule.
- work closely with the faculty supervisor in refining the research topic, identifying existing literature on the subject, and developing his or her own thesis. Typically, the student will turn in at least one complete draft of the research paper for comments from the supervising faculty member prior to submitting the completed paper. A student will not satisfy this expectation if, after obtaining faculty approval, the student has little or no contact with the faculty supervisor prior to submitting a paper for credit.

Note: Students completing significant research papers should be aware of awards, prizes, and competitions. A number of opportunities are available to achieve recognition and, in some instances, a financial award, for achievement in a research and writing project. Papers written in connection with a course or Supervised Research Project are often eligible for a prize. The deadline for papers to be considered for VLS awards and prizes is typically the last day of Spring semester classes, even if the deadline for the course is later.

Students who are interested in obtaining further information about external writing competitions will find information on the “Resources for Students” page of the VLS website.

Good Standing

A student must have a cumulative GPA of 2.0 or above to graduate.

A 1.7 cumulative average at the end of each semester is required to remain in school and to be considered in "Good Standing." There is no probation period and any cumulative GPA that falls below 1.7 results in "automatic withdrawal." Incomplete grades are not considered in the calculation of the semester GPA. Thus, if the GPA falls below 1.7 with an incomplete course during the semester, the student is automatically withdrawn. After an automatic withdrawal, when the course is completed, if the GPA exceeds 1.7, a former student may apply to the Admissions Committee to be readmitted. A student whose GPA is below a 2.0 may have difficulty retaining federal financial aid.

Personal and Professional Integrity (Good Moral Character)

Law is a public profession. It carries with it the potential for inflicting a substantial degree of harm. As such, an applicant's character and fitness to practice law must be established as a prerequisite to licensure. Students are strongly encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting the jurisdiction soon after commencing their legal education: <http://www.ncbex.org/>. To ensure the accuracy of the student record, each student is responsible for disclosing disciplinary and criminal matters that occurred prior to and during their time at Vanderbilt Law School, including between semesters and time spent on leave. To supplement or update the student record, contact the Office of Student Life.

Good moral character is also a requirement for the J.D. degree. The faculty, in accordance with established Law School procedures, may remove a student from the J.D. program at any time for failure to meet the standard of good moral character required for the degree. Sanctions other than suspension or expulsion may be imposed by the faculty.

Violations of the Good Moral Character Requirement: Due Process

When a possible violation of the good moral character requirement comes to the attention of a faculty member, the matter should be referred to the Dean who will appoint an individual or a committee to investigate the possible violation. As a part of this investigation, the individual whose actions are in question will be notified of the inquiry and will be given an opportunity to discuss the allegations with the investigator(s) and to submit a written statement for the file. The investigator(s) will submit a report, with recommendations, to the faculty. At that point, the faculty will vote on whether there is a need to proceed further on the issue.

Should the faculty vote to continue the investigation, the student in question will be given an opportunity to appear before the faculty in person and in writing, and will be given the opportunity to decide whether to subject himself or herself to questions from the faculty. The student may be accompanied by counsel to the faculty hearing, however, counsel may not participate in discussion at the hearing.

After the completion of the investigation and hearing, the faculty will meet to vote on whether the student satisfies the good moral character requirement for degree candidacy. A negative vote shall result in the student's suspension or automatic and immediate withdrawal, any later readmission to the School shall be by vote of the full faculty on the recommendation of the Admissions Committee. A vote not to terminate the student's degree candidacy shall preclude any further action to terminate the candidacy or withhold the degree unless further evidence is discovered or further violations are alleged.

Faculty decisions at each point in this process are governed by a majority vote of the faculty members present. At the outset of any investigation, the investigator(s) will give a copy of these procedures to the student whose actions are in question and advise the student that he or she may seek the assistance of counsel.

Financial Clearance

Any student with an unpaid balance from the previous semester will not be able to register without first obtaining financial clearance from the Office of Student Accounts, located in the Baker Building at 110 21st Ave South, Suite 100, Nashville, TN 37203. In addition, the University Registrar will not issue a transcript or a diploma to any student with a financial hold. **Students must contact the Office of Student Accounts directly to resolve final holds.**

Maximum Credit Limits

Students may enroll in a maximum of 17 credits in any semester. Course requests exceeding 17 hours will be rejected by ***Your Enrollment Services (YES)***. [ABA Standard 311(d)]

Pass/Fail Credits

Pass/Fail grading is used in courses only when the course is approved as such by the full faculty. **Students do not have the option of taking a course for pass/fail credit.** Typical pass/fail courses include Trial Advocacy, Externships, Short Courses, and extracurricular activities. The catalog description of a course states whether the course is graded on a pass/fail basis. **There is no limit on the number of pass/fail courses/credits that a student may take.**

Non-Class Credits

The faculty has authorized a limited number of non-class credits that may be applied towards the J.D. degree. Non-class courses include Externships, Legal Writing Assistance, Independent Study, Supervised Research Project, Journals and other extracurricular credits, and credits taken outside Vanderbilt Law School. **See the “Synopsis of Credits for the J.D. Degree” below for more detailed information.**

Extracurricular Credits

No more than five (5) extracurricular credits will be applied toward the J.D. degree.

Extracurricular courses include the Jessup Competition Team, Journal of Entertainment and Technology Law, Journal of Transnational Law, Law Review, Legal Aid Society, Moot Court Competition, Moot Court Board, Moot Court Traveling Team, Mock Trial Board, National Moot Court Team, and Social Justice Reporter. Extracurricular courses are graded on a pass/fail basis.

Legal Aid Society (LAS): To receive this one (1) extracurricular credit, students must complete 55 hours of work on a Legal Aid project(s) that is pre-approved by the Assistant Dean for Public Interest. This work is generally completed within a single semester. Students may enroll for more than one semester and with special permission receive up to two (2) extracurricular credits in any one semester.

Moot Court Competition: Students competing in the Moot Court Competition will receive one (1) extracurricular credit for satisfactorily completing the competition.

Moot Court Board: Students secure membership on the Board in the second semester of their 2L year. One (1) extracurricular credit is awarded in the 2L Spring semester and in both the Fall and Spring semesters of the 3L year, for a total of three (3) credits. Three semesters of participation are required and credits that have been awarded may be rescinded for lack of participation.

Mock Trial Board: Students who compete in the mock trial competition in the 2L year are chosen to serve on the Mock Trial Board in the 3L year. To receive one (1) extracurricular credit, a student must participate in the competition and satisfy Board responsibilities for two semesters in the 3L year. Credit is awarded in the spring semester of the 3L year.

Jessup Competition and National Moot Court Competition teams: These activities receive two (2) extracurricular credits which are generally completed within the semester for which they are enrolled. In the same way, the Traveling Moot Court Team receives one (1) extracurricular credit. Students are selected through an audition process, which is typically held in the spring semester.

Journal Credits

Journal membership is a two-year commitment. Students will only be allowed to withdraw due to extraordinary circumstances and will need the permission of their faculty advisor to do so. The Academic Life Office will enroll members in their assigned journal course each semester. VLS strongly encourages students to limit their journal participation to two journals at most.

Law Review

Members receive one (1) extracurricular credit for two semesters of participation in the 2L year. This credit is awarded in the 2L Spring semester. One (1) additional extracurricular credit is awarded in both the fall and spring semesters of the 3L year, for a total of three (3) credits for four semesters of participation. Four semesters of participation are required and credits that have been awarded may be rescinded for lack of participation.

For specified Board positions, one (1) additional extracurricular credit for two semesters of participation is awarded in the 3L year, for an overall total of four (4) extracurricular credits. This credit is awarded in the 3L spring semester.

Journal of Transnational Law

Members receive one (1) extracurricular credit for two semesters of participation in the 2L year. This credit is awarded in the 2L Spring semester. One (1) additional extracurricular credit is awarded in both the fall and spring semesters of the 3L year, for a total of three (3) credits for four semesters of participation. Four semesters of participation are required and credits that have been awarded may be rescinded for lack of participation.

For specified Board positions, one (1) additional extracurricular credit for two semesters of participation is awarded in the 3L year, for an overall total of four (4) extracurricular credits. This credit is awarded in the 3L spring semester.

Journal of Entertainment & Technology Law

Members receive one (1) extracurricular credit for two semesters of participation in the 2L year. This credit is awarded in the 2L Spring semester. One (1) additional extracurricular credit is awarded in both the fall and spring semesters of the 3L year, for a total of three (3) credits for four semesters of participation. Four semesters of participation are required and credits that have been awarded may be rescinded for lack of participation.

For specified Board positions, one (1) additional extracurricular credit for two semesters of participation is awarded in the 3L year, for an overall total of four (4) extracurricular credits. This credit is awarded in the 3L spring semester.

Social Justice Reporter

Members receive one (1) extracurricular credit for two semesters of participation in the 2L year. This credit is awarded in the 2L Spring semester. One (1) additional extracurricular credit is awarded in both the fall and spring semesters of the 3L year, for a total of three (3) credits for four semesters of participation. Four semesters of participation are required and credits that have been awarded may be rescinded for lack of participation.

For specified Board positions, one (1) additional extracurricular credit for two semesters of participation is awarded in the 3L year, for an overall total of four* (4) extracurricular credits. This credit is awarded in the 3L spring semester.

* Note, an exception will be made for inaugural journal members who serve in Board positions for both their 2L and 3L years. These members will receive one (1) credit for the Board in their 2L spring and one (1) credit for the Board in their 3L spring, resulting in an overall total of five (5) extracurricular credits.

Publication Note Credits

Faculty advisors read and evaluate students' Publication Notes and award one (1) **academic credit** (pass/fail) for a Note of **publishable** quality, meaning that **the Note need not be published** to receive credit. Students enroll and credit is awarded during the fall of the 3L year.

Note: No additional credit is awarded for notes that are published. **The publication note does not satisfy the substantial writing requirement.**

Students, who “note on” to a Journal in the second year, receive one (1) extracurricular credit for two semesters of participation in the 3L year. A Publication Note credit is also usually awarded.

Externship Credits

Students receive pass/fail credits for externship work. These are academic credits and are not counted in the extracurricular limit. Students may enroll for externship credits at the same approved site for a maximum of two semesters. No more than six (6) regular externship credits may be counted toward J.D. requirements. **Students are registered through the Legal Clinic.**

Exception: Students who participate in a full-semester externship will receive eight (8) externship credits for their work. An externship paper, for two (2) graded credits, is also required. The externship paper does not satisfy the substantial writing requirement. Students who participate in a full-semester externship after having completed other externship credits will have only eight externship credits count toward the graduation requirement.

Research Assistance for Credit

Students serving as research assistants for full-time faculty members (faculty whose primary or secondary appointments are in the Law School) may earn two (2) hours of pass/fail academic credit per semester, provided that such assistance includes significant components of both research and writing activity. In general, each credit requires 55 hours of acceptable work product. Students who wish to enroll in Research Assistance for Credit may do so only with faculty permission. A student may count up to six (6) credit hours of Research Assistance for Credit toward the completion of the J.D. requirements. Students may not receive credit for research for which they are paid. **Students are registered through the Academic Life Office.**

Independent Study Credits

This pass/fail course may be taken only once, for one (1) or two (2) academic credits, to meet graduation requirements. A student develops his or her own project to be carried out under the supervision of a full-time faculty member. A faculty member's approval of the academic merit of the project and agreement to supervise the project must be obtained in writing before the student may enroll in this course. An independent study paper does not satisfy the substantial writing requirement. **Students are registered through the Academic Life Office.**

Credits for Non-Law Electives & Approved Courses Taken Outside VLS

Up to six (6) academic credits taken outside the Law School may be applied toward the graduation requirements. This limit includes courses in non-law Vanderbilt electives and those taken at another ABA-accredited law school. All non-law courses must be approved by the Assistant Dean/Director for Academic Life. Transfer students are limited to approved non-law Vanderbilt electives only; these credits are in addition to the credits transferred from their original law school. Dual degree students are limited to twelve (12) credits from their other Vanderbilt school.

Non-law Vanderbilt electives must meet the following requirements:

- Non-law school electives must not duplicate or overlap available law school courses or courses that the student has previously taken at this or another institution.
- Only **graduate level, letter-graded** ** courses will be approved for credit towards graduation. Courses designated as Pass/Fail or Credit/No Credit, in the non-law school, will not apply towards graduation.
- **The course must contain substantial legal content** or be directly related to the student's course of study in law school. The focus is on the content of the course.
- The burden is on the student to demonstrate that these principles are met.

When requesting permission to enroll in a non-law Vanderbilt course, students also must provide a course syllabus, permission from the professor and permission from the school to be enrolled (emails are fine). **Students are registered through the Academic Life Office.**

**To receive credit toward the degree requirements for courses taken outside VLS or at another ABA-accredited law school, a student must earn a grade of "C" or its numerical equivalent. On VLS records, the grade is recorded as a "Pass" and is not included in the GPA. If a student earns a grade below a "C" no credit will be received for the course, even if the grade is a passing grade in the other school and is not an "F." In general, approval of classes at another law school is limited to courses that do not duplicate or overlap available VLS law school courses.

Courses taken prior to attending VLS are not eligible for credit toward the law degree, except in the case of a rising 2L student transferring from another accredited law school whose credits from that institution have been officially approved at the time of acceptance to VLS. For information on transfer credits from other law schools, see the chart below and the discussion under Transfer Students.

Short Course Credits

No more than eight Short Course credits may count toward the graduation requirements.

Summer Credits

Credit for course work during the summer, from any source, is limited to a total of eight (8) credit hours applied toward the J.D. degree. This number includes both letter-graded and Pass/Fail credits through VLS or graded credits transferred from another law school's program.

SYNOPSIS OF CREDITS FOR THE J.D. DEGREE Revised June 2019	
<u>I. Required for Graduation</u>	88
<u>Three-Year Students</u>	
Total Regular Class credits required (minimum)	65 of 88
Total Non-Class credits allowed (VLS and other)	
- Non-Law School credits (i.e. Owen, Peabody, Divinity, and/or transfer credits from another university)	23 of 88 6 of 23
<u>Dual Degree Students</u>	
Total Regular Class credits required	59 of 88
Total Non-Class credits allowed	
- Non-Law School credits (Vanderbilt and/or transfer credits from another university)	17 of 88 0 of 17
Total credits from school of dual degree	12 of 88
<u>Transfer Students</u>	
Total Regular Class credits required	41 of 88
Total Non-Class credits allowed	
- Non-Law School credits (Vanderbilt only)	17 of 88 6 of 17
Total Transfer credits from prior institution	30 of 88
<u>II. Specific Non-Class Credit Limits</u> (a maximum of 17 to 23 credits will be counted toward the 88 credits required for graduation – see above)	
Externships (LAW 7900 or 7905 - 6; LAW 7910/7915 full semester externships -10)	6 or 10
Extracurricular (LAW 5000 level courses)	5
Independent Study (LAW 7810 – May only be taken once for 1 or 2 credits)	2
Research Assistance for Credit (LAW 7800)	6
Supervised Research Project (LAW 9000)	2
Publication note (LAW 7380, 7390, 7440)	1
Legal Writing Assistance for Credit	2

Total credits from another university or outside VLS	6
III. <u>Summer Credit Limits from all sources during VLS career</u> (Regular Class and Non-Class credits)	8
IV. Short Course Credits	8

Transfer Requirements

Joining in the life of VLS is readily accomplished. Students who transfer to Vanderbilt from other schools are generally treated as though they had started law school at Vanderbilt.

Up to 30 letter-graded credits can be transferred from law schools accredited by the American Bar Association. Courses satisfactorily completed at the other school are usually accepted, even when the number of credits for a particular course exceeds the number of credits for the same course at Vanderbilt, but only if it appears that the other school actually conducted a more extensive course. Transfer students are required to complete four (4) full-time semesters at Vanderbilt to receive a J.D. degree from VLS. **Transfer students are not eligible for dual degree programs.**

Transfer grades are recorded as “Pass” credits, not as the numerical or letter grades originally awarded, and they are not included in the cumulative grade point average. Transfer students are able to receive an additional six (6) credits for other approved non-law courses within Vanderbilt. [See Synopsis of Credits for the J.D. Degree]

Distance Education

Vanderbilt Law School offers no distance education courses for JD and LLM students. The faculty, however, has agreed that JD students may transfer in up to 12 credits of distance education courses (credits that may count toward a Vanderbilt JD degree subject to the overall cap on the Vanderbilt non-law school credits), provided that: (1) students receive advance approval from the Assistant Dean/Director for Academic Life to enroll in any distance education courses; (2) the courses must be courses that Vanderbilt Law School does not offer; (3) the courses must be offered by an ABA-accredited law school; and (4) the courses must be approved by the sponsoring law school as credit-bearing for their JD students and certified as meeting ABA Standard 306. The sponsoring school must provide written documentation that the courses meet ABA Standard 306.

Dual Degree Requirements

The arrangements for dual degree programs are well established with the Owen Graduate School of Management, the Medical School, the Divinity School, and the Peabody School. A J.D./Ph.D. in Law and Economics or a J.D. and Ph.D. in Neuroscience is available through the Graduate School. A less structured opportunity is also available through the Graduate School, where a wide variety of subjects may be pursued, and under present practice, each program is individually developed for the student. Students must obtain admission independently in each school for all dual degree programs.

The dual degree arrangements provide for each school to accept a certain number of credits earned at the other school, thus reducing the time needed to obtain the two degrees.

Dual degree programs include:

- J.D./MBA (Owen Graduate School of Management)
- J.D./MSF (Owen Graduate School of Management)
- J.D./MD (Vanderbilt Medical School)
- J.D./MDIV (Divinity)
- J.D./MTS (Divinity)

J.D./MPP (Peabody)
J.D./Ph.D. in Law and Economics (Graduate School)
J.D. and a Ph.D. in Neuroscience (Graduate School)
Other individualized programs with the Graduate School

One challenge of the dual degree program is the potential for time conflicts between scheduled classes in dual schools. Scheduled classes may not overlap to **any** extent. In addition, courses from the two schools may not overlap in content. For example, a J.D./MBA student can receive credit for Negotiation or Introduction to Accounting in only one school. All dual degree students should meet with the Assistant Dean/Director for Academic Life to discuss residency and degree requirements by the end of their 1L year.

Law and Business Certificate Requirements

To earn the Law and Business Certificate students must:

- A. Pass the five required law courses:
- Introduction to Accounting*
 - Introduction to Corporate Finance for Lawyers*
 - Corporations and Business Entities or Corporations
 - Federal Tax Law**
 - Securities Regulation

*Introduction to Accounting and Introduction to Corporate Finance for Lawyers are required unless a [waiver](#) for one or both courses is obtained. A waiver will be granted if one of the following applies: 1) you are currently pursuing either a J.D./MBA or J.D./MSF; 2) you have earned an MBA or MSF; or 3) you have earned a grade of B or better in college-level accounting or finance (with the exception of personal finance, public finance, or international finance) courses. A waiver form is required and must be approved by the Assistant Dean/Director for Academic Life for students to be exempted from Introduction to Accounting or Introduction to Corporate Finance for Lawyers. If a student elects to take these courses, but one of the above requirements is true, the student will be required to take the courses on a pass/fail basis.

**Federal Tax Law is not required for LL.M. students.

The [waiver](#) form is available on the Students Resources page under Registration.

- B. File a Law & Business Certificate Intent to Enroll Form
- C. Earn nine additional credits in courses among the approved Law and Business elective courses listed on the Academic Life page of the internet.

LL.M. DEGREE REQUIREMENTS

Candidates for the degree of Master of Laws must have:

- pursued full-time resident law school study for a Fall and Spring semester, in that order, during one academic year;
- *for the course track option*, earned at least 24 credit hours, not to exceed 28 total credits;
- *for the thesis option*, earned at least 24 credit hours including 4-7 credits for a scholarly research project, not to exceed 28 total credits.
- completed Life of the Law-LLM;
- completed Introduction to Legal Research and Scholarly Writing in the U.S.;

- maintained at least a 2.0 cumulative grade point average in the required work, and received the favorable recommendation of the faculty for the degree; and
- paid all financial obligations due the University.

LL.M. Law & Business Track Requirements

Candidates for the degree must have:

- pursued full-time resident law school study for a fall and spring semester, in that order, during one academic year;
- earned at least 27, not to exceed 30, total credits;
- completed Life of the Law-LLM;
- completed Introduction to Legal Research and Scholarly Writing in the U.S.;
- successfully completed the four required Law & Business courses for LL.M. students;
- earned at least nine elective credit hours beyond the core curriculum;
- maintained at least a 2.0 cumulative grade point average in the required work, and received the favorable recommendation of the faculty for the degree; and
- paid all financial obligations due the University.

M.L.S. DEGREE REQUIREMENTS

Candidates for the degree of Master of Legal Studies must have:

- completed Introduction to U.S. Law;
- earned at least 30 credit hours;
- maintained at least a 2.0 cumulative grade point average in the required work; and
- paid all financial obligations due the University.

UNIVERSITY POLICIES & PROCEDURES

The Vanderbilt University Student Handbook

The [Vanderbilt University Student Handbook](#), published by the University's Dean of Students Office, contains policies and regulations related to **non-academic** matters. All students are subject to the regulations in this handbook and should familiarize themselves with its contents.

The VLS Honor System and Honor Code/Academic Integrity

The Honor System presumes that all work submitted as part of VLS academic requirements is the product of the student submitting it unless credit is given with proper footnoting and bibliographic techniques, or as prescribed by the course instructor.

The honor system is set forth in separate publications by the [VLS Honor Council](#). Students are responsible for knowing and abiding by the provisions of the Honor Code. "The Law School Honor Code" and "The Law School Honor Code Procedures" are available under the [Resources for Students](#) section of the VLS Homepage. Specific violations are noted below.

Violations of the Honor Code (from the VLS Honor Code)

Violations of the Code may include, but shall not be limited to, the following student acts or acts that a student reasonably should have known would assist another student in committing a violation:

- i. **Unauthorized materials:** The use of any materials, including texts, papers, computer programs, or other work prepared by commercial or noncommercial agents, not expressly authorized by the instructor in an examination or other academic endeavor, when the student knew or should have known that such use was not expressly authorized.*

- ii. **Unauthorized collaboration:** *Unauthorized collaboration on any examination or other academic endeavor, when the student knew or should have known that such collaboration was not expressly authorized.*
- iii. **Exam discussion:** *Any discussion of an unscheduled examination, when the student knew or should have known that the discussion was with, or in proximity of, another student who will take the examination at a later time.*
- iv. **Destruction or other misuse of materials:** *The theft or destruction of materials needed by another student for a specific academic endeavor, when the student intended to steal, sequester, mutilate, or destroy such materials. Such materials include, but are not limited to, materials needed for the first-year writing program, any Moot Court program or competition, any Journal or Law Review competition, and any reserve materials used for class preparation. The theft, sequestration, mutilation, or destruction of another student's textbooks, notes, outlines, or other materials needed for an academic endeavor, when the student intended to steal, sequester, mutilate, or destroy such materials.*
- v. **Attempt to Deceive:** *Any knowing falsification or misrepresentation by the student to faculty or potential employers, regarding a material fact.*
- vi. **Plagiarism:** *Any act of plagiarism committed knowingly by the student. Plagiarism is defined as the act of incorporating into one's own work the work or ideas of another, including the work or ideas of advanced AI technology, without properly indicating that source.*
- vii. **Abusing the Code:**
 - (A) *The knowing misrepresentation of facts by the student to the Council, or to any Council member, either in the invocation of, or the participation in, the Council Procedures.*
 - (B) *Interfering with an Honor Code investigation including, but not limited to (a) destruction of relevant evidence with intent to keep such evidence from the Council; (b) intentionally attempting to coerce or exert undue influence on persons known to be involved in an investigation or proceeding; (c) intentionally failing to maintain the confidentiality of proceedings when under a sworn duty to do so.*
 - (C) *Misrepresentation of a Code Violation: Student organizations are responsible for communicating with the Council regarding the Honor Code and will inquire of the Council prior to representing to students that specific conduct constitutes a Code violation. A student organization shall not misrepresent the contents or substance of the Honor Code. Officers who misrepresent the Code can be charged with having violated this provision.*
- viii. **Instructor-prohibited conduct:** *Any act expressly prohibited by the instructor, when the student knew or should have known such act was expressly prohibited by the instructor.*
- ix. **Unfair advantage:** *Any act not listed above, when the student knew or should have known such act could give the student or another student an unfair academic or professional advantage.*

Tuition Payments

Tuition payments are due on the dates established by the Office of [Student Accounts](#).

Students must also pay the cost of medical insurance (unless covered by other insurance and waived no later than August 1), an activity fee, and a recreation fee, all payable in two equal installments. University procedures require the fulfillment of financial obligations at the beginning of the semester.

Students are billed before the beginning of classes. The bill reflects unpaid charges relating to past semesters and the amounts for the coming semester. Payment may be made online, by mail, or in person at the Student Accounts Office at Room 100 in the Baker Building (110 21st Avenue South, Nashville, TN 37203). If payment is not made on time, late charges are automatically added to the account. Students may access the Billing Portal through their landing page in [YES](#).

Financial Aid

All financial aid and student account questions should be directed to the Law School Admissions Office. Refund checks may be direct deposited or mailed to the local mailing address specified by students. For direct deposit, log into [YES](#), click the Direct Deposit icon, and enter your account and routing number. Otherwise, check your local mailing address in *YES* and update it as needed to ensure timely delivery of your refund. The [University Registrar's Office](#) processes all in-school loan deferment paperwork.

Student Care Network

The Student Care Network is a holistic network of services and resources pertaining to health and wellness available to all Vanderbilt University students. Primary offices include the Student Care Coordination, the University Counseling Center, the Student Health Center, and the Center for Student Wellbeing. Students also have access to a wide range of additional on-campus and community resources through the Student Care Network—from the Vanderbilt Recreation and Wellness Center to the Project Safe Center to a variety of community providers. To facilitate finding resources, students may refer to the Student Care Network website, or contact Student Care Coordination, vanderbilt.edu/studentcarenetwork.

Student Care Coordination

Student Care Coordination is committed to supporting undergraduate, graduate, and professional students, and postdoctoral fellows in successfully navigating life events related to academic stress and/or medical, mental health, and/or other personal concerns that may interfere with a student's ability to achieve their academic and personal goals. This team of “care coordinators” is the central and first point of contact for students to help identify needs and determine the most appropriate resources in Vanderbilt's Student Care Network and in the Nashville community to address concerns. Student Care Coordinators work collaboratively with students to develop a student success plan, share education about and facilitate connections to appropriate on- and off-campus resources, and provide accountability through supportive follow-up meetings. Our goal is for students to have the right support, in the right place, at the right time. In addition, Student Care Coordination coordinates support for students returning from medical leaves of absence. Though staff typically have a background in mental health services, it is important to understand that work with a Student Care Coordinator is not counseling or therapy.

Many students face challenges during their educational experiences and each situation is unique. The Office of Student Care Coordination is the first step to determine where to go for the most appropriate support for your needs. Students are encouraged to visit vanderbilt.edu/carecoordination to complete an initial assessment and schedule an appointment to meet with a Student Care Coordinator. Students may also call (615) 343-WELL (9355) or drop in to see a Student Care Coordinator, Monday–Friday, 8 a.m. to 5 p.m. The Office of Student Care Coordination is located in Sarratt Student Center, Suite 100.

University Counseling Center

As a key component of Vanderbilt's Student Care Network, the UCC provides mental health assessment, support, and treatment for all students enrolled at Vanderbilt, including undergraduate, graduate, and professional students. The UCC also serves postdoctoral scholars appointed by the Office of Postdoctoral Affairs.

Highly skilled and multidisciplinary teams of professionals offer crisis intervention, substance abuse counseling, short-term individual counseling, group therapy, biofeedback, ADHD and learning disorder assessments, and psychiatric assessment and pharmacologic treatment.

Treatment plans are tailored to each individual's unique background and needs. UCC professionals support the university's mission of fostering inclusive excellence through cultural awareness and competence. In addition to regular hours and evening/weekend crisis response, the UCC offers various "Let's Talk" locations and affinity groups.

To access UCC services, visit vanderbilt.edu/ucc or the Office of Student Care Coordination's website at vanderbilt.edu/carecoordination or call the OSCC at (615) 343-WELL (9355). For immediate crisis support or to speak with someone at the UCC after business hours, call the UCC at (615) 322-2571.

Student Health Center

The Student Health Center, staffed by physicians, nurse practitioners, nurses, and lab technicians, provides primary care services for students. The Student Health Center provides services similar to those provided in a private physician's office or HMO, including routine medical care, specialty care (e.g. nutrition and sports medicine), and some routine lab tests. Most of the services students receive at the Student Health Center are pre-paid, but students are responsible for coordinating with their health insurance for those that are not.

When the university is in session, during fall and spring semesters, the Student Health Center is open Monday through Friday from 8:00 a.m. to 4:30 p.m. and Tuesday evening. Students should call ahead to schedule an appointment at (615) 322-2427. Students with urgent problems will be seen on a same-day basis. They will be given an appointment, or "worked in" on a first-come, first-served basis if no appointments are available.

Emergency consultation services are available from on-call professionals at (615) 322-2427 when the Student Health Center is closed. For more detailed information on the services available at the Student Health Center and information on other health-related topics, please visit the Student Health Center website at vumc.org/student-health.

Immunization Requirements

The State of Tennessee requires certain immunizations for all students on university campuses. Accordingly, Vanderbilt University will block student registration for those who are not in compliance with the requirements. The requirements include:

- ***Varicella vaccine (two injections)*** is required for all students who have not had documented chickenpox history. Positive titer results are also accepted.
- ***Measles, mumps, and rubella (2 injections)*** for all incoming students. Positive titer results are also accepted.

The Student Health Center requires all incoming students to complete a Health Questionnaire that includes further information regarding the state-mandated vaccinations, as well as information on other strongly recommended vaccinations.

Information regarding this Health Questionnaire is communicated to students by email after admission to Vanderbilt University. This Health Questionnaire must be returned to the Student Health Center by May 15 with vaccination information.

Students should go to vumc.org/student-health/immunization-requirements-new-students to access more information regarding the immunization requirements and information on how to upload their documentation via the secure student health portal.

Center for Student Wellbeing

The Center for Student Wellbeing seeks to create a campus culture that supports students in cultivating lifelong wellbeing practices. The center offers individual coaching appointments to help students develop and maintain skills that will contribute to personal and academic success, and provides workshops on a variety of topics, including resiliency, time management, alcohol and other drug education, and healthy living. Students may use the center's meditation room for yoga, meditation, and mindfulness classes, or for self-guided practice. The center also works closely with many campus partners, including the University Counseling Center, the Student Health Center, the Office of Housing and Residential Education, and the academic deans to provide resources and support for students who may be facing personal or academic challenges.

The Center for Student Wellbeing is centrally located on campus at 1211 Stevenson Center Lane, across from the Student Health Center, and is open Monday through Friday, 8:00 a.m. to 5:00 p.m. For more information, please call (615) 322-0480 or visit vanderbilt.edu/healthydores.

Medical Insurance Requirement

All students registered in degree programs for 4 or more credit hours, or who are actively enrolled in research courses (including but not limited to dissertation or thesis courses) that are designated by Vanderbilt University as full-time enrollment, are required to have health insurance coverage. The university offers a sickness and injury insurance plan that is designed to provide hospital, surgical, and major medical benefits. A brochure explaining the limits, exclusions, and benefits of insurance coverage is available to students online at:

<https://www.vanderbilt.edu/studentcarenetwork/your-health-insurance/> or vumc.org/student-health/student-health-insurance

The annual premium is in addition to tuition and is automatically billed to the student's account. Coverage extends from August 12 until August 11 of the following year, whether a student remains in school or is away from the university.

A domestic student who does not want to subscribe to the insurance plan offered through the university must complete an online waiver process at <https://www.vanderbilt.edu/studentcarenetwork/waive/>. This process must be completed by August 1 for students enrolling in the fall for annual coverage. Newly enrolled students for the spring term must complete the online waiver process by January 1. The online waiver process indicating comparable coverage **must be completed every year by August 1st** to waive participation in the plan.

Family Coverage: Students who want to obtain coverage for their families (spouse, children) may do so at <https://www.vanderbilt.edu/studentcarenetwork/your-health-insurance/>. Additional premiums are charged for family health insurance coverage and cannot be put on a student's VU account.

International Student Health Insurance Requirement

International students and their dependents residing in the United States are required to purchase the university's international student injury and sickness insurance. This insurance is required for part-time as well as full-time students.

Students who wish to obtain a waiver of the Vanderbilt coverage for themselves and/or their dependents must contact the [University's International Student and Scholar Services](#) (ISSS) at 615-322-2753 each year.

ACADEMIC POLICIES & PROCEDURES

Student Complaint Procedure (ABA Accreditation Standard 510)

The ABA Standards of Legal Education establish accreditation standards to ensure that law schools meet certain legal educational requirements to qualify an individual to be eligible to sit for the bar examination. The Standards may be accessed at:

http://www.americanbar.org/groups/legal_education/resources/standards.html

Vanderbilt Law School wants to hear any student concerns about significant problems that directly implicate the school's program of legal education and its compliance with ABA Accreditation Standards (for example, a failure to provide students with notice of the graduation requirements and the curriculum to meet those requirements, or inadequate library resources to support student scholarship and research). Any student having such a complaint should submit it in writing to the Associate Dean for Academic Affairs.

When filing a complaint, the student must describe the subject of the complaint, provide a citation to the relevant ABA Standard(s), and include his/her full name and address.

When a formal written complaint is received, the Associate Dean will investigate and will attempt to resolve the matter within 30 days. Upon completing the investigation of the complaint, the Associate Dean will communicate the School's findings and, if appropriate, the School's intended actions to the complainant.

If the complainant is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. The complainant should submit written comments to the Dean within two weeks of the communication of the findings of the initial investigation. The Dean's decision will be communicated to the complainant within 30 days, if possible, and that decision will be final. The Law School will maintain a complete written record of each complaint and how it was investigated and resolved. These records will be maintained in a confidential manner in the Dean's Office for a period of seven (7) years. The School will not in any way retaliate against an individual who makes a complaint, nor permit any faculty member, administrator or other student to do so.

This procedure does not in any way eliminate or limit other Law School and University processes for filing other kinds of complaints.

VLS "Open Door" Policy

Vanderbilt has a long established tradition of faculty accessibility, often referred to as the "Open Door" Policy. Communication, understanding, and good will are characteristics that are valued and encouraged. Students should feel free to request consultation with any member of the faculty, although it may be necessary to arrange a time which is mutually convenient for both parties.

Visitation at another Law School

Students are strongly encouraged to obtain the full benefit of the legal education offered at VLS, and the J.D. degree should represent all three (3) years of Vanderbilt education unless compelling reasons mandate an exception.

In unusual circumstances, a student may be given permission to take courses as a visiting student at another law school and transfer the credits toward the Vanderbilt J.D. degree to complete a legal education. Reasons suitable for warranting visitation must be of a compelling nature and as a result, such requests are rarely granted. The desire to attend another school where tuition is less expensive, to finish law school in the city where employment has been obtained, or to improve

one's chances of obtaining employment in a different city, for example, do not constitute compelling reasons. Requests to visit at another law school should be directed to the Dean of Students.

Leaves of Absence & Part-time Status

On occasion, illness or another serious reason may justify a leave of absence from VLS. Consultation with the Dean of Students should precede any formal request to assess the options of a leave of absence or permanent withdrawal from the Law School. A formal request must be submitted in writing and should set forth substantial reasons warranting the leave. If granted, leaves of absence are for one semester or one year. Students may not enroll in classes at another law school while on leave. When a student's leave of absence is approved after the first week of classes, a permanent "W" is recorded on the transcript for all courses. Leaves of Absence may have a financial impact. Students are encouraged to seek information from the Law School Admissions Office or the Office of Student Accounts.

A written request to take fewer than the ten (10) credits required each semester must also be submitted to the Director of Academic Life. Part-time study is allowed only in unusual circumstances and for compelling reasons. In the case of students requiring part-time status, students must be enrolled as a full-time student (at least 10 credits) for no longer than 84 months after commencing the study of law.

Grades

Grades are due 30 days after the end of the exam period and are made available to students as soon as possible thereafter. Students are graded on the grading scale below:

A+	4.3
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

Students may access their academic records through [YES](#). The VUnetID and e-password are necessary to access student information.

Anonymous Grading of Examinations

Anonymous grading is accomplished by a carefully planned system in which each student receives a randomly-assigned identification number for each exam period. Students are not personally identified until the professor reports the grades of the written examination. Any adjustments to the exam grades, for class performance or other reasons, are made separately. Students may obtain the exam grade from the Office of Student Life. Final grades are posted in *YES*. Not all courses are anonymously graded.

Re-grading & Final Grade Review

Re-grading and re-examination are not accepted practices in the Law School. Such measures would be in serious conflict with the anonymous grading system and are not regarded as appropriate methods to administer a fair, uniform, unbiased grading system. Accordingly, grade changes are made only in the event of a clerical error.

Written Work Submitted for Credit

A paper that served as the basis for the receipt of credit in any course, seminar, project, publication or otherwise, cannot be used in its original or in a revised form as the basis for credit in any other VLS course, seminar, project, publication or otherwise. Papers may be submitted for external (non-VLS) publication or competitions.

Class Attendance Requirements

Regular class attendance is required. Excessive absences may result in automatic withdrawal from the course, exclusion from the final examination with a failing grade, or a reduction in grade, all at the discretion of the faculty member involved.

Faculty members are expected to inform students of the standards that will be applied and the consequences of excessive absence. However, it is the student's responsibility to confirm the professor's attendance policy for each course.

Note: Students may not miss any Short Course class sessions. Faculty cannot waive this policy.

The faculty has adopted a policy which does not permit any time conflicts between courses for which the student is registered (whether for credit or audit or in another school), including courses that begin and end at the same time.

Failed Courses

Graduation requirements (first year courses, Constitutional Law I, Professional Responsibility, the Skills Requirement, and the Substantial Writing Requirement), must be retaken if failed. As a general rule, failed elective courses need not be retaken. A course may be retaken if an "F" is received; however, the "F" remains on the student's record and the grade earned after retaking the course is recorded as a separate grade. Both grades are included in the calculation of the cumulative grade point average. If the student fails the course a second time, they will not be permitted to retake the course for a third time.

Grades of "I" – "Incomplete"

The designation of "I" is used when a student has not completed the requirements for a course but is permitted and expected to do so. When the requirements are completed and a grade is awarded, the record will be amended to reflect the letter grade. When an "I" is changed to a final grade, the grade point average will be recalculated. (Note: An "I" may be changed to an "F" or become a permanent "I" at the professor's discretion if assigned coursework is not completed).

Students have until **April 15** of the following semester to complete classes taken in the prior fall semester for which they have received an "I." **October 15** is the deadline by which classes taken in the spring semester must be completed. **February 15** is the deadline by which classes taken in the summer semester must be completed. If the student does not complete the course requirements by the deadline, the professor may leave the grade as a permanent "I" or may change the grade to an "F" or another final grade that reflects the student's failure to complete the assigned work.

Incompletes in the Moot Court Competition may be treated as unexcused failures and result in an "F" rather than an "Incomplete."

Incomplete courses will not be considered in the calculation of the semester's GPA and will not have an effect on the determination of Good Standing.

Grades of "IP" – "In Progress"

The grade designation "IP" stands for "In Progress" and is used when course credits are dependent on completion of more than one semester, for instance a capstone seminar.

No credit is given until multiple semesters are completed. The "IP" grade remains on a student's transcript until completion of all course requirements at which time the "IP" grade is changed to a final grade and the grade point average will be recalculated.

While IP credits appear as Attempted Hours on some copies of the academic record, attempted hours are not reflected on the official transcript.

Class Designation Requirements

Each law school class is based on the number of credits a student has earned:

First Year	0-23 credits
Second Year	24-53 credits
Third Year	54 or more credits

Transcripts

Current students may print an "*unofficial*" copy of their academic record at VLS (a sorted courses report) through YES or request an *official transcript* from the [Office of the University Registrar](#). While enrolled as a student, official transcript requests may be made through YES. **Transcripts are not available through the Law School.**

Note: Access to YES terminates approximately four months after graduation.

Vanderbilt University assesses newly admitted students a one-time \$100 transcript fee, which will cover the cost of all transcript requests. Students and alumni are not charged for transcripts.

Ranking & Release of Academic Information

Vanderbilt Law School does not rank its students. The Office of Student Life can produce a letter to that effect for employers or schools.

When students enter VLS, they are given an opportunity to sign a statement authorizing VLS to release grade information as follows:

I authorize representatives of Vanderbilt Law School, including faculty members, to secure and/or release information about my Law School academic record and character and fitness to prospective employers, Boards of Bar Examiners, and graduate and other schools or their representatives (including faculty members) in connection with my endeavors or endeavors pursued by faculty members on my behalf to obtain a position or further study.

This authorization is revocable, but once signed, remains in effect until canceled in writing by the student. Even when the student signs this authorization statement, transcripts are released only by the University Registrar and only when specifically requested by the student, in writing, on each occasion. Students requesting a faculty reference should provide the faculty member with an official transcript or a copy of the Sorted Courses Report available in YES.

VLS is pleased to cooperate with students' wishes when responding to inquiries. Students are responsible for ensuring that VLS records of authorization and instructions accurately reflect their current wishes.

Directory information, consisting of name, local address, telephone, email address, and undergraduate school, will be included in the online VLS Photo Directory. This information is automatically included unless a student requests in writing that specific information be omitted.

Letters of Good Standing, Enrollment Verification, No Rank, & Dean's Certification of Graduation for Bar Examiners

Requests for letters of good standing, VLS "no rank" policy, or graduation are made through the Office of Student Life.

Enrollment Verification

Enrollment Verification is provided by the [University Registrar's Office](#), Baker Building, Suite 110, 21st Avenue South.

Honors & Awards

For a full list of honors and awards, see the [Law School Catalog](#) on the Vanderbilt University website.

Dean's List: Students who earn a 3.75 GPA or higher, in any semester, receive Dean's List honors for that semester. Students must complete at least nine (9) letter-graded credits to qualify for the Dean's List.

Vanderbilt Scholastic Excellence Awards: The recipients of these awards are designated by faculty as the top academic performance in graded classes except seminars and other limited enrollment courses.

Archie B. Martin Memorial Prize is awarded to the student in the first-year class who has earned the highest grade point average for the year.

Robert F. Jackson Memorial Prize is awarded to the student in the second-year class who has maintained the highest scholastic average during the two years.

Founder's Medal signifies first honors and is awarded to the student in the graduating class who has attained the highest cumulative grade point average, having completed at least 55 credit hours and five full-time semesters in residence at Vanderbilt.

The Order of the Coif: The Order of the Coif, the national legal scholarship society, has a chapter at Vanderbilt. Election to membership in the order is limited to those students in the top 10 percent of the senior class who have completed at least 75 percent of their law studies (66 class hours) as graded* class hours at Vanderbilt. Because Vanderbilt accepts transfer credits but not grades, it is unlikely a transfer student can meet the 75% rule to qualify for Order of the Coif. More information about the Order of the Coif can be found by on the society's [website](#).

***Graded class hours** are those for which letter grades in the A+ through F range are awarded and are recorded on the transcript. Courses taken on a Pass/Fail basis are not included.

Journal Selection Process

Journal selection procedures are determined through journal by-laws and faculty advisement. Journals sponsor three opportunities for membership each year. These include the 1L Joint Write-On Competition, Transfer Student Write-On Competition, and the Second Year Note-On Competition. Participation is anonymous, and numbers and competition instructions are available through the Office of Student Life. Exceptions to any procedures or guidelines are at the discretion of the journal. Requests for exceptions must be in writing to the Student Affairs Office to maintain the anonymity of the student.

1L and Transfer Student Write-On Competitions: Participants in the Write-On Competitions are required to submit a 2000-3000 word mini-note, a Bluebook exercise, a personal statement, and an editing exercise. Only students who complete the write-on competition, including the Bluebook exercise, in “good faith,” will be issued invitations to join the staff of a journal. “Good faith” is determined by the journal members grading the submissions. The following is a list of possible disqualification reasons:

- Submission of a mini-note that falls short of the word count minimum;
- Submission of a mini-note that exceeds the word limit;
- Failure to follow the competition rules;
- Failure to cite in accordance with *The Bluebook: A Uniform System of Citation*.

Write-On Competition Selection: Students who compete in the Write-On Competitions are asked to complete a preference ranking sheet, indicating only those journals for which they are willing to accept membership. If a student has not expressed a preference for a particular journal, membership in that journal will not be offered.

Each journal selects members through the 1L Write-On Competition. Members also are selected through the Transfer Student Write-On and Note-On competitions at the discretion of the journal leadership; the number of students who are invited to join will vary.

Second Year Note-On Competition: All 2Ls who are not currently on a journal are able to compete in the Note-On Competition. Second-year students are not eligible to compete if they have received and declined an offer of membership on any journal through the 1L or Transfer Student Competitions. Comments on journal submissions for those students not selected for any journal in the 1L or Transfer Student competitions are available by contacting the journal offices.

Each journal has its own Note-On submission dates and policies. Students participating in the Note-On process may submit their note to each journal; however, students interested in submitting their notes to multiple journals, should speak to the Note-On representative of each journal to ensure that the topic fits within the purpose/mission of the journal.

Note-On participants are offered membership to *Law Review*, *The Journal of Transnational Law*, *The Journal of Entertainment and Technology Law*, and *The Social Justice Reporter* for submitting a note of publishable quality as determined by the journal editorial board. Notes submitted to *Law Review*, *JETL*, *The Journal of Transnational Law*, and *The Social Justice Reporter* will be considered for publication.

Participants are encouraged to seek faculty assistance while writing their notes. Participants may speak with faculty concerning topic, substance, development, and structure of the note. A participant may not seek or accept any editing of their work with regard to the mechanics of the participant's writing (grammar, syntax, sentence structure, word choice, etc.). Any acceptance of this sort of guidance is considered grounds for disqualification *and* an Honor Code violation.

Course Descriptions and the Approved Curriculum

Course descriptions are easily accessed on in the official [Law School Catalog](#) and in YES; these sites provide the most current course information.

Course Selection and Advising

Students are responsible for planning a curriculum that satisfies the requirements of their degree. Accordingly, students should anticipate the courses needed during each semester until graduation. In the second year especially, care should be exercised to take courses that are prerequisite to advanced courses that may be desired in the third year. While VLS has relatively few courses with prerequisites, it is necessary to plan ahead for those that do; more information below.

Course selection can be a complicated process because of the many electives offered each semester and because time conflicts are inevitable when trying to organize them into a five-day weekly schedule. In addition, because some courses and extracurricular activities do not have scheduled times it is important to consider the amount of time necessary for completion of these unscheduled courses and activities in planning a semester's schedule. **Furthermore, because exams are rarely rescheduled, students should carefully review the exam schedule when it is posted, before the beginning of the Open Enrollment (drop/add) period, and finalize their course schedules, anticipating any conflicts during the examination period in the semester for which they are registering.**

To assist students in planning their curriculum, the Office of Student Life provides a required counseling session in the 1L fall semester to assist students in the selection of their spring elective and in the 1L spring to assist students in course selection for their subsequent years. In addition, there is a required degree audit in the fall semester of the 3L year, and an optional 2L advising session in the fall of the 2L year. Consulting with faculty and individual meetings with the Director of Academic Life are also highly recommended options and available on an ongoing basis. Finally, students are encouraged to track their individual academic record through *YES*, and to seek clarification with the Assistant Dean/Director of Academic Life as needed to be certain that all degree requirements are met.

Prerequisite Courses

Prerequisite courses are specified for some advanced level courses and are noted in the catalog descriptions. Prerequisites assume a level of knowledge upon which a course will build, so it is to the student's advantage to pay close attention to those assumptions. The progression of prerequisites is especially important in the succession of taxation courses, litigation courses, and for the Law and Business Certificate. In planning courses for the 2L year of law school, it is wise to take the prerequisites for courses likely to be taken in the 3L year. Only faculty members have the authority to waive prerequisite requirements for the courses they teach; however, such waivers cannot be expected and are granted only when circumstances provide a compelling reason. Students cannot self-register in courses for which the prerequisite is not met. If a waiver is received, students will be registered through the Office of Student Life.

REGISTRATION PROCEDURES

Registering Online for Law Courses

Requesting courses for each semester is completed on-line through *YES*. The *YES User Guide* is available on the University Registrar's web page and should be read/reviewed before each registration period. It is located at: <http://registrar.vanderbilt.edu/registration/yes-user-guides/>

Students may not register for more than 17 credit hours. Considering that registration is “first come, first served,” a delay in registration may prevent students from obtaining the courses they desire. After the registration period ends, students may drop or add courses during the Open Enrollment period which begins the week prior to the start of classes for the semester through the end of the first week of classes.

Most law courses are “open enrollment” courses (subject to prerequisites and room capacity), allowing students to enroll themselves through YES. Other courses are “limited enrollment” courses and are obtained on a first come, first served basis. Still other courses require faculty permission and enrollment is through the Office of Student Life or Legal Clinic.

Open Enrollment Courses in which students may enroll themselves include:

- Open Enrollment Electives
- Open Enrollment Short Courses
- Jessup Team [if selected]
- Environmental Law Policy Annual Review; and each of the four Journal Executive Boards [if selected]
- Legal Aid Society
- Moot Court Competition; Moot Court Board; and National Moot Court Team [if selected]
- Mock Trial Board [if selected]

Note: Students who enroll without having been “selected” will be removed.

Limited Enrollment Courses that are first come, first served or require faculty approval [request form] include:

- Clinics
- Seminars
- Trial Advocacy
- Limited Enrollment Courses and Short Courses
- Externships [Request Form through the Legal Clinic]
- Independent Study [Request Form through the Office of Student Life]
- Research Assistance for Credit [Request Form through the Office of Student Life]
- Supervised Research Project [Request Form through the Office of Student Life]
- Approved non-law courses [approval required of non-law school (Owen, Peabody, etc.)]

Registering for Seminars, Limited Enrollment Courses, Limited Enrollment Short Courses, Trial Advocacy & Clinics

Enrollment is gained on a first come, first served basis for Seminars, Limited Enrollment courses, Limited Enrollment Short Courses, and Trial Advocacy. Clinic registration is done by lottery. If you wish to enroll in a clinic and have already taken one, you will be entered into the lottery system after those students who have not yet taken a clinic. If students choose to drop Limited Enrollment courses, seats will automatically be filled by the waitlist through the end of the Open Enrollment period.

Note: When registering for limited enrollment courses, go to your *Class Cart* and select “*Waitlist if Full*” from the pulldown menu for the class you want. If you don’t get a seat, you will automatically be waitlisted. The University Registrar runs the waitlist every three hours. Please be patient.

There is no limit on the total number of Limited Enrollment courses, including Seminars, that can be applied toward the graduation requirements.

No more than eight Short Course credits may count toward the graduation requirements.

Attendance at First Class Meeting for Seminars & Limited Enrollment Classes

Students must attend the first class to retain a seat in a Limited Enrollment class. Students who are absent from the first class will be removed and those seats may be filled, at the professor's discretion, by other non-registered students in attendance. Priority goes to students on the waitlist and then to students in attendance who are not on the waitlist. Students on the waitlist who are not in attendance at the first class will remain on the waitlist and be added via the YES waitlist function through the end of Open Enrollment.

Students will not be automatically removed from the roster of any open-enrollment course.

Be certain to check your enrollment near the end of the drop/add period.

Registering for Approved Non-Law Electives & Other Non-Law Courses

Law students are permitted to take any courses at Vanderbilt University at no additional tuition charge in any semester in which they are enrolled as full-time law students. The credits, however, may or may not apply toward graduation. Non-tuition fees are charged for some courses at other Vanderbilt schools, and if enrolled, law students will be charged those fees. **Students cannot self-enroll in non-law courses.** The Office of Student Life will facilitate enrollment through the University Registrar.

If a law student wants a non-law course to count toward the 88 hours required for graduation (to transfer the credit for that course to the Law School), the student must request approval from the Office of Student Life. If the course is approved as a non-law elective, the credit for the course will be transferred to the Law School transcript with a grade of "P" if the student has earned a grade in the course that is at least equal to the grade average required to be in good standing at the teaching school.

Decisions about approving courses as non-law electives will be made in accordance with the following guidelines:

- (1) the course cannot substantially overlap with a course being offered by the Law School;
- (2) the course does not substantially duplicate coursework that the student has already completed outside the Law School;
- (3) the course must be a graduate-level course, meaning that it must be approved for credit for students in the Vanderbilt Graduate School or one of the University's post-baccalaureate professional degree programs;
- (4) the course must contain substantial legal content, or be directly related to the student's course of study in the Law School.

The limit for non-law courses is six (6) credit hours. Dual degree students are not eligible to take additional non-law courses beyond the hours transferred from their dual program.

Prior to submitting the "Request for Permission to Enroll in a Non-Law Course" form, the student must contact the Non-Law Course Professor and Non-Law School's Office of Enrollment (i.e. Owen, Peabody, etc.) for permission to enroll.

A “Request for Permission to Enroll in a Non-Law Course” Form is available on the Student Resource page under Registration. <https://law.vanderbilt.edu/resources-for-students/registration.php>

When permission is granted, the student will be registered for the course through the Office of Student Life. If permission for credit is not granted, the student may still be registered for the course, with permission from the non-law school; however, credit toward graduation will not be awarded.

Note: The Law School Faculty has pre-approved a limited number of non-law courses with other Vanderbilt graduate and professional schools. However, students must obtain permission to enroll from the non-law professor and the other school’s Enrollment Office. Forward the emails granting permission to the Office of Student Life to complete the registration process. Law students cannot self-register in non-law classes. Requests to be registered in a non-law class must be made during the VLS Registration or Open Enrollment periods.

Dropping/Adding Courses

Students may drop and add *most* courses during the designated Registration and Open Enrollment periods. After Open Enrollment ends, students may drop only with the instructor’s permission. Although permission to drop will usually be granted for courses in which enrollment is not limited, no student can assume that permission will be provided. Permission will not be granted if other students may be adversely affected, the student has incurred an obligation in the course, the student’s education will be seriously impeded or impaired, or for any other reason making it inadvisable to permit a course to be dropped. It is the student’s responsibility to confirm the drop/add policy of the professor for each course, especially courses with a limited enrollment. While students may be permitted to drop a course after Open Enrollment ends, semester-long courses cannot be added unless warranted by extenuating circumstances. Special permission must be granted by the professor.

Note: In the window of time between Registration and Open Enrollment many courses may be dropped, however, adding a class is not possible. Be careful not to drop below 10 credit hours, it will delay your financial aid.

Note: Short courses or courses meeting only for part of the semester may be added up until the first class session but will require action by the Office of Student Life after Open Enrollment ends.

Note: Journal membership is a two-year commitment. Students will only be allowed to withdraw due to extraordinary circumstances and will need the permission of their faculty advisor to do so.

Dropping any semester-long course after Open Enrollment, or short course after the second class session, will require action by the Office of Student Life and will result in a permanent “W” on the transcript.

Registering for VLS Summer Courses

Courses offered through VLS during the summer include the Summer in Venice courses, Research Assistance for Credit, Independent Study, Supervised Research Project, and Externships. Except for the Venice courses, faculty approval and/or registration through the Office of Student Life is required.

Auditing a VLS Course

Students wishing to attend a course in the Law School without credit may request to audit the class during the open enrollment period. Auditing of regular courses is allowed only with faculty approval. When a course is audited, it will appear on the transcript with an AUDIT (AU) designation and no credit will be earned for the course. Auditors are expected to attend class conscientiously and fulfill any other requirements considered appropriate by the instructor in order to derive the full benefit from the course. Auditors may be excluded from a course at any time, as the educational value for enrolled students takes precedence. Limited Enrollment courses, Seminars, Trial Advocacy, and Clinical courses are not generally available for audit.

Changing the Status of a Course to Audit

Professor permission is required to change a course being taken for credit to an audit. This change can be made by submitting a Course Change Card with the professor's signature to the Office of Student Life.

Students must change to an audit in the designated period before the last class meeting. No changes to an audit will be made after the last class session. See the Academic Calendar.

Auditing a Non-VLS Course

Students may choose to audit an undergraduate language class or other non-law class. No credit is received, but it will appear on the transcript as an audited class. A student must receive approval from the professor and non-law school Enrollment Office before being enrolled by the Office of Student Life. Students should review the law schedule before requesting to add non-law classes.

Student Responsibility for Final Course Schedule Each Semester

Students are responsible for their final course schedule as listed in *YES* after the first week of classes. Prior to that time, the schedule may still be affected by changes. Students can view or print their final schedules from *YES* after registering and after each change during the Open Enrollment period. Accuracy of the schedule is the student's responsibility.

First Day Assignments

Assignments for the first class will be made available via Brightspace, email, or through the professor. It is the student's responsibility to check for assignments. Semester start dates are available on the VLS Academic Calendar.

Textbooks

A student's specific book list is available in *YES* during the Registration period. A list of textbooks for the regular courses offered each semester is available through the University Bookstore: <https://www.bkstr.com/vanderbiltstore/shop/textbooks-and-course-materials>

VLS encourages students to purchase physical textbooks in lieu of electronic textbooks (eBooks). Many professors require 1L students to utilize hardcover casebooks. Please do not purchase eBooks unless you are granted permission by the professor to do so. Please see individual course information regarding required class material. If a student does choose to use eBooks, please ensure that the eBook is able to be downloaded or is accessible without an internet connection. Faculty often give exams that prohibit the use of the internet, and students will not be able to access eBooks that require a network connection.

Insufficient Enrollment and Heavily Enrolled Courses

Registration occurs through *YES*. Infrequently, the registration of Open Enrollment courses exceeds the maximum classroom size of 120. If this occurs, a lottery is used to award seats and students

who are lotteried out of a course are waitlisted. (The waitlist will be managed by YES before and during Open Enrollment.)

It is occasionally necessary to delete a course from a semester's course offerings due to insufficient enrollment. Students will be notified.

EXAMINATION PROCEDURES

Scheduled/Unscheduled Examination System

VLS has gone to great lengths to create a fair and equitable examination system. The process has worked well with the mutual understanding and cooperation of all those involved. **Exams in all first-year courses are scheduled and taken at specified times. The upper-level courses with the largest enrollments are also scheduled at specific times.** All other upper-level exams are unscheduled and must be taken during a designated "Unscheduled" exam time. During in-person unscheduled exams, students report to the examination table about one half-hour before the starting time and request the exam. Scheduled and unscheduled exams may be either in-person or remote. Each faculty member will determine whether their exam is to be given in-person or remotely, and this information will be communicated to students by the Office of Student Life.

Because the examination schedule is published at the beginning of the Open Enrollment period and the flexible exam system allows a student advance notice and considerable personal control of time in which to study and plan for accommodation of other needs, adjustments to the exam schedule are permitted only in extraordinary circumstances, such as serious illness or death in the family.

Note: In the spring semester attention is given to courses that contain graduating students whose exams must be evaluated by the faculty in time for Commencement. Consequently, in both semesters, scheduled exams on consecutive days do not constitute an exam conflict. **A conflict is defined as two scheduled exams on one day or three scheduled exams on three consecutive days. Rescheduling one exam does not warrant rescheduling other exams.**

Changes to the Exam Schedule

A request for exam rescheduling must be made to the Dean of Students or Director of Academic Life. To protect the validity of the anonymous exam system, students must not discuss such requests with *any* professor. Unexpected emergencies, such as illness or the death of a close relative, sometimes arise, and any request to change the date for a scheduled exam or to extend the examination period will be given careful attention. However, to maintain the objective of fairness of the examination system, individual adjustments can be made only for compelling reasons. The desire to attend a wedding or someone else's graduation, to help out in the family business, or to arrange a more favorable sequence of examinations, while understandable, cannot be honored. As previously noted, students should consider the examination schedule when finalizing their class schedule. Faculty should not be contacted regarding these issues.

Unless such permission is obtained and the exam is taken and passed in accordance with arrangements made with the Dean of Students or Director for Academic Life, a grade of "F" will be recorded as the consequence of not taking the exam. (Note: An "Incomplete" or "F" cannot be changed to a "Withdrawal." **To withdraw, a student must do so before the beginning of the exam period.**)

Timed Exams & Running Overtime on an Exam

Faculty members determine the time allocated for exams. Proctors monitor the time accordingly for in-person exams, but students are responsible for keeping track of their time for remote exams.

Students are not given additional time when they arrive after the start of a scheduled in-person exam. Depending on the circumstances, and in order to avoid disturbing other students, the late student may not be allowed to join other students already taking the exam. While circumstances beyond control may arise, causing a student to be late for an exam, students must anticipate unforeseen difficulties and plan accordingly. If a student feels that the circumstances warrant a request for an adjustment to the exam administration, the requests are made to the Dean of Students or Director of Academic Life. Students should not assume that a compelling reason to them will also be viewed in the same light by the Law School and should make every effort to arrive on time.

LL.M. students may qualify for extended time on final exams if the student's native language is not English. To request extended time, LL.M. students must complete the LL.M. Time Extension form provided by the Office of Student Life. This form must be completed before the exam period begins. If an LL.M. student transfers to the JD program, the LL.M. extension will no longer apply.

Running overtime on an exam can have serious consequences. The professor has broad discretion in deciding the consequences. Students who turn in exams after the stated time period should expect to receive a reduction in their grade.

Proctors who administer in-person examinations have no authority to adjust the time allowed or to change the arrangements specified for an exam by the professor. A student must not only submit the exam electronically, if using a computer, but also place the exam envelope in the designated box before the top is placed on it, indicating time has expired. The proctor will mark late all exam materials turned in after that time by the number of seconds or minutes. In addition, the professor will be given a copy of the exam log to indicate when the exam was submitted electronically for any late exam.

Examinations & Computer Use

VLS allows students to use laptops for their examinations using software which may limit or restrict the access of the computer to outside programs and resources at the professor's discretion. Each student is given the choice of handwriting or electronically writing an exam; however, students who choose to electronically write an exam must provide their own computers and power cords. **Personal computers are not provided to students who wish to electronically write their exams. Battery usage during an exam is not permitted. No external monitors may be used for in-person exams.**

Computers can be unreliable tools. Thus, it is the student's responsibility to be sure, before leaving an exam, that the exam is received in its entirety and to seek assistance from the IT staff or the Office of Student Life if there is any doubt.

When taking a remote exam, students may use their computers to access outside resources only if previously approved or instructed by the professor. **Students are bound by the Honor Code to turn in a finished exam which is within the guidelines set by the professor.** In the absence of specific directions to the contrary, students must use their computers comparably to how it is used in an in-person, proctored exam, meaning that cutting and pasting material into the exam from previously prepared materials is prohibited.

Faculty Contact during Exams & the Grading Period

Students are required to refrain from discussing courses with professors once the exam period has begun and/or when all review sessions have ended unless directed otherwise by the professor. In addition, students may not discuss any exam or the grading of exams with a professor until **all** grades have been submitted.

Grade Reports & Transcripts

Grades are submitted by the Faculty *approximately* 30 days after the exam period ends. Students may view their final grades in YES and print an unofficial grade report for their personal use. If an official report is needed, students must request a transcript through YES or directly from the [Office of the University Registrar](#).

Transcripts are not provided by the Law School. It is the students' responsibility to maintain a printed copy of their current academic record.

Exam Review

Many students seek to improve future exam performance by reviewing their most recent exams. This may be accomplished through the exam review process. Meeting with faculty for the purposes of grade review and/or change is not an accepted practice in the Law School. Grades are changed only when a clerical error has occurred.

Faculty members decide for themselves what they view as the most pedagogically beneficial way to review an exam with a student. Some will provide a model answer while others prefer a personal meeting. Notification about the Exam Review Process will be distributed by the Office of Student Life early in each semester. Students must request and review their exam, and allow the faculty member time to review their exam, before scheduling a meeting. Examinations are not retained indefinitely.

COMPUTING / ELECTRONIC DEVICE POLICIES & PROCEDURES

The following policies and procedures apply to the use of all Vanderbilt Law School computing resources including standalone computers such as email terminals, as well as computing support from the Information Technology department. These policies and procedures are in addition to the Vanderbilt University Computer Privileges and Responsibilities, located on the Internet at <https://www.vanderbilt.edu/info/computing-aup/>. Use of VLS computing resources as defined above and/or use of your VUNETID to access campus services implies acceptance of these policies as well as the campus Computer Privileges and Responsibilities.

Student Laptops & Support Hours

Vanderbilt University Information Technology (VUIT) provides limited support for laptop computers owned by law students. VUIT will take all precautions and follow industry-standard practices to ensure data integrity to the best of their ability; however, the student has sole responsibility for having a backup of data in the unlikely event data loss occurs. Additionally, in the event a student needs to leave a laptop with the VUIT staff, a loaner laptop will not be provided.

VUIT staff will analyze, diagnose, and service/repair the laptop computer when the necessary service/repair falls into one of the following categories:

- Virus, Spyware, or Malware removal
- Network connectivity issues (wired or wireless)
- Software issues (internet browser, MS Office, Brightspace)
- Replacement of faulty/damaged hardware for Dell and Apple laptops currently covered by a valid Dell/Apple warranty plan

This support will be provided during the hours posted outside of the door to the VUIT Office, Law 312. During these posted hours VUIT staff will be available to assist students. Students seeking assistance outside of these hours will be seen if staff is available or may schedule a mutually convenient time for assistance by submitting a [Tech Help Request](#) at <http://techhelp.law.vanderbilt.edu>, or by emailing law.support@vanderbilt.edu.

For additional information concerning IT support, see the VUIT team.

Email

Certain federal statutes require that information be delivered to each student. Vanderbilt delivers much of this information via email. Official electronic notifications, including those required by statute, by University policy, and instructions from University and VLS officials, will be sent to students' Vanderbilt email addresses. Some messages will include links to the YES Communications Tool, which is a secure channel for official communication of a confidential nature.

Students are charged with the knowledge of the contents of all official University and VLS notifications and are required to respond to instructions and other official correspondence requiring a response. Accordingly, students bear the responsibility for checking their Vanderbilt email account frequently and for managing their email account to prevent important messages from being returned as "undeliverable." Students who forward their email or use another service to retrieve their Vanderbilt email do so at their own risk.

The University and VUIT make every effort to avoid inundating students with nonessential email (often called "spam") and maintains separate lists from which students may unsubscribe for announcements of general interest.

Personal Electronic Devices

Each faculty member determines the policy governing the use of personal electronic devices, such as laptops and cell phones, during class. No personal electronic devices other than the laptop being used to take the exam are allowed during an exam.

Brightspace

Brightspace is used to post assignments, announcements, and handouts. However, from time to time, faculty may distribute printed handouts. It is the student's responsibility to be aware of the information disseminated/required for each class.

Electronic Bulletin Boards and Monitors

Information about upcoming events and other important announcements are posted on the TV monitors in the main hallways. Individual students and student organizations can post information on this site. In addition, student organizations are encouraged to create and maintain their own web pages. Contact the Student Life Office.

DIVERSITY & INCLUSION POLICIES & PROCEDURES

Services for Students with Disabilities

Vanderbilt is committed to the provisions of the Rehabilitation Act of 1973 and Americans with Disabilities Act as it strives to be an inclusive community for students with disabilities. Students seeking accommodations for any type of disability are encouraged to contact Student Access Services. Services include, but are not limited to, extended time for testing, assistance with locating sign language interpreters, audio textbooks, physical adaptations, note-takers, reading services, and

reasonable accommodations for housing and dining. Accommodations are tailored to meet the needs of each student with a documented disability.

Specific concerns pertaining to services for people with disabilities or any disability issue should be directed to the Disability Program Director, Student Access Services, PMB 401809, 2301 Vanderbilt Place, Nashville, Tennessee 37240-1809; phone (615) 343-9727; fax (615) 343-0671; vanderbilt.edu/student-access.

All accommodations are arranged through the Student Access Services in cooperation with the Office of Student Affairs. **Faculty should NOT be contacted regarding these issues.** It is imperative that students contact Student Access Services for accommodations as soon as possible after registration. A copy of the Law School's policy regarding reasonable accommodations may be found on the Student Life page on the internet.

Nondiscrimination, Anti-Harassment, and Anti-Retaliation

The Title IX and Student Discrimination Office (vanderbilt.edu/title-ix) and/or the Equal Employment Opportunity Office (vanderbilt.edu/eeo) investigate allegations of prohibited discrimination, harassment, and retaliation involving members of the Vanderbilt community. This includes allegations of sexual misconduct and other forms of power-based personal violence. Vanderbilt's Title IX coordinator is Molly Zlock, director of Title IX and Student Discrimination.

If you believe that a member of the Vanderbilt community has engaged in prohibited discrimination, harassment, or retaliation, please contact the Title IX and Student Discrimination Office and/or the Equal Employment Opportunity Office. If the offense is criminal in nature, you may file a report with Vanderbilt University Police Department.

The Title IX and Student Discrimination Office also facilitates interim accommodations for students impacted by sexual misconduct and power-based personal violence. Some examples of interim accommodations include stay-away orders, adjusted course schedules, and housing changes.

Specific concerns pertaining to prohibited discrimination, harassment, or retaliation, including allegations of sexual misconduct and other forms of power-based personal violence, should be directed to the Title IX and Student Discrimination Office at (615) 343-9004.

MISCELLANEOUS

Student Employment Policy

Vanderbilt Law School prohibits a law student from being employed more than 20 hours per week in any week in which the student is enrolled in more than 12 class hours.

Parking Permits

All registered students who park a car on campus at any time are required to obtain a University parking permit. Parking permits are obtained from the campus Traffic and Parking Office at 2800 Vanderbilt Place. Law Students can choose the Daily Parking or Annual Permit plants. Information on parking and transportation options can be found on the [MoveVU website](#).

Vanderbilt University Smoking Policy

As a premier educator, research enterprise and health care provider, Vanderbilt recognizes the effects and costs of smoking, tobacco and nicotine use on our society. As a result, Vanderbilt is a

smoke-free campus. The [smoking policy](#) includes cigarettes, e-cigarettes, vaporizers and chewing tobacco on the list of items that may be used only in outdoor designated areas.

Lockers

Lockers for 1L and LLM students are available upon request. Once assigned a locker, students will have the use of that locker for the academic year. An email with a link to the locker request form is sent to all incoming students before the start of classes.

At the end of each academic year, students must remove the lock and empty their locker. All locks will be removed after August 1. Students are responsible for items left in the locker. Students must notify the Student Affairs Office before August 1 if more time is needed. Students are responsible for items left in unsecured lockers.

Upper-class students will have use of the day-use upstairs lockers throughout the year. Locks and belongings must be removed each evening and locks remaining overnight will be cut and items removed from lockers. Upper-class students with an accommodation or special request for overnight locker use should contact the Office of Student Life.