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# 2025-2026 STUDENT HANDBOOK

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# Introduction & Purpose

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## College Mission

Landmark College transforms the way neurodivergent students experience learning, educators approach teaching, and society views education and neurodiversity. Through a commitment that extends beyond the traditional classroom, we provide highly accessible, student-centered approaches that cultivate intellectual, social, and personal potential so college-capable students can thrive. As an inclusive community that values diversity, we extend our influence by sharing best practices and educational philosophies, supporting all students by shaping the broader educational landscape.

## Vision

To fulfill our mission and provide a transformative educational experience, the College and our community remain dedicated to an ethos built on innovation, service to students with LDs, and willingness to continually grow and reinvent ourselves.

To distinguish the College as the premier institution for students who learn differently, we plan to evolve in a disciplined but entrepreneurial way in response to changing LD education needs, societal needs and opportunities, and career aspirations of our students.

The College aims to be identified as a leader in the post-secondary LD education field, and to engage in collaborative and strategic alliances that will ensure our position as enduring pioneers.

We are resolute in our commitment to embrace emerging, alternative technologies and learning environments that are changing the higher education industry today, in a way that best serves our LD-based systems and students.

An overall environment optimized for student learning and living success, and which provides strategies, tools, and confidence for wellness and life-long competencies, remains a critically important element that contributes to the genius loci of our campus.

Everything we do now and plan to do in the future is built on an understanding that student access to our programs is imperative — and directly linked to financial strength and institutional sustainability.

## Core Values

The core values of the Landmark community include hard work, respect for others and oneself, honesty, safety, and understanding. From these core values, we derive our standards of conduct, which establish the expectations for all student members of the Landmark College community.

**RESPECT** - Be Respectful of yourself and those around you. We're all working to accomplish big things here. It's important that everyone is respected and treated fairly and with compassion. Remember—you only get respect if you give it out first. While you're at it, remember to respect the campus and our town. Treat your home well.

**UNDERSTANDING** - Be Understanding. We can all remember a time when what makes us different (how we learn, what we believe, how we look) has set us apart and made us feel alone. Be accepting of your peers. Celebrate their talents and help them address their limitations. Everyone is working hard. Lend a hand by making them feel they are not alone.

**SAFETY** - Be Safe. Do your part in making this campus safe for you and everyone else. This means more than locking doors and securing your valuables. Make choices that keep you healthy and safe (yes, this includes choices around substances). Don't participate in or tolerate bullying, and resolve conflicts without using anger, intimidation or force. Have each other's back.

**HONESTY** - Be Honest. Nobody moves forward if they are not honest with themselves and with others. Despite even the best efforts, mistakes and poor choices will be made. Step up and learn from them.

## Purpose of this Handbook

Landmark College is a distinctive community of students, faculty, and staff dedicated to fostering the skills, knowledge, and enthusiasm essential for personal growth, academic success, and lifelong learning. This Student Handbook outlines the policies and procedures that guide our shared community, grounded in the principles of respect, understanding, safety, and honesty.

By enrolling at Landmark College, students agree to uphold these standards, which are designed to promote mutual respect, safety, ethical responsibility, and an inclusive environment where all members can thrive. In today's campus environment, the Handbook also reflects our commitment to wellness, citizenship, equality, and the development of social and civic responsibility—core learning outcomes that prepare students to succeed both within and beyond the College.

## Addenda and Changes Between Publications

Landmark College publishes the student handbook at the beginning of each academic year. The College reserves the right to add, modify, or amend any part of this handbook between publication dates. The College will inform students, faculty and staff through various means when any changes to this handbook are made after the initial publication at the start of the academic year. These changes will supersede any previously published policies on the same topic.

### Updates to the 2025-2026 Student Handbook:

03/30/2026 – Information regarding the [National Council for State Authorization Reciprocity Agreements](#) was added to the Student Handbook. It is also available on the [Landmark College website](#)

# Student Rights, Responsibilities & Community Standards

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## Student Code of Conduct

### Standards of Conduct

All students and staff of Landmark College are members of a unique educational community, whose goal is to enable each student to tap his or her full potential for success. Such a challenging goal requires tremendous individual effort on the part of each student and cooperative effort on the part of each member of the Landmark community. The guiding principles of the Landmark community include hard work, respect for others and oneself, honesty, personal accountability, and careful organization of time and materials. The following standards of conduct are examples and general expectations for all student members of the Landmark College community:

1. **Respect for Others:** Students will show respect for the feelings, time, efforts, and physical well-being of others, and for their capacity for growth.
2. **Respect for Community:** Students will respect the rules and regulations of Landmark College and its governing bodies, and the laws of the State of Vermont and of the United States.
3. **Respect for Property:** Students will show respect for the property and materials of Landmark College as well as the personal property of all members of the Landmark community.
4. **Understanding:** Students will make a commitment to understand their own strengths and challenges, and to work towards academic and personal growth.
5. **Safety:** Students will make a commitment to contribute to a safe, clean, congenial, and productive living & learning environment.
6. **Honesty:** Students will exhibit honesty in academic endeavors and in all aspects of campus life.

### Student Rights and Responsibilities

1. Rules, regulations, student rights, and responsibilities apply to all students.
2. Students at Landmark have the right to protection against discrimination.
3. Landmark College follows all the applicable laws which may prohibit discrimination on the basis of sex, age, religion, handicap, ancestry, place of birth, race, color, sexual orientation, or national or ethnic origin in the administration of its educational, admissions, financial aid, and employment policies and programs. Students, in turn, are expected to uphold Landmark's nondiscriminatory policies.
4. Students at Landmark have the right to reside in an environment conducive to learning, where reasonable living accommodations and services are provided and issues of health, safety, and civility are addressed. At the same time, they share responsibility for creating and maintaining such an environment.
5. Students at Landmark have the right to take reasoned exception to the materials or views offered in any course of study and to reserve judgment about matters of opinion,

but they are responsible for fulfilling the obligations of any course in which they are enrolled.

6. Students at Landmark have the right to protection against prejudice or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
7. Students at Landmark have the right to express their views, individually and collectively, on issues of institutional policy and on matters of general interest to the student body.
8. Students at Landmark have the right to know the standards of conduct expected of them. In addition to the standards that common sense requires of all adults, the standards of behavior which Landmark considers essential to its educational mission and residential life are discussed in this Handbook.

# Non-Discrimination & Harassment Policies

## Notice of Non-Discrimination

Landmark College adheres to all applicable provisions of state and federal law<sup>1</sup> and is committed to maintaining an environment free from discrimination and harassment in all aspects of its educational, admissions, financial aid, and employment policies and programs.

Landmark College prohibits discrimination on the basis of race, creed, color, place of birth, ancestry, ethnicity, national origin (including language), religion, sex, pregnancy and related conditions, sexual orientation, gender identity or expression, age, marital status, service in the armed forces of the United States, positive HIV-related blood test results, genetic information, or against qualified individuals with disabilities on the basis of disability and/or any other status or characteristic as defined and to the extent protected by applicable law.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- **For Students:** Vice President for Student Affairs, Office of Student Affairs, Strauch Family Student Center, Landmark College, 19 River Rd South, Putney, Vermont, 05346, (802) 387-6713
- **For Faculty & Staff:** Director of Human Resources, Administration Building, Landmark College, 19 River Rd South, Putney, Vermont, 05346, (802) 387-6814.

Discrimination complaints are processed in accordance with the procedures set forth in Landmark College's [Anti-Harassment Policy](#). Complaints about sexual harassment, sexual misconduct, domestic and dating violence and stalking are handled in accordance with Landmark College's [Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Policy & Procedures](#).

## Anti-Harassment Policy

Landmark College is committed to maintaining a campus environment where students are not subjected to bigotry and discrimination based on protected personal characteristics.

The following conduct is prohibited, either by law or this policy, on campus and within the College's programs:

1. **Discriminatory Harassment:** Harassment based on an individual's actual or perceived sex, sexual orientation, gender identity or expression, race, creed, color, ethnicity, national origin, religion, disability, marital status, age, pregnancy, or other characteristics as protected by applicable law.
2. **Sexual Harassment:** [As defined by Title IX](#), including but not limited to sexual assault, domestic and dating violence and misconduct, sex-based stalking, and quid pro quo sexual harassment.

Landmark College defines harassment as verbal or physical conduct based on:

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<sup>1</sup> Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 (ADA), Age Discrimination Act of 1975, Title VII of the Civil Rights Act of 1964 (employment), Vermont Fair Employment Practices Act (21 V.S.A. § 495 et seq.), Vermont Public Accommodations Act (9 V.S.A. § 4502 et seq.).

1. A student’s protected personal characteristics outlined under discriminatory and sexual harassment definitions outlined above, and;
2. Where the conduct has the purpose or effect of creating an intimidating, hostile or offensive educational or living environment for a reasonable person under the circumstances.

Such harassment may include, for example, repeated slurs, taunts in the guise of a joke, disparaging remarks, or physically threatening or inappropriate conduct, when such is directed at a person or group of persons because of their protected personal characteristics.

Landmark College recognizes that the protection of [open expression](#) and the open exchange of ideas are important to any academic community. This recognition is therefore an important element in the “reasonable person” standard used in judging whether harassment has occurred. This policy is meant neither to proscribe nor to inhibit discussion, in or out of the classroom, of complex, controversial or sensitive matters, when in the judgment of a reasonable person they arise appropriately and with respect for the dignity of others. Landmark College also recognizes, however, that verbal conduct can be used specifically to intimidate or coerce and to inhibit genuine discourse, free inquiry, and learning. Such abuses are unacceptable.

If someone believes that another’s speech or writing is offensive, wrong or hurtful, they are encouraged to express that judgment in the exercise of their own open expression or to seek redress under the noted procedure(s) when appropriate.

Retaliation against a student for filing a complaint in good faith under this policy is strictly prohibited, and, if proven, would be considered a violation of this policy.

This policy is intended to protect all Landmark College students and applies to the conduct of Landmark College students, faculty, administrators, and staff. Any person who feels that they have been harassed or retaliated against as defined in this policy may file a formal grievance with the Vice President for Student Affairs, in accordance with the procedures outlined in the [Grievance Policies and Procedures](#) found within the Student Handbook.

Students should note that sexual harassment is also separately addressed in the College’s [Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Policy & Procedures](#).

## Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Policy & Procedures

### Notice of Nondiscrimination on the Basis of Sex

Landmark College does not discriminate on the basis of sex in its education programs and activities, and Title IX of the Education Amendments Act of 1972, as amended (“Title IX”), as well as applicable state law, requires that it not discriminate in such a manner. Prohibited sex discrimination includes sexual harassment and other behaviors as outlined in this policy.

In addition to violating College policy, sexual harassment may also be unlawful. Inquiries concerning the application of Title IX may be referred to the College’s Title IX coordinator (see below) or to the United States Department of Education Office for Civil Rights. The OCR Region I office’s contact information is: Office for Civil Rights, Boston Office, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921, Telephone: 617-289-0111, Facsimile: (617) 289-0150, Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov).

## Scope of Policy

[The Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Policy & Procedures](#) applies exclusively to reported conduct that falls within the scope of the policy and supersedes any other previously published College policies on issues related to sexual harassment, sexual misconduct, domestic violence, dating violence or stalking.

Further, to the extent that this policy and its procedures provide for the handling of allegations that fall within the definition of Title IX Sexual Harassment, such allegations will be handled exclusively as provided in this policy and its procedures, rather than any policies or handbook procedures that would otherwise apply to college students, faculty or staff.

In Title IX Sexual Harassment cases and Non-Title IX Misconduct cases as defined below that involve allegations that a student engaged in Prohibited Conduct, the policy language, and procedures for both categories of cases outlined below will apply.

In Title IX Sexual Harassment cases as defined below that involve allegations that a College employee engaged in Title IX Sexual Harassment, the policy language and procedures for Title IX Sexual Harassment cases outlined below will apply, in accordance with applicable law.

Allegations that a College employee engaged in discrimination or harassment that do not fall within the definition of Title IX Sexual Harassment will be addressed through other employment-related policies, practices, handbooks and/or collective bargaining agreements, but will not be addressed through the policy language or procedures outlined in this policy.

## Effective Date

The College will use this Policy to address incidents alleged to have taken place on or after August 14, 2020.

Any incidents alleged to have taken place prior to August 14, 2020, will be addressed under the appropriate Title IX policy or non-discrimination policy effective at the time of the alleged conduct that can be found on the College's [Community Standards | Landmark College](https://www.landmark.edu/student-life/our-community/community-standards) website page (<https://www.landmark.edu/student-life/our-community/community-standards>).

This delineation of applicable policies and procedures will apply regardless of when the alleged incident is reported.

## Reporting a Complaint

Please see the "Reporting and other Considerations" section in the College's [Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Policy & Procedures](#) to understand how to file a complaint at Landmark College.

## Title IX Coordinator

The Vice President for Student Affairs is the designated Title IX Coordinator for Landmark College and is authorized to and responsible for coordinating the College's efforts to comply with and carry out its responsibilities under Title IX.

The contact information for the Landmark College Title IX Coordinator is:

Michael Luciani, Vice President for Student Affairs  
Landmark College  
19 River Rd South  
Putney, Vermont 05346  
(802) 387-6713 mluciani@landmark.edu

The Title IX Coordinator is available to meet with students and employees as needed. References throughout this policy to the Title IX Coordinator should be read as also including designees of the Title IX Coordinator.

## Title IX Policy Documents & Supporting Information

*For all incidents occurring **on or after** August 14, 2020*

1. [Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Policy \(PDF\) \(Updated 8/2023\)](#).
2. [Notice of Rights and Options for Reports of Sexual Misconduct, Dating or Domestic Violence, or Stalking \(PDF\)](#)
3. [Process & Procedure Overview \(Infographic\) \(PDF\)](#)
4. [12 things to know about Title IX \(Infographic\) Updated Fall 2021 \(PDF\)](#)

*For all incidents occurring **before** August 14, 2020*

1. [2019 – 2020 Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Policy \(PDF\)](#) (for incidents that occur prior to August 14, 2020).

## Bias Incident Response

In bias incidents, harm is caused to individuals, groups, and the campus community. These Bias Incident Response Procedures are intended to promote a safe, inclusive environment by providing clear procedures for addressing bias incidents, ensuring support for victims, fostering accountability, and restoring the community to the best of its ability.

### Definitions

2. **Bias** - Negative bias is a pre-formed negative opinion or attitude toward an individual or a group of individuals who possess common characteristics such as race, religion, ancestry, national origin, sexual orientation, gender identity, gender expression, mental or physical disability, or other categories protected by federal, state, or local statutes.
3. **Bias Incident** - Any verbal, written, physical, or psychological act that targets or demeans individuals or a group of individuals based on perceived race, religion, ancestry, national origin, sexual orientation, gender identity, gender expression, mental or physical disability, or other categories protected by federal, state, or local statutes. A bias act can create an unsafe or hostile environment or have a negative psychological, emotional, or physical effect on an individual, group, or community. To be considered a bias incident, the act is not required to be a crime under any federal, state, or local statutes, nor does it have to violate College policy. Bias incidents may occur regardless of whether the act is legal, illegal, intentional, or unintentional. The severity of a bias incident, and the College's response to incidents, can vary based on factors including context and behavior, location, pre-meditation, and whether the incident presents a threat to safety.
4. **Hate Crime** – As defined by Vermont law (13 V.S.A. § 1455), a hate crime is any crime maliciously motivated by the victim's actual or perceived race, color, religion, national origin, sex, ancestry, age, service in the armed forces of the United States, disability, sexual orientation or gender identity. Hate crimes may include attempted crimes. Common hate crimes include:
  - a. Assaults (hitting, punching, spitting)

- b. Disorderly Conduct (public threatening behavior)
- c. Unlawful Mischief (property crime)
- d. Harassment by telephone (including repeated hang-up calls)

## Response Procedures

When a bias-related incident occurs, the College will:

1. **Provide affirmation and support for affected individual(s)** - provide support for individuals and groups on campus affected by bias incidents, determine the type of response sought, and initiate an appropriate follow-up.
2. **Address the behavior with the Responsible Party** (either or both below)
  - a. **Educational conversation with the responsible party** – focus on ensuring the responsible party understands how and why their behavior caused harm. In such cases, the College will often arrange for an informal conversation with the responsible party to help them perspective take and understand the effect of their behavior on others.
  - b. **Conduct (Disciplinary) response** - Incidents that are determined to constitute discrimination, harassment, or retaliation will be addressed following the policies in the Student Handbook or Employee Manual, as appropriate. If an incident is determined to be a possible hate crime, the College will report it to the police and cooperate with them in investigating any hate crime as defined by the Vermont Hate-motivated Crimes statute (13 V.S.A. § 1455).
3. **Restorative circle or conference** - In some cases, affected individuals would like a space to explore and discuss the effect of an incident and how they will move forward. Restorative processes allow for naming harm, listening to and educating one another, and building, repairing, and/or restoring relationships and communities. Restorative processes can either be with affected individuals only (harm circles) or by bringing together affected individuals with the responsible party (restorative circles or conferences).
4. **Statement to the campus community** - In most cases, the effect of a bias incident is localized to the individual(s) present when a behavior happens. However, in some cases, the effect either expands to the broader campus community (often through various forms of media) or the incident occurs in a public space, and the responsible party is unknown. In such cases, the College may send a message to the campus community as soon as it is practical to name the incident and its effect and encourage impacted individuals to seek support. The College will consider the status of any ongoing investigation by the College or law enforcement and the privacy rights of involved parties when determining the timing of any community statements.

## Reporting a Bias Incident

Students, faculty, staff, vendors, and visitors are strongly encouraged to report a bias incident to the College.

- For immediate assistance or in the case of an emergency, please contact Campus Safety at (802) 387-6899. (campus extension 6899).
- Reports can also be made to a member of the Residential Life Staff, the Director of the Centers for Diversity & Inclusion, the Dean of Campus Life, the Dean of Students, or the Vice President for Student Affairs.

If you have any questions about an alleged bias-related incident and the College's response, please feel free to contact or speak to the Vice President for Student Affairs.

## Accommodations Policy and Procedures

### Accommodations Policy Statement

Landmark College fully supports and recognizes the standards set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, and similar state laws ("applicable law"), which are designed to eliminate discrimination against qualified individuals with disabilities.

Disabilities may include physical or mental impairments which substantially limit one or more of a person's major life activities, and which necessitate modifications to Landmark College's facilities, programs, or services.

The College is committed to making the campus and its facilities accessible as required by applicable law. The College cannot make accommodations that are unduly burdensome or that fundamentally alter the nature of the College's programs.

### Section 504 & ADA Coordinator

Landmark College designates the Vice President for Student Affairs to coordinate its efforts to comply with and carry out its responsibilities under Section 504 of the Rehabilitation Act of 1973. Section 504, where applicable, generally prohibits discrimination in educational programs and employment, against qualified individuals with disabilities, on the basis of disability.

The Vice President for Student Affairs also serves as the primary 504/ADA Coordinator for students. The Dean for the School of Education serves as the designated ADA coordinator for students regarding academic and academic support accommodations. Other individuals may be designated by the 504/ADA Coordinator, and references throughout this policy to the 504/ADA Coordinator should be read as also including designees of the 504/ADA Coordinator.

Landmark College has established a process to facilitate the reasonable accommodation of students with disabilities. Landmark's 504/ADA Coordinator certifies eligibility for accommodation under the ADA for students presenting documented evidence of qualifying disabilities (including qualifying physical disabilities, learning disabilities, attention deficit disorders, psychological disabilities, medical disabilities, and covered students in drug or alcohol recovery), and, using an interactive process that includes other appropriate members of the Landmark College administration to serve as an accommodations team, reviews and acts upon all student requests for reasonable accommodations based on an individualized assessment of each request.

The 504/ADA Coordinator reserves the right to recommend and approve accommodations that differ from the specific approaches suggested by the student, or by individuals documenting the student's disability, so long as the accommodations achieve the objective of program accessibility as required by law.

The 504/ADA Coordinator, in coordination with appropriate campus personnel, coordinates and facilitates the implementation of accommodations that have been deemed reasonable and appropriate in light of the nature of a student's disability and in consideration of the individual's academic requirements.

## Certification and Accommodation Procedures

All requests for accommodation, inquiries about the scope of this policy, and related procedural questions should be directed to the 504/ADA Coordinator. The 504/ADA Coordinator administers this policy and procedure, and is the College's designated Section 504 Coordinator. The 504/ADA Coordinator will address accommodation requests through the following two-stage process.

### *Certification*

The first step in the process requires that students provide information from which the College can determine whether the student is a person with a disability within the scope of this policy. Such certification is a prerequisite to the reasonable accommodation dialogue described in this policy.

Students seeking certification must fill out an [Accommodation Request Form](#) and provide the information and documentation requested on the form. The form requests, among other things:

- i. a description of the impairment, and a description of the manner in which it substantially limits one or more major life activities;
- ii. a description of the specific accommodations requested; and
- iii. documentation consisting of reports and clinical information from objective professionals qualified to diagnose the impairment at issue, verifying the nature and extent of the impairment, and the manner in which the impairment limits a major life activity (see Documentation, below).

The [Accommodation Request Form](#) and documentation should be submitted as far in advance of the period for which the accommodations are requested as possible. The College may not be able to arrange for accommodations that are not requested in a timely manner. At its discretion, the College may allow for temporary accommodations while awaiting documentation or the execution of the full accommodations policy requirements.

The 504/ADA Coordinator reviews the [Accommodation Request Form](#) and the accompanying documentation, and pursues one of the following courses of action:

- i. certifies the student's eligibility for accommodation under this policy; or
- ii. finds that there is insufficient information to certify the student's eligibility, and through a written or e-mail communication, either
  - a) denies the student's request for certification and accommodation and informs the student of the available channels of appeal; or
  - b) requests additional information.

### *Accommodation Dialogue*

Once a student has been certified as a student with a disability within the scope of this policy and is therefore deemed eligible for accommodation within the scope of this policy, the 504/ADA Coordinator reviews the student's request for accommodation(s) and consults and works with the student and other appropriate members of the College administration to formulate and communicate a proposed course of action that would constitute a reasonable accommodation of the student's disability, given the nature and extent of the disability, the student's compensatory skills, course or program requirements (to the extent applicable, given the scope of this policy and the College's unique curriculum), and College resources.

In reaching certification and accommodation decisions, the 504/ADA Coordinator may, in their discretion, consult discretely and/or confidentially with appropriate professionals within and/or outside the College regarding the interpretation, appropriateness and validity of requests and documentation submitted in connection with this procedure.

The College reserves the right to recommend accommodations that differ from the specific approaches suggested by the student or individuals documenting the student's disability, so long as the accommodations proposed by the 504/ADA Coordinator achieve the objective of program accessibility as required by law.

Agreed-upon accommodations will be documented in a written accommodations plan that will be signed by the student and the 504/ADA Coordinator. If accommodations are not agreed upon, the 504/ADA Coordinator will provide to the student a written (or e-mail) description of what accommodations were deemed reasonable and offered by the College.

If accommodations acceptable to the student cannot be developed through cooperative dialogue, the student may appeal the decision of the 504/ADA Coordinator through the Appeals Process described in Section III below.

### *Role of the Student*

Landmark College neither imposes accommodations on its students nor pre-empts their responsibilities, as legal and social adults, to identify their accommodation within the scope of this policy and to ensure that these needs are being met.

It is the student's responsibility to initiate the certification process described above by:

1. completing the [Accommodation Request Form](#) in a timely manner;
2. ensuring that the 504/ADA Coordinator has received appropriately current, adequate and comprehensive medical and/or psychological documentation of a disability and the manner in which it limits a major life activity relevant to the student's participation in Landmark's programs.

A student who has received disability certification must work cooperatively with the 504/ADA Coordinator and other designated staff and faculty to determine and sustain reasonable and appropriate academic accommodations.

Once a written accommodation plan has been agreed upon by the student and the 504/ADA Coordinator, the student is responsible for taking reasonable steps to ensure that the plan is meeting his or her accommodation. Students are therefore responsible for:

1. Communicating with designated administrators, faculty & staff;
2. Keeping appointments with designated administrators, faculty & staff to avoid delays in implementation; and
3. Conferring with designated administrators, staff, and the 504/ADA Coordinator as necessary regarding the effectiveness of accommodations.

If a student perceives a need for additional accommodations or for the modification of existing accommodations, the student must request, in writing, a revision of the accommodation plan. Such requests should be addressed to the 504/ADA Coordinator. Providing reasonable accommodations requires timely student input. It may be impossible to arrange accommodations that are not requested in a timely manner.

## Documentation

The College requires appropriately current documentation of any disabilities for which accommodation is requested under this policy, provided at the expense of the student requesting accommodation, prior to making certification or accommodation decisions. Documentation of impairments furnished by the student will be handled discretely and will only be shared in a manner consistent with other College policies and practices and student authorizations regarding student medical or psychoeducational records.

Since insufficient information may jeopardize the accommodations process, the College reserves the right to request additional documentation considered necessary to the formulation of a reasonable and appropriate accommodation plan. The cost of obtaining any such additional documentation shall be borne by the student. The College also reserves the right to request an independent evaluation by a professional of its choosing. The cost of obtaining any such independent evaluation shall be borne by the College.

Generally, documentation must:

1. be prepared by an objective professional qualified in the diagnosis of such conditions;
2. demonstrate the manner in which the impairment substantially limits the student's performance of one or more major life activities;
3. include information regarding the testing procedures followed, the instruments used to assess the impairment, the test results, and a written interpretation of these results as they pertain to an educational environment and/or participation in the College's programs;
4. reflect the student's present level of functioning in the areas related to the particular accommodations being sought;
5. be appropriately recent, e.g., prepared within the last several years before the first request for accommodation.

In the absence of the documentation outline above, the College may consider the following as sufficient for establishing disability and a need for accommodation when structured by an interview or questionnaire:

1. The student's self-report of their experience of a disability, barriers, and effective and ineffective accommodations.
2. The impressions and conclusions formed by qualified professionals during interviews and conversations with the student.
3. An evaluation of the effectiveness of previously implemented or provisional accommodations. Experienced disability professionals should feel comfortable using their observations of students' language, performance, and strategies as an appropriate tool in validating student narrative and self-report.

The 504/ADA Coordinator determines whether the documentation submitted is adequate to support certification or a requested accommodation and whether the individual preparing the documentation is qualified to make the diagnosis at issue.

## Appeal Procedures

A student may appeal any decision made under this policy by the 504/ADA Coordinator that is communicated in writing or by e-mail. Appeals may be based upon, for example: newly discovered evidence; a challenge to a decision not to certify a student as a person with a

disability within the scope of this policy; a challenge to a decision not to provide a particular accommodation; and/or issues regarding documentation of disabilities.

Any appeal must be submitted to the Office of the President of the College within 10 calendar days of the written (or e-mail) decision appealed. The appeal should state the grounds for the appeal in detail. A copy of the appeal must also be provided to the 504/ADA Coordinator at such time. The President will either decide the appeal personally, or will designate another administrative official to do so. Temporary relief pending appeal, in the form of the accommodations sought or otherwise, may be requested in writing along with the appeal. Such relief may be granted by the President or designated administrative officer, at his or her discretion.

As soon as practicable following receipt of the copy of the appeal from the student, the 504/ADA Coordinator will provide to the President's Office a copy of the student's [Accommodation Request Form](#), attached documentation, and record of other communications with the student or other documents that might be relevant to the appeal. The President or designated official may review such documents in reaching a decision on the appeal.

The President or designated administrative officer may, at his or her discretion:

1. grant the appeal and order that the requested accommodation be provided as requested;
2. propose an alternative accommodation, and remand the matter to the 504/ADA Coordinator so that an accommodation dialogue may be had regarding the proposed alternative (another appeal may follow if that does not resolve the matter);
3. request more information from the student, the 504/ADA Coordinator, and/or other appropriate individuals;
4. deny the appeal, which would be the College's final decision; or
5. take other action deemed appropriate at the discretion of the President or administrative officer.

## Complaints Regarding Disability-related Harassment and Discrimination

In addition to the above-stated appeals process regarding accommodations decisions, students who feel that they have been harassed or discriminated against on the basis of their disability, in violation of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or other applicable law, may file a formal or informal complaint with the College or otherwise, as described in the harassment policy found elsewhere in the Student Handbook.

## Assistance for Students with Temporary Impairments

While not required by applicable law or this policy, the 504/ADA Coordinator may be able to arrange limited assistance for temporarily impaired students at the discretion of the 504/ADA Coordinator and other College offices or programs. It must be understood that the 504/ADA Coordinators' voluntarily providing or arranging such help does not mean the temporarily injured or impaired student qualifies or is certified as an individual with a disability under applicable law or within the scope of this policy. If you have questions about what assistance the College may be able to provide in the event of a temporary impairment, you should contact the 504/ADA Coordinator.

## Service & Emotional Support Animals

### *Service Animals*

A Service Animal is defined as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Under specific circumstances, the College may allow the use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.

The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA or this policy.

Individuals with disabilities will be permitted to be accompanied by their service animals in all areas of College facilities where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go.

Service animals need not have special certification or identification in order to qualify as such. They need only be required because of a disability and to be trained to work or perform a task. If it is not readily apparent what work an animal performs, Landmark personnel will limit inquiries to only two questions, which are:

1. Is this animal a service animal required because of a disability?
2. What task or work has this animal been trained to perform?

Students who plan to bring a service animal to campus are encouraged to provide the College with enough advanced notice as possible to allow for appropriate and compatible housing assignments.

### *Emotional Support Animals*

According to current regulations as interpreted by the federal United States Department of Housing and Urban Development, Landmark College residence halls fall under the Fair Housing Act (FHA). Under the FHA, the College is required to provide reasonable accommodations for people with disabilities living in residence halls. Emotional Support Animals are considered a reasonable accommodation under the FHA.

Emotional Support Animals (ESAs) are defined as an animal (not limited to dogs) that is necessary to afford a person with a disability an equal opportunity to use and enjoy a dwelling and provides identifiable support or assistance that alleviates one or more identified symptoms or effects of a person's disability.

Because ESAs that do not qualify as service animals are covered only by the FHA, they are allowed only in residence halls on campus and only in the room of the student who has been approved for this accommodation. They will be allowed in outdoor spaces only under proper handling when appropriate, but they are not allowed in other buildings on campus or in residence hall common spaces.

### *Requesting Permission to Use Emotional Support Animals*

Because housing assignments with ESAs require extra care and planning when determining appropriate placement and roommate matches, the College requires as much advance notice as possible to allow for this accommodation. The College will attempt to honor all appropriately supported requests but may not be able to do so if allowing the accommodation would cause an unreasonable hardship, threat, or impact on other students or any program.

In order to request permission to use an Emotional Support Animal, a student must initiate the accommodation process through the 504/ADA Coordinator by:

1. Completing a [Accommodation Request Form](#) and
2. Providing supporting documentation of their disability and of their need for an Emotional Support Animal. Generally, such documentation must:
  - a. be prepared by an objective professional qualified in the diagnosis of such conditions;
  - b. include information regarding the testing procedures followed, the instruments used to assess the disability, the test results, and a written interpretation of these results as they pertain to the need for an Emotional Support Animal
  - c. reflect the student's present level of functioning in the area related to the request for an Emotional Support Animal
  - d. be appropriately recent, e.g., prepared within the last several years before the first request for accommodation.

As noted above, documentation should be submitted to the 504/ADA Coordinator as far in advance of the period for which the accommodations are requested as possible. The College may not be able to arrange for accommodations that are not requested in a timely manner.

A full description of documentation requirements may be found in the College's general [Accommodations Policy](#) found in the Student Handbook.

### *Appeals Process*

Any person dissatisfied by a decision concerning a service animal or an ESA may appeal the decision of the 504/ADA Coordinator by submitting a letter of appeal to the Office of the President of the College within 10 calendar days of the written (or e-mail) decision appealed.

A full description of the appeals process may be found in the College's general [Accommodations Policy](#) found in the Student Handbook.

### *Service & Emotional Support Animal Care, Supervision & Control*

- Unless they are in a Residence Hall room, animals must be accompanied by their owners/handlers and under their control at all times. Owners/handlers are responsible for their animal's behavior in both public and private areas, and they must ensure their animals are harnessed or on a leash at all times.

- Owners/handlers are responsible for cleaning and grooming related to their animal including bathing and grooming, pest control, and sanitary disposal of animal waste in designated area dumpsters.
- The owner/handler is responsible for any property damage caused by their animal.
- To the extent possible, the animal should be unobtrusive to other individuals and the learning, living, and working environment.

### *Licensing*

The animal must be licensed and vaccinated in accordance with Vermont state, county, and/or municipal laws. The vaccination tag and license must be worn by the animal at all times. When wearing such an item is not practical, then the information must be made readily available upon request.

### *Exclusion of Service or Emotional Support Animals*

Landmark College reserves the right to exclude a Service or Emotional Support Animal under certain circumstances, including, but not limited to the following:

1. The animal is out of control and the animal's handler does not take effective action to control it.
2. The animal is not housebroken.
3. When the animal poses a substantial and direct threat to health or safety (examples include a very ill animal, a substantial lack of cleanliness of the animal, aggressive behavior of the animal, or the presence of an animal in a sensitive area like a medical facility, laboratories, or mechanical or industrial areas).
4. When the presence of the animal constitutes a fundamental alteration to the nature of the program or service.
5. If the College determines that the animal is being subjected to neglect or mistreatment.

Landmark College will make those determinations on a case-by-case basis.

## Access to Records (Notification of Students' Rights under FERPA)

The following is provided to satisfy the notice requirements of the Family Educational Rights and Privacy Act of 1974 ("FERPA"), and is not intended to create contractual or other rights or remedies beyond any created by FERPA itself.

FERPA affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. A student should submit to the registrar, dean, head of an academic department, or other appropriate official, a written request that identifies the record(s) s/he wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of an education record that the student believes is inaccurate. The student should write to the College official responsible for the record,

clearly identify the part of the record s/he wants changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

There are many circumstances under which FERPA authorizes disclosure without consent. Some examples of such circumstances include:

- a. Disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including security personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
  - b. Disclosure to parents of dependent students. If a student is claimed as a dependent by either parent for tax purposes, then education records and information there from may be disclosed to either parent (whether custodial or not).
  - c. Disclosure to parents regarding the student's violation of any law or College policy governing the use or possession of alcohol or a controlled substance, if the College determines that the student has committed a disciplinary violation with respect to such use or possession.
  - d. Disclosure to officials of another school in which a student seeks or intends to enroll, upon request of the officials of the other school.
  - e. Disclosure of "directory information," unless the student objects to disclosure as provided below. "Directory information" is information included in a student's educational records, the disclosure of which would not generally be considered harmful or an invasion of privacy. "Directory information" for purposes of this policy includes but is not limited to the following: a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, e-mail addresses, electronic or photographic images of a student, and the most recent previous educational agency or institution attended. **If a student does not wish to have directory information disclosed without consent, s/he must so inform the Registrar in writing within 10 days of the start of any semester.**
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education

400 Maryland Avenue, SW  
Washington, DC 20202-4605



# Student Conduct & Community Standards

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## Student Intervention and Disciplinary Process

### Introduction

It is expected that all members of our community will conduct themselves responsibly in accordance with the policies and regulations outlined in this handbook. Actions that are inconsistent with the ideals of this community or are prejudicial to the best interests of the College will be addressed by the College through the disciplinary process.

Landmark College reserves the right to impose disciplinary sanctions, up to and including expulsion, for any of the following:

- Violations of College policies;
- The commission of illegal acts (on or off campus);
- Any action it deems to be detrimental to the student's performance, or which would be harmful to the welfare of the College, or which would disrupt the educational mission and institutional operations of the College.

When the College becomes aware that criminal charges have been brought against a student by local, state, or federal authorities, the College reserves the right to suspend or expel that student from the College.

The College reserves the right to address all matters through its intervention and disciplinary process. Any disciplinary proceedings and resulting sanctions, either before or after the findings of a court of law, do not constitute double jeopardy. The principle of 'double jeopardy' or the principle of being tried twice for the same offense does not apply to the College's disciplinary proceedings.

Landmark College's disciplinary system relies on the standard of proof of 'a preponderance of the evidence' or 'more likely than not'. This means that an administrative hearing or conduct board must believe that there is more than a 50% likelihood that the actions or behavior in question did occur.

The description of disciplinary procedures set forth below is not intended to require progressive discipline. Disciplinary intervention may begin at any level. There is no requirement that interventions and discipline follow the levels in sequence, or that all levels must be used in the process.

The determination of the appropriate intervention and discipline, including suspension or expulsion from the College, shall be at the discretion of the President of the College, Vice President of Student Affairs, or their designees as appropriate. Each incident will be considered individually. The procedures set forth should not be considered to be a promise for specific treatment in specific situations.

The College may immediately suspend or dismiss a student who poses a continuing danger to self, persons, or property, or who poses an ongoing threat of disruption to the educational mission and institutional operations of the College, prior to or subsequent to the disciplinary procedures described in this Handbook.

The President of the College has the ultimate decision-making authority in all matters relating to carrying out the College's policies, including matters relating to discipline and suspension or expulsion.

## Goals of the Disciplinary Process

- Re-affirm community standards
- Align student behavior with standards
- Hold students accountable
- Assist in making future choices
- Consider the consequences in advance
- Determine, with the student, the reasons for misconduct.

## Intervention Meetings

Behavioral difficulties experienced by a student in the classroom, residence hall, or other campus settings may be addressed by a Faculty member, Academic Advisor, Resident Dean, a member of the Academic Outreach Team (AOT), or by a Student Affairs or Academic Affairs Administrator through a formal or informal intervention meeting.

Intervention meetings are intended to provide early support and guidance when a student's behavior or choices are creating challenges for themselves or for others. These behaviors may include actions that are not malicious or intended to cause disruption but nonetheless have a negative impact on peers, faculty, or the community.

Intervention meetings are also designed to address individual behaviors—such as poor attendance, limited engagement, or unproductive decision-making—that may be hindering a student's own academic or personal progress.

Intervention meetings are not disciplinary. The goal is for the College to work with the student to identify the root cause of the behavior and find ways to support positive change.

The outcomes of an intervention meeting may range from informal verbal agreements to written expectations or mandatory structures meant to help the student make positive changes. When appropriate, the facilitator of an intervention meeting may recommend that a case be referred to an Administrative Hearing for further review.

## Administrative Hearings

A student who is alleged to be involved in violations of College policy, in repeated violations of College policies after interventions have occurred, or who needs to be held more strictly accountable for behaviors agreed upon in previous interventions may be required to attend an Administrative Hearing.

Typically, an Administrative Hearing is convened and facilitated by the Dean of Campus Life, Dean of Students, or the Vice President for Student Affairs. Other staff and faculty with relevant information may be invited to attend Administrative Hearings.

Parents may not participate in Administrative hearings. Legal counsel may not appear as support persons in Administrative hearings unless the respondent is concurrently facing criminal prosecution for the conduct that is the subject of the College procedure. In that circumstance, legal counsel may be present and advise the student or respondent, but will not be allowed to speak on behalf of the student or otherwise directly address the College.

The outcomes of an Administrative Hearing may include (but not be limited to) an initial or amended articulation of support and intervention measures, including placing a student on sanctions such as Notice, Warning, Probation, or Deferred Suspension from the College. The

facilitator of an Administrative Hearing may also recommend that a College Conduct Board hearing be convened to address the issues presented.

In cases where a student is currently on Deferred Suspension and is alleged to have violated another College policy, the Dean of Campus Life, Dean of Students, or the Vice President for Student Affairs may hold an administrative hearing to determine if the student is responsible for a violation and, if so, enact the suspension that was originally deferred, or placed in abeyance.

## College Conduct Board Hearings

A student who is charged with violating any College policy that may result in their suspension or expulsion from the College may be required to appear before a College Conduct Board. In addition, students who, in the opinion of the Vice President for Student Affairs, have failed to adequately implement previous interventions, or have failed to abide by previously imposed disciplinary sanctions, may be required to appear before a College Conduct Board.

A College Conduct Board is convened by the Vice President for Student Affairs or their designee. Members of the Board may include the Dean of Students, Student Affairs staff, and other members of the faculty, staff, or student community.

The charge of a Conduct Board is to determine if a violation of the College's policies or standards of conduct have occurred, and to recommend sanctions for students found in violation of these policies or standards to the Vice President for Student Affairs, who holds final approval of all Conduct Board recommendations.

At any appearance before a College Conduct Board hearing, a student responding to alleged violations of College policy may request a College official of the student's choice to be present as a support person and to help facilitate the student's understanding of the Conduct Board hearing process, and to assist the student in communicating their position. College officials acting in this advisory capacity do not take part in College Conduct Board hearing deliberations or decisions.

Parents, guardians and family members may not appear as support persons.

Legal counsel may not appear as support persons in Conduct Board hearings unless the respondent is concurrently facing criminal prosecution for the conduct which is the subject of the College procedure. In that circumstance, the counsel may be present and advise the student or respondent, but will not be allowed to directly address the Board or to respond on the student's behalf.

Failure to cooperate in a College Conduct Board hearing may result in suspension.

The outcomes of a College Conduct Board hearing may include:

- the continuation, amendment and/or augmentation of existing interventions and sanctions,
- a decision to impose a disciplinary status and/or other sanctions,
- a decision to suspend or expel a student from the College on a deferred basis while imposing further sanctions,
- a decision to suspend or expel a student from the College.

The procedure and guidelines for Hearings convened to address alleged violations of the College's Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Policy are located under this specifically named policy elsewhere in this handbook.

## Disposition Without a Conduct Board/Dean's Sanction

In academic or non-academic cases where the facts are not in dispute, and the student is prepared to accept responsibility for their actions, the College may offer the option of Disposition Without Conduct Board, also called a Dean's Sanction.

The *Disposition Without Conduct Board* option is *not* akin to the plea bargain option in a United States court of law, whereby a lesser sanction is offered in exchange for an admission of guilt. Rather, the College would offer a sanction meant to approximate the kind of sanction that would be levied by the Conduct Board.

If the student agrees, the student signs a letter indicating their acceptance of responsibility, and acceptance of the sanction. This process replaces the disciplinary hearing. No appeal option is available for students who accept a Dean's Sanction. If the student initially inquires but eventually does not wish to accept this sanction, a Conduct Board hearing will take place.

A Dean's Sanction is not an available option after a hearing has taken place.

## Appeals

A student who wishes to appeal the decision of an administrative hearing or Conduct Board may do so with the appropriate appeal officer (see below). Appeals must be submitted in writing to the appeal officer within three (3) business days of the initial decision.

Appeals will be considered only on the grounds that the evidence was insufficient to warrant the action taken by the College or the decision was inconsistent with existing College policy. The appeal officer will determine if the decision and sanctions will be upheld, reversed or modified. The appeal officer's decision on appeals is final.

### Appeal Officers

If the hearing officer was:	Then the appeal officer is:
1. Resident Dean	1. Dean of Students/Dean of Campus Life
2. Dean of Students/Dean of Campus Life	2. Vice President for Student Affairs
3. Vice President for Student Affairs	3. President of the College
4. College Conduct Board	4. President of the College

## Withdrawal Before a Hearing

If a student withdraws from the College before a hearing occurs, the charges will remain pending in the student's file. If a student requests re-enrollment at a future date, the College may require the completion of a separation from the College and educational/developmental sanctions similar to those if the student had been found responsible for the violation before the student can return or may require a hearing to be held. This is at the discretion of the Vice President for Student Affairs. Students may also return on a disciplinary sanction.

## No Contact Orders

When a verbal or physical altercation, sexual misconduct, stalking, harassment, discrimination, retaliation, or hazing has been alleged, or when otherwise deemed appropriate

under the circumstances, the Vice President for Student Affairs, Dean of Students, Dean of Campus Life, Campus Safety officers, and Resident Deans, have the authority to issue verbal or written “No Contact Orders” to the persons involved, whether or not disciplinary action is taken.

A “No Contact Order” is used to restrict encounters between individuals. Unless it is imposed as a formal sanction as the result of an administrative hearing, a “No Contact Order” is not a disciplinary sanction and will not appear on a student’s disciplinary record. However, refusal to adhere to the order after a student is given written or verbal notification of its terms is prohibited and may result in disciplinary action.

Unless otherwise specified in writing, “No Contact Orders” ordinarily remain in effect through the end of an academic semester. No Contact Orders can be modified, rescinded, or extended by those with the authority to issue them at their discretion.

## General Sanctions

In the formal intervention process, a range of sanctions may be imposed by the College. Depending on the behavior pattern or incident being addressed, a combination of administrative and educational sanctions may be issued.

When violations of College policy or any behavior where the College’s Standards of Conduct are violated occur, the College will use the following criteria to determine the appropriate level of sanction.

1. The extent to which the behavior has affected the ability of other members of the community to pursue their own academic and personal goals.
2. The extent to which the behavior has affected the reputation of the College or the ability of the College to effectively pursue its mission.
3. The extent to which the safety or well-being of any individual has been placed in jeopardy.
4. The extent to which standards of civil behavior have been violated.
5. The extent to which the behavior has violated local, state or federal law.

Furthermore, while engagement in the academic program is not an explicit factor in the determination of a sanction, the College may consider the documented level of commitment the student has made to their academic program in making a final determination. Similarly, a student’s honesty and cooperation with College staff throughout an incident may also be considered in a determination of final sanction.

Students who do not follow the structures and requirements of any sanctions issued by the College may be subject to further disciplinary action.

## Administrative Sanctions

**Notice:** Notice is a level of sanction that expresses concern about a specific behavior, and the measure that the College and the student have taken to ensure that this behavior will not happen in the future. A letter of Notice also acts as a formal method to record patterns of behavior with students.

**Warning:** A Warning is intended to remind a student of the obligation that he/she accepts to adhere to the standards of conduct established by Landmark College and/or any other policy, procedure or rule.

**Probation:** Probation is an official notification that any further violations of the standards of conduct or any other college policy, procedure or rule may result in one's suspension or expulsion from the College.

**Deferred Suspension:** Under certain circumstances, a student may be suspended from the College and have said suspension placed in abeyance. This may be done with the agreement that no further violations of college policy or standard of conduct will occur. Should a student be responsible for additional policy violations, the original sanction of suspension from the College would take effect.

**Suspension from the College:** When suspended from the College, a student is not permitted to be on campus, enter any buildings or attend any classes for a specified period of time, generally not less than one semester. Suspension from the College is imposed when students violate a College policy that warrants their removal from campus. In addition, when a student is suspended from the College, he/she may be required to complete educational sanctions before they can request to reapply for admission to the College.

**Expulsion:** Under certain severe circumstances, a student may be required to leave campus and not be allowed to return. A student who is expelled from the College may not reapply for enrollment at any time in the future, and may not be present on campus grounds, or enter any buildings.

NOTE: A student who is suspended or expelled from the College is not eligible for a refund of their tuition, room charges, board charges or any other fees.

## Alternative & Educational Sanctions

At the discretion of a hearing officer, a student may be assigned additional sanctions intended to support the educational dynamic of the intervention process. Possible alternative and educational sanctions are listed, but not limited to, the items below.

- **Community Service:** Under certain circumstances, students may be required to complete a stated number of community service hours, special projects or educational programs.
- **Educational Programming:** Students may be required to attend and report on an educational program addressing a specific issue (i.e. drug & alcohol use, sexual respect, etc).
- **Change of Residency:** Re-assignment of an individual to a different room or residence hall.
- **Residential Restrictions:** The restriction for a student to enter a particular residential room, floor or building.
- **Loss of Privilege:** The revocation of specific privileges existing on campus.
- **Restitution:** Cost of repairs, replacements, and reimbursements to the College or community members.
- **Fines:** Assessments to students as a result of disciplinary action. The amount of a fine is at the discretion of the College.

## Failure to Complete Sanctions

Students who fail to complete any alternative or educational sanctions will be subject to further disciplinary action by the College that may include an extension of the original

sanctions, assessment of additional fines in lieu of community service, or a student's record being placed on hold status until the sanctions are complete and/or fines are paid.



## Alcohol and Other Drugs

Landmark College recognizes the problems associated with substance use and abuse and has a policy that addresses the following two areas:

- Students should be educated, informed, and at times, counseled in the areas of substance use and abuse, and supported when they choose to seek assistance regarding these issues.
- In order to help maintain a safe environment that is conducive to living and learning for all students, the College must hold students accountable for violations of the policy on the use of alcohol and other drugs.

Landmark provides a professionally trained counseling staff for students. Students with alcohol/drug-related problems are encouraged to seek the help of counselors on a voluntary basis to deal **confidentially** with those issues. (Counselors at Landmark College follow the rules and regulations of confidentiality as defined and required by law). Health Services and Counseling staff are experienced in working with issues of substance abuse and can assist the student directly as well as provide information about off-campus assessment and/or treatment and a wide variety of support groups available in the local area.

While the College will hold students accountable for violations of the alcohol and other drug policies noted below, it is also committed to supporting any student who makes the responsible decision to address his or her substance use. Students should feel confident in knowing that Resident Deans, Advisors, Deans, Faculty and Staff will support any student who is struggling to address his or her substance use. This support may include referrals to counseling, educational programming or intervention plans on or off campus to assist a student in meeting his or her goals.

The College will generally address behavior relating to drugs and alcohol outlined below.

### Alcohol Policy

The College prohibits the possession, use, or distribution of alcohol on campus. The College recognizes that alcohol is a legal substance for some students but believes that a living and learning community such as ours operates best when all students are held to the same standard regarding alcohol. Therefore, the College prohibits the possession, use, or distribution of alcohol by any member of the community in the normal course of daily activity.

Requests for exceptions to this policy for the service of alcohol or its use in any setting must be approved by the President of the College in consultation with the Vice President for Student Affairs. Exceptions will generally be reserved for formal functions sponsored by the College. It is expected that exceptions granted will be infrequent.

The following behaviors regarding alcohol will be met with disciplinary action by the College.

- Possession, use, or distribution of alcohol on campus (regardless of age)
- Providing alcohol to students of minority age (under 21 years old)
- Being under the influence of alcohol on campus, to any extent, as a minor (under 21 years old)
- Being under the influence of alcohol and the cause of disruption to the campus community or otherwise drawing attention to oneself (regardless of age).

Students found to be in violation of the alcohol policy may be met with sanctions including a disciplinary status ranging from Disciplinary Warning to Expulsion from the College. Other

sanctions may include, but not be limited to fines, referral for prosecution, required completion of appropriate rehabilitation programs, community service, educational programs or residential relocation.

The legal drinking age in Vermont is 21. In accordance with the laws of the State of Vermont, anyone under the age of 21 who purchases, possesses or procures alcohol or misrepresents his or her age or alters a form of identification with the intent to purchase alcohol may upon conviction be fined, sentenced to jail, or both. Violators of these laws are subject to criminal prosecution, and to disciplinary action by Landmark College.

For those of legal drinking age who choose to consume alcohol off campus, the College encourages moderate, responsible use for the safety of self and others.

## Alcohol Containers

Empty alcohol bottles, cans, bottle tops, and other containers are not allowed on campus, even for decorative purposes. The Resident Dean will confiscate containers, and students found in possession of the containers may be subject to disciplinary action.

## Typical Sanctions for Alcohol Policy Violations

### First Violation

- Disciplinary Warning to Probation
- Participation in an Alcohol Use Screening/Assessment
- \$75.00 fine
- 10 hours of community service
- Reflection Paper/Community Apology

### Second Violation (while on sanctions for a previous violation)

- Disciplinary Probation to Suspension
- Participation in an Alcohol Use Screening/Assessment
- \$150.00 fine
- 20 hours of community service
- Reflection Paper/Community Apology
- Residential Relocation

### Third Violation (while on sanctions for a previous violation)

- Deferred Suspension to Suspension
- Participation in an Alcohol Use Screening/Assessment (off-campus)
- \$250.00 fine
- 30 hours of community service
- Reflection Paper/Community Apology
- Residential Relocation

## Amnesty for Medical Intervention

In situations of extreme intoxication or other medical emergencies as a result of excessive drinking or the ingestion of other drugs, the primary concern of the College is the health and safety of the individual(s) involved. Seeking medical assistance for oneself or a fellow student demonstrates responsible student behavior. In these situations, students are expected to call for assistance (e.g. Resident Assistant, Resident Dean, Campus Safety, 911, etc.) when concerned for their own health or welfare, or that of another student.

If an individual seeks such medical attention, the Vice President for Student Affairs Office will not pursue disciplinary sanctions against the student needing medical intervention (or those students who assist in obtaining medical attention) for violations of the Alcohol or Drug policy.

In lieu of typical disciplinary sanctions, students falling under consideration of this policy will be required to meet with a member of the Vice President for Student Affairs staff who may issue educational requirements including (but not limited to) alcohol & drug education, counseling and/or a substance abuse assessment and parental notification.

Serious or repeated incidents will prompt a higher degree of response. If a student received Medical Amnesty for a prior incident the availability of amnesty for a subsequent incident is at the discretion of the Vice President for Student Affairs or their designee.

This policy does not excuse or protect those who flagrantly violate the Student Code of Conduct and does not grant amnesty to possession with the intent to distribute drugs or other infractions that occur at the time of intoxication - including but not limited to physical or sexual assault, damage to property or other violent acts.

Landmark College expects students to abide by laws and College policies regarding alcohol possession and consumption and reminds students that the possession and use of alcohol and other illicit drugs on campus or the abuse of prescription medication is prohibited. For students who consume alcohol, it is imperative that they understand that moderation minimizes the risk of alcohol poisoning and alcohol-related injuries.

## Drug Policy

The College prohibits the possession, use, distribution, transportation or being under the influence of illicit drugs on campus. If a student is found on campus with illegal drugs, that student is liable for sanctions, ranging from probation to expulsion from the College. Other sanctions that may accompany disciplinary status include attending educational seminars, alcohol assessments, engaging in a substance free contract or community service.

The following are considered to be evidence of drug policy violations and sufficient grounds for full disciplinary action:

1. The actual presence, use, distribution or transportation of illicit drugs on campus.
2. The presence of smoke or odors, as in the case of marijuana.
3. Being under the influence of illicit drugs.
4. The actual presence, use, distribution or transportation of drug analogs, or legal substances with psycho-active properties on campus.

Landmark fully supports the federal and state statutes prohibiting the possession, use, and distribution of illicit drugs on or off campus. Violators of these laws are subject to criminal prosecution, and to disciplinary action by Landmark.

## Cannabis (Marijuana)

The use, possession, or cultivation of cannabis or any substance containing THC (the psychoactive component in cannabis) is not allowed on the Landmark College campus, within any program at Landmark College, or at any college-sponsored event or activity off campus.

Despite changes in state laws, federal laws (including the Controlled Substances Act and the Drug-Free Schools and Communities Act) prohibit cannabis use, possession, and/or cultivation at educational institutions and on the premises of recipients of federal funds. Therefore, even students with prescriptions for medical marijuana/cannabis/THC products will not be able to possess or use these substances on the Landmark College campus.

## Prescription Drugs

Students who are found to be sharing, selling, or trading prescription medications on campus, or abusing or misusing their own prescription medications on campus will be subject to sanctions ranging from Disciplinary Probation to suspension or expulsion from the College.

## Drug Paraphernalia

Drug paraphernalia, regardless of intended use, is not allowed on campus. 'Hookahs' are considered to be drug paraphernalia. Even though a Hookah may be used for non-drug related smoking of flavored tobacco, due to their frequent use in the smoking of other substances, the use of Hookahs anywhere on campus is prohibited.

When found, the Resident Deans and other college officials will confiscate the items, and students found to be in possession of drug paraphernalia will be subject to sanctions ranging from Disciplinary Probation to suspension or expulsion from the College.

## Distribution of Drugs

Distribution of illicit substances, substances with psycho-active properties and prescription medication is not limited to a cash exchange. Any student who provides, shares, jointly purchases, or otherwise makes available any illegal drug to others on or off campus, in any amount, is in violation of this policy.

Additionally, and in lieu of direct evidence of distribution, the College reserves the right to consider the possession of large quantities of drugs, the possession of scales, or drugs packaged in multiple quantities, as apparent distribution and a violation of this policy.

## Driving Under the Influence of Alcohol or Other Illicit Drugs

The operation of a vehicle while under the influence of alcohol or other illicit substance poses a danger not only to the operator, but to passengers and other members of the community. It is for this reason that students who are found by the College to be driving while impaired by alcohol or other drugs will be subject to disciplinary action ranging from Deferred Suspension to Expulsion from the College.

## Typical Sanctions for drug policy violations; personal use of illicit substances & misuse of prescription medications.

### *First Violation:*

- Disciplinary Probation to Suspension

- Participation in an Alcohol Use Screening/Assessment
- \$150.00 fine
- 25 hours of community service
- Reflection Paper/Community Apology
- Residential Relocation

*Second Violation (while on sanctions for a previous violation):*

- Deferred Suspension to Suspension
- Participation in an Alcohol Use Screening/Assessment
- \$250.00 fine
- 20 hours of community service
- Reflection Paper/Community Apology
- Residential Relocation

*Third Violation:*

- Suspension from the College

**Minimum Sanctions for drug policy violations; sharing or distributing any illicit substance or prescription medication.**

*First Violation*

- Deferred Suspension to Expulsion
- Residential & Campus Restrictions
- Participation in an Alcohol Use Screening/Assessment
- \$300.00 fine
- 30 hours of community service
- Reflection Paper/Community Apology

*Second Violation*

- Suspension to Expulsion from the College

## General Campus Policies

### Anti-Hazing Policy

Landmark College believes that all students have a right to a safe and healthy living and learning environment. As a result, the College supports only those activities that are educational, constructive, and contribute to the intellectual and personal development of students. The College unequivocally opposes and will not tolerate hazing, as defined below, and it prohibits hazing, whether by an individual or an organization. This Policy and the programs identified below aim to prevent hazing, promote a safe, respectful environment that does not include hazing, and ensure compliance with the federal Stop Campus Hazing Act (“SCHA”) as well as other applicable laws and College policies.

As a matter of college policy, Landmark College prohibits:

1. Hazing as defined by the federal Stop Campus Hazing Act (SCHA), and
2. Hazing as defined by applicable Vermont hazing statutes, which definition is stated in the Vermont Hazing Statutes section of this Policy, below.

The SCHA amended the Jeanne Clery Campus Safety Act 20 U.S.C. § 1092(f), and its implementing regulations at 34 C.F.R. § 668.46 (collectively, the “Clery Act”) to include provisions related to hazing. The Clery Act is a federal law that requires Title IV federally subsidized institutions of higher education to disclose certain crime, fire, safety, and hazing information in publicly available locations.

## Policy Scope

This Policy applies to all Landmark College students, faculty, and staff, and covers conduct that occurs on or off campus.

## Definitions

### *Hazing*

Hazing, as defined in the SCHA, is any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons, regardless of the willingness of such other person or persons to participate, that:

1. is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
2. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including:
  - a. whipping, beating, striking, electronic shocking, placing of a harmful substance on someone’s body, or similar activity;
  - b. causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
  - c. causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
  - d. causing, coercing, or otherwise inducing another person to perform sexual acts;
  - e. any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
  - f. any activity against another person that includes a criminal violation of local, State, or Federal law; and
  - g. any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, or Federal law.

### *Student Organizations*

A Student Organization, for purposes of this Policy, is an organization at Landmark College (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the College, whether or not the organization is established or recognized by the College.

## Prohibited Conduct

The following conduct is prohibited by this Policy:

1. Engaging in the hazing of others or assisting in such hazing;
2. Failing to report hazing incidents or activities when required to do so;
3. Soliciting, directing, aiding, or otherwise participating actively or passively in the sorts of acts described in this Policy.
4. Retaliating against individuals who report potential hazing incidents or activities.

Hazing either on or off the College's campus is prohibited equally. Purported consent of individuals being subjected to hazing is not a defense to disciplinary action under this policy, given the socially coercive nature of hazing activities.

## Reporting and Investigation

All members of the Landmark College community are encouraged to report possible hazing incidents to the Vice President for Student Affairs for investigation and/or referral to other College processes. If the potential hazing occurs in the context of the High School Summer Program, the College encourages reporting to a member of the High School Summer Program staff.

Landmark College Campus Security Authorities ("CSAs") are required to inform the Vice President for Student Affairs or designee of any and all information they receive about potential hazing as defined by the SCHA, as stated above, within 24 hours of their receipt of the information. A CSA is any Campus Safety personnel; other individuals who have responsibility for campus security, but who do not work for Campus Safety (including contracted security providers); individuals or offices designated by the College as those to whom crimes should be reported; or officials who have significant responsibility for student and campus activities outside of the classroom. If a person is not sure whether they are a CSA, they should contact the Vice President for Student Affairs.

To report any incident of potential hazing, please contact the Vice President for Student Affairs or a designee, including the Dean of Students, Dean of Campus Life, Director of Campus Safety, or Resident Dean.

Reports may be submitted anonymously, but anonymous reports can limit the College's ability to investigate and respond. The more information that is provided, the more likely the issue can be addressed fully.

Reports involving students as respondents will be investigated and/or addressed by the Dean of Campus Life or Vice President for Student Affairs under the College's [Formal Disciplinary Procedures](#) outlined in the Student Handbook. Reports involving staff or faculty as respondents will be referred to Human Resources and investigated and/or addressed under applicable policies and procedures. Reports will be additionally referred for consideration to other College departments (e.g., Athletics, Residential Life, Student Involvement/Activities, Academic Affairs, etc.), for investigation and/or disciplinary or other action as deemed appropriate at the College's discretion.

Information about reports of hazing will also be provided to Landmark College Campus Safety to enable compliance with the College's obligations under the Clery Act.

The College will publish a Campus Hazing Transparency Report as required by the SCHA.

## Sanctions

Any individual, group, or organization found responsible for hazing will be subject to the student conduct process, which may result in relocation from on campus housing, suspension, dismissal, or revocation or suspension of College recognition or permission to operate or exist

within the College’s purview if that organization knowingly permits, authorizes, or condones hazing, or such sanctions are otherwise deemed appropriate by the College. Faculty and staff found responsible for hazing may be subject to sanctions up to and including termination of employment. Members of student organizations may be held individually responsible for violations, even if the group or organization itself is not formally sanctioned. Sanctions may also include required participation in educational programs such as those related to hazing prevention, ethical leadership, or restorative practices. Any sanction imposed on a student organization will be included in the College’s Campus Hazing Transparency Report.

## Reporting to Law Enforcement

Circumstances under which the College will report hazing to a law enforcement agency or agencies include, but are not limited to, circumstances in which in its judgment, the nature of the allegations and/or findings suggest that the hazing activity, if it occurred or is occurring, presents a serious risk of harm to students or other persons, or involves a potentially serious violation of law.

## Resources and Supports

The College has published a list with a variety of campus-wide resources for those who have experienced issues such as hazing or similar misconduct. Confidential or private/respectful support is available through the following offices:

### *Confidential On-Campus Resources*

Tori Tilson, Director of Counseling Services	(802) 387-6701
Jeff Huyett, Director of Health Services	(802) 387- 6753
Counseling Services	(802) 387-1636

### *Respectful And Discreet But Not Necessarily Confidential On-Campus Resources*

Resident Deans	
Campus Safety	(802) 387-6899
Michael Giannettor, Director of Campus Safety	(802) 387-1689
Scott Ansevin-Allen, Dean of Campus Life	(802) 387-6411
Craig Marcus, Dean of Students	(802) 387-6362
Michael Luciani, Vice President for Student Affairs	(802) 387-6713
Allison LeDuc, Director of Human Resources	(802) 387-6814

### *Off-Campus Community Resources*

Windham County Sheriff	(802) 365-4949
Vermont State Police	(802) 722-4600

The department(s) handling the matter can provide additional referral, resources and supports as appropriate.

## Statement of Policy Regarding Hazing Prevention and Awareness Programs

Through the publication of this Anti-Hazing Policy and its awareness and prevention programs related to hazing, Landmark College seeks to promote understanding and intolerance of prohibited hazing behaviors in the College community.

Landmark College is committed to proactive, research-informed efforts to prevent hazing in its community. The College will offer campus-wide prevention and awareness programs that are designed to reach students, faculty, and staff. These efforts will include, but are not limited to, the following:

5. Primary prevention strategies, such as training on the negative consequences of hazing, the importance of mutual respect, the promotion of healthy group dynamics and how to build group cohesion without hazing, skill building for bystander intervention, information about ethical leadership, and how to identify and stop hazing before it occurs.
6. Focused interventions for high-risk groups.
7. Publication of findings of responsibility, consistent with the Campus Hazing Transparency Report requirements of the SCHA.
8. Ongoing assessment and adaptation of anti-hazing awareness and prevention programs based on evidence and emerging best practices.

The College's awareness and prevention programs are adopted and led by the offices of the Vice President for Student Affairs, Dean of Students, Director of Student Involvement, and Athletic Director.

## Vermont Hazing Statutes

Title 16 V.S.A. § 178 provides in pertinent part that the Board of Trustees or other governing body of each postsecondary school operating in Vermont shall adopt and ensure enforcement of a policy prohibiting hazing, which shall define hazing in a manner that is at least as stringent as the definition contained in 16 V.S.A. § 11(a)(30).

### *Definitions under Title 16 V.S.A. § 11(a)(30):*

**Hazing** - any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization that is affiliated with an educational institution; and that is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating, or demeaning the student or endangering the mental or physical health of a student.

Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in these acts. Hazing may occur on or off the campus of an educational institution.

Hazing shall not include any activity or conduct that furthers legitimate curricular, extracurricular, or military training program goals, provided that:

1. the goals are approved by the educational institution; and
2. the activity or conduct furthers the goals in a manner that is appropriate, contemplated by the educational institution, and normal and customary for similar programs at other educational institutions.

**Organization** - means a fraternity, sorority, athletic team, association, corporation, order, society, corps, cooperative, club, or other similar group, whose members primarily are students at an educational institution, and that is affiliated with the educational institution.

**Pledging** - means any action or activity related to becoming a member of an organization.

## Anti-Bullying Policy

Landmark College believes that all students have a right to a safe and healthy living and learning environment. The College will not tolerate behavior that infringes on the safety of any student.

A student (or group of students) shall not intimidate or bully another student through words or actions.

The College unequivocally opposes any situation created intentionally to jeopardize safety or produce mental or physical discomfort, embarrassment, or ridicule.

### Definitions

“Bullying” means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students, and meets all of the following criteria.

1. An observed or perceived imbalance of power exists between the person(s) engaging in the bullying behavior(s) and the targeted student(s).
2. The behaviors are severe or pervasive (repeated over time), or there is a high likelihood that behaviors will be repeated. While bullying is often characterized by repeated acts, sometimes a single incident constitutes bullying depending on the severity and if other elements of bullying are present.
3. The intent of the person(s) engaging in the behavior is to cause physical or emotional harm to the targeted student(s).
4. The behavior has or can be reasonably predicted to have one or more of the following effects:
  - a. placing the student in reasonable fear of harm to the student's person or property;
  - b. causing a substantially detrimental effect on the student's physical or mental health;
  - c. substantially interfering with the student's academic performance; or
  - d. substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation, one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

## Fighting & Violence

The College prohibits all manner of violent behavior and may pursue disciplinary action against any student who engages in violent behavior in any form, including physical or verbal abuse, damage to property, use of a knife (regardless of size) or other weapon or instrument in a violent or threatening manner, and fighting (even in mutually instigated cases).

Each student has the responsibility to find a peaceful solution to interpersonal problems. This should include notifying appropriate program staff if the student feels they are being intimidated, threatened, verbally coerced or abused by another individual.

## Student Chosen Names and Pronouns

Landmark College recognizes that students may use names other than their legal names to identify themselves. Examples include changing one's name to a preferred nickname, using a middle name, or using a chosen name that best reflects one's identity. As long as the use of this preferred or chosen name is not for the purposes of misrepresentation, Landmark College respects the student's choice of name, and aims to use such choice of name wherever possible in the course of a student's educational experience.

Additionally, if the name change coincides with a request to use chosen pronouns that better reflect one's identity, every effort will be made to support this request across campus. Landmark College is an institution that strives to be inclusive and accepting of all people and to follow best practices in higher education.

A student's chosen name will be used, to the greatest extent possible, in all communications except where the legal name is required, such as payroll records, financial aid records, and student transcripts. The determination of when a legal name must be used is defined by the administrator who oversees the specific record in question. In such instances, the administrator is expected to provide a supported rationale for the need to use the legal name. The chosen name will be used in communication with those outside Landmark College, including families.

In addition to the chosen name, students will have the opportunity to select their pronouns. This information will be stored through the student information system and will be displayed through campus databases such as Student Central. Landmark College community members who have rights to this information in the directory will be able to view the student's chosen pronouns. From the point of notification forward, communication with or narrative records for the student will, to the greatest extent possible, use the student's chosen name and pronouns, regardless of legal name.

### Changing Chosen Names & Pronouns During the Program

The College will use a student's chosen name and pronoun as identified through the admission application to populate campus records noted above. The chosen name will also be used to create the student's email address and Landmark username.

After enrolling, students may make changes to their chosen names and pronouns through the registrar's office. It should be understood that communication of a chosen name after admission to the College may take some time to be communicated to other offices and staff.

Due to the technical difficulty of changing a network account, changes to a student's e-mail address and username will only be allowed once per academic year. However, changes to a student's email display name may be facilitated more easily and frequently through the IT help desk (example: Scout Finch <JeanLouiseFinch@landmark.edu>).

Changes to a student's legal name can only be made through the Registrar. Students must provide legal supporting documentation to change a legal name.

## Privacy & Dignity

While living in a community, it is important to maintain respect for the personal privacy and dignity of students and staff. To the extent that the physical layout of the bathroom, shower and living areas permit, the privacy and personal dignity of students shall be respected by all members of the community. Unwarranted peer intrusions on a student's right to such privacy shall be considered a violation of the program's disciplinary code.

## Artificial Intelligence (AI) Driven Technologies (Position Statement)

Landmark College embraces meaningful and appropriate uses of technology, especially given the potential for better accessibility to curriculum and learning. AI-driven tools such as ChatGPT and DALL-E 2 present powerful opportunities for idea generation and digital literacy.

However, these tools should always be used in ways that uphold academic integrity, honesty, originality, and intellectual rigor. Individual faculty, staff, or departments may provide specific guidelines and expectations for the appropriate use of AI technology.

We anticipate guidelines and expectations will evolve as AI becomes increasingly incorporated into common use. Collectively, we endeavor to harness the potential and evolving use of technology while upholding the mission and core values of Landmark College.

## Compliance with College Officials

All students of Landmark College are expected to comply with all requests and directives made by College staff members who are appropriately exercising their responsibilities. This includes, but is not limited to residential staff, security staff, building managers, facilities staff, faculty members, program directors and deans.

## Computer and Network Acceptable Use Policy

### Introduction

This Acceptable Use Policy governs using computers and the network at Landmark College. As a user of these resources, you are responsible for reading and understanding this document. It is the policy of Landmark College that all members of its community act in accordance with these responsibilities and rules of conduct in the context of all existing laws (federal and state) and College regulations.

### Rights and Responsibilities

Computing and networking resources at Landmark College are provided for academic and administrative purposes to support the College's mission. The College network and the Internet can provide access to resources on and off campus and the ability to communicate with other users worldwide. Open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. Since electronic information is easily copied and reproduced, users must exercise care in acknowledging and respecting the work of others through strict adherence to software licensing agreements and copyright laws.

### Existing Legal Context

All existing laws (federal and state) and College regulations and policies apply, including not only those laws and regulations that are specific to computers and networks but also those that may apply generally to personal conduct.

Users do not own the network accounts provided to them by the College but are granted the privilege of exclusive use. Employees should not expect privacy in using any College computer or network. The College does not intend to act as a censor of information but reserves the right in its sole discretion to inspect files or email without advance notice and take appropriate action if there is a reasonable belief that there has been intentional or inadvertent disruption to

the College's network or other shared resources or if there is a suspected violation of college policies or applicable laws.

For example, system administrators may examine or make copies of files that are suspected of misuse or violation of these policies or that have been corrupted or damaged. Law enforcement agencies may search user files under proper procedures or when properly requested, subpoenaed, or ordered by a court. In addition, all messages created, sent, or retrieved over the Internet or the College's systems, including its email system, Outlook, are the property of the College.

Any computer, networking device, telephone, copier, printer, fax machine, or other technology that is owned, licensed, or leased by the College is subject to college policies. In addition, any technology that connects directly to college data or telephone networks connects directly to a computer or other device owned or operated by the College and/or otherwise uses or affects College information technology facilities is subject to this acceptable use policy.

Misuse of computing, networking, or information resources may result in the loss of computing and/or network access and may lead to disciplinary action, up to and including termination of employment.

Additionally, misuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable College policies and procedures. Illegal production of software and other intellectual property protected by U.S. copyright law is subject to civil damages and criminal punishment, including fines and imprisonment.

Other organizations operating computing and network facilities that are reachable via the Landmark network or intranet may have their own policies governing using those resources. When accessing remote resources from Landmark facilities, users are responsible for obeying the policies set forth in this document and the policies of the other organizations.

## Enforcement

Repeated minor infractions or misconduct may result in the temporary or permanent loss of computer access privileges and may result in disciplinary action up to and including termination of employment. In addition, offenders may be referred to the appropriate College office for further action.

Any offense that violates local, state, or federal laws may result in the immediate loss of all College computing and network privileges and will be referred to appropriate College offices and/or law enforcement authorities.

The College reserves the right to limit or restrict access to the Internet or to its network-based information technology resources based on job function, institutional priorities, bandwidth constraints, or College policies. The College also reserves the right to examine material stored on or transmitted through its facilities if there is cause to believe that a member of the College community is violating the standards for acceptable and ethical use.

Faculty, staff, and students should be aware that even when a message is erased or a visit to a Web site

is closed, it is still possible to recreate the message or locate it. Accordingly, all communications, including text and images, may be disclosed to college administrators or law enforcement officers without prior consent of the sender or the receiver. Again, there should be no expectation of privacy in using the College network or computers.

## Conduct That Violates This Policy

It is not acceptable for faculty, staff, and students:

- To use a login name and password assigned to someone else or to share an exclusively assigned login name and password with someone else.
- To use excessive network bandwidth. Bandwidth use is considered excessive when it significantly affects the network's speed for other users or is well above average usage for extended periods of time.
- To violate copyright laws and their Fair Use provisions through inappropriate reproduction and/or distribution of copyrighted music, especially MP3 files, movies, computer software, images, etc.
- To use applications that hinder or interfere with the use of the network by others. For example, excessive use of applications that use an unusually large portion of bandwidth for extended periods of time.
- To use the campus network to gain unauthorized access to any computer systems.
- To connect unauthorized equipment to the campus network, this includes web or other servers, hubs, switches, wireless printers, and wireless access points.
- To attempt to circumvent data protection schemes or uncover security loopholes. This includes creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
- To associate an unapproved domain name with a Landmark-owned IP address.
- To knowingly or carelessly perform an act that will interfere with the normal operation of computers, copiers, or networks.
- To knowingly or carelessly run or install on any computer system or network or give to another user a program intended to damage or to place excessive load on a computer system or network. This includes, but is not limited to, programs known as computer viruses and malware.
- To install personal software on a college-owned computer, including applications, screen savers, and other utilities not sanctioned by the College.
- To deliberately waste or overload computing resources, such as printing too many document copies on college-owned printers and copiers.
- To violate terms of applicable software licensing agreements or copyright laws.
- To use College resources for commercial activity, such as creating products or services for sale or hosting commercial websites (personal items for sale or rent may be posted on the email digest in compliance with the Digest and Broadcast Email policy).
- To use electronic mail to harass or threaten others. This includes sending repeated, unwanted emails to another user.
- To run, play, or download games on a public computer.
- To send unauthorized broadcast messages to all or part of the Landmark community. Example: Sending a mass message to all faculty, staff, or students that bypasses the compiled faculty, staff, and student messages that are sent in digest form.
- To forge the identity of a user or machine in an electronic communication.

- To transmit or reproduce materials that are slanderous or defamatory in nature or that otherwise violate existing laws or College regulations.
- To display sexually explicit or sexually harassing images or text in a public computer facility or location that can be in view of others.
- To attempt to monitor or tamper with another user's electronic communications or read, copy, change, or delete another user's files or software without the explicit agreement of the owner.
- To use the College's technology resources after employment has ended, student status has been terminated, or system privileges have been suspended, curtailed, or terminated unless specifically authorized in writing. Alumni, however, may use online or other resources made available to alumni.
- To damage, deface, alter, or remove any College computing equipment from campus without authorization.
- To leave a public lab or Library computer without logging out.

## Email

### *Email Provisions of Service*

- All faculty, staff, students, alumni, and affiliated persons qualify for an email account.
- Email accounts are extended for the sole use of faculty, staff, students, alumni, and other appropriately authorized users to foster communications consistent with college affairs.
- Email accounts will be disabled for an employee at his or her termination date and for students upon withdrawal or expulsion from the College or six months after graduation. College email accounts and services are College facilities, property, and resources, as those terms are used in college policies and applicable law.
- Access to College email services is a privilege that the College may wholly or partially restrict without prior notice and without the consent of the email user: (a) when required by and consistent with applicable law or policy; (b) when there is a reasonable suspicion that violations of policy or law have occurred or may occur.
- In a case where unacceptable use severely affects performance or security, to sustain reasonable performance and secure services for the rest of the community, the College may immediately suspend an individual's access privileges.
- Email users must comply with state and federal law, College policies, and normal standards of professional and personal courtesy and conduct.
- Users agree, by virtue of access to the College's computing and email systems, to indemnify, defend, and hold harmless the College for any suits, claims, losses, expenses, or damages, including but not limited to litigation costs and attorney's fees, arising from or related to the user's access to or use of college email and network systems, services, and facilities.

### *Unauthorized Access (Email)*

The following constitute unauthorized forms of access:

- Permitting anyone to send email using an account owned by someone else.

- Sending email using another user's account
- Attempting to disguise the email address from which an email account holder's message is sent or the identity of the sender.

### *Inappropriate Content (Email)*

Acceptable use of email is based on common sense, respect for others, and civility applied to the electronic communications environment. The email system may not be used to transmit sexually explicit images or messages that may be reasonably construed as harassment, nor may it be used for any communications that contain ethnic slurs, racial epithets, or anything that may be reasonably construed as disparagement of others based on race, national origin, sex, sexual orientation, age, disability, or religious or political beliefs. Moreover, it is important to note that the perception or reaction of the recipient is a major factor in determining if a specific communication is harassing, offensive, defamatory, or abusive. Various federal and state laws and College policies apply to this requirement.

Additionally, an email message is, for legal purposes, treated as a written record and is, therefore, subject to all the usual legal restrictions on such records, including copyright and intellectual property laws. Any email message that exposes the sender and/or the College to legal action may also result in corrective action by the College.

If an email account holder receives an email message that he or she considers offensive, he or she may direct his or her concerns to the supervisor for the operational unit in which the suspected violation occurs or to the Director of Human Resources. Students may direct concerns to their Residential Dean. The appropriate College authorities and/or law enforcement agencies will investigate violations.

If an email account holder has been requested by another account holder (via email or in writing) to refrain from sending email messages to him or her, and the request is reported to the appropriate authority or to [techsupport@landmark.edu](mailto:techsupport@landmark.edu), the recipient of this request is prohibited from sending any further messages to the requester until such time as he or she has been notified by the appropriate authority that such correspondence is permissible. Failure to honor such a request shall be deemed a violation of this policy.

Although the College does not monitor or read users' emails as a matter of course, the appropriate College authority reserves the right to examine email messages without prior notice or authorization from the sender or recipient at its sole discretion.

If an email account holder receives an email from outside the College that he or she regards as offensive or potentially illegal, he or she should report the matter to [techsupport@landmark.edu](mailto:techsupport@landmark.edu). The Help Desk will refer the matter to appropriate authorities.

### *Email Privacy and Confidentiality*

College policy and secure passwords provide good but not complete assurance of the privacy of users' email messages. Since the confidentiality of email cannot be assured, and such confidentiality may be compromised by unintended redistribution or forwarding, users should exercise extreme caution in using email to communicate confidential or sensitive matters. They should not assume that their email is private or confidential.

The College does not monitor or read users' email as a matter of course. However, the College reserves the right to examine mail messages without prior notice or authorization from the sender or recipient at its sole discretion.

### *Email Retention*

The College considers its email system to be a communication tool. As such, users may retain email on the College's online email system not to exceed 1TB of storage. Users are strongly encouraged to delete transitory or personal email messages that no longer have value more frequently.

Microsoft O365 backs up and restores your Exchange data at scale – while also keeping multiple redundant backups within the Microsoft 365 trust boundary to maintain business continuity.

The College's policy is to retain certain College documents for defined periods, depending on the type of record. Email and attachments may fall within the scope of the College's retention policy. Electronic documents, including but not limited to employment records, student grades and evaluations, and documents pertaining to business transactions, are subject to the exact retention requirements as paper documents and, therefore, should be archived electronically or printed and maintained according to the College's retention policy.

Users are responsible for evaluating content and managing their email and attachments on the College's email system in compliance with this acceptable use policy and the College's retention policy.

## Culpability

As it is often difficult to accurately determine degrees of culpability, all residents of the room where a violation is found may be held responsible to some level for that violation. Additionally, students who remain at an event or in a situation when they know a violation is occurring may also be held responsible. Students are advised, therefore, to avoid such situations that may put them at risk of unwanted interventions.

## False Reporting and Misrepresentation

Members of the College community are expected to provide truthful information in any report, meeting, or proceeding. Providing or assisting to provide false or misleading information in bad faith, with a motive to obtain personal advantage, to cause intentional harm to another person or the College, or to otherwise act with general recklessness, is prohibited.

Members of the College community will not be deemed to have provided false or misleading information under this policy if their factual allegations are intended to be truthful and are made in good faith, regardless of whether the conduct complained of is ultimately found to constitute a policy violation.

False reporting is a serious offense and violations of this policy may be met with disciplinary action up to and including suspension from the College.

## Fireworks

Fireworks are a fire hazard and their use may result in personal injury. Therefore, fireworks of any type (including firecrackers and sparklers) are not permitted in the State of Vermont or on the Landmark campus. Those found in possession of or using fireworks will be subject to disciplinary action and may be subject to criminal charges.

## Gambling

In accordance with Vermont State law, gambling is not allowed on campus. A permit may be obtained, via the Office of Student Life and the State of Vermont authorities, to facilitate gambling at on-campus charity events. Students violating this policy will be subject to disciplinary action.

## Open Expression

Landmark College is committed to the pursuit of knowledge and understanding through inquiry, discourse, discussion, deliberation, and debate. Fostering the ability of members of the College community to engage with each other effectively and responsibly is an essential part of the College's educational mission.

Landmark's commitment to open expression applies to all forms of speech (expression that is spoken or written, symbolic speech, or expressive conduct). In general, the College will not restrict ideas that are unpopular, controversial, or perceived as offensive unless they also fall into a category of speech or actions that the College may prohibit as defined elsewhere in this policy.

The College may place reasonable limitations on the time, place, and manner of open expression on College property and within its programs to ensure that expression does not disrupt the ordinary functions and activities of the College.

Students who engage in open expression are expected to do so in a way that adheres to the College's core values of Respect, Understanding, Safety and Honesty.

Furthermore, the College may prohibit speech or actions that:

- are defamatory, invade a protected right to privacy or confidentiality, incite or threaten imminent physical violence, violate the College's Anti-Harassment or Non-Discrimination policies, or violate the law.
- prevent the speech of others, block the passage of persons or vehicles, cause property damage, threaten campus or personal safety, or result in physical harm to individuals.

are considered a substantial disruption to campus events, activities, and operations.

Instances of prohibited speech and actions, or the failure or refusal to comply with a College official enforcing this policy, may be subject to discipline and sanctions from a verbal warning to suspension or expulsion from the College in accordance with the appropriate Landmark College disciplinary procedures.

Protecting open expression does not mean that Landmark approves of or endorses any views expressed, especially where the expression conflicts with the College's commitment to diversity and inclusion. The College recognizes that open expression can result in offense to members of our community and will continue to dedicate itself to supporting and making Landmark an inclusive community.

Members of the Landmark College community can engage in open expression to convey their own ideas but may not claim or appear to represent the views of the College unless authorized to do so.

## Student Safety or Threat of Harm to Others

If the College determines that there is a reasonable basis to believe, based on an individualized assessment of the student's behavior and other relevant information:

- that the student’s medical, psychological, or substance use-related condition prevents them from safely and/or effectively participating in the College’s academic or residential life programs, such that the student is not otherwise qualified to attend the College; or
- that the student poses a significant risk to the health or safety of others; or
- causes or threatens to cause property damage; or
- engages in behavior that is unduly disruptive to others in the Landmark College community (behavior that is “unduly disruptive” includes but is not limited to conduct that interferes with, or poses a significant risk of interference with, the emotional or physical well-being of others and/or the academic, extracurricular, or social activities of others)

then the College will exercise its discretion to take steps that it deems reasonable and necessary in the best interests of the student and/or the College community. Such steps may include, by way of example but not limitation: interim or longer-term disciplinary or administrative withdrawal from the College (either with or without the invocation of the College’s student disciplinary process, as deemed appropriate under the circumstances); psychological assessment(s); parental notification; periodic assessment requirements; and/or related documentation requirements.

While preliminary decisions may have to be made quickly and without discussion with the student in certain circumstances, student(s) will be given notice and an opportunity to speak with the Vice President for Student Affairs or their designee prior to any final decision being made by the College. The Vice President may also consult with others as appropriate (e.g., medical professionals, members of the College’s Students of Concern Team, other College officials, law enforcement, and/or the student’s family members).

The Vice President may also consider whether there are reasonable accommodations that would effectively mitigate the risk of harm to others or property and would allow the student to safely and effectively participate in the College’s academic programs and the residential life of the College, as applicable.

Students may petition for readmission to the College as provided under the terms and conditions specified in any notices regarding decisions made by the College pursuant to this policy.

Steps taken by the College pursuant to this policy may be appealed, following the procedures set forth in the College conduct process.

The College reserves its right to modify steps taken or requirements imposed under the circumstances described above, where modifications appear to be necessary in the best interests of the student and/or the College community.

## Responding to Law Enforcement on Campus

Landmark College is committed to safeguarding the rights and privacy of all students, faculty, and staff while complying with applicable laws. As a living and learning community, Landmark College respects the dignity of every individual, including their right to feel safe wherever they may be on campus.

This policy establishes clear guidelines for responding to inquiries from law enforcement agencies to ensure that interactions are handled lawfully and appropriately. Employees must

follow the following procedures to maintain campus security, uphold confidentiality, and direct all inquiries to the appropriate institutional authorities.

Law enforcement officers may enter campus without prior authorization in **emergency situations**, such as:

1. Active threats to life (e.g., active shooter, violent crime in progress).
2. Public safety emergencies requiring immediate intervention.
3. Medical emergencies requiring law enforcement presence.
4. Natural disasters or similar crises where law enforcement assistance is needed.

In the absence of emergency situations, law enforcement officers seeking access to campus for investigative purposes, questioning, or serving legal documents must first notify and obtain authorization from the Office of Student Affairs, Office of the President, or Campus Safety.

The College reserves the right to require a warrant or subpoena before granting access, except where legally required to comply.

If law enforcement officers seek to interview a student as part of an ongoing investigation, they must request approval from the Office of Student Affairs, Office of the President, or Campus Safety prior to engaging with the student. The student will be informed of their rights, including the right to decline the interview or request legal counsel. Campus representatives may be present during the interaction upon the student's request.

## Identification cards

All students will be issued a Landmark College identification card during the registration process and are required to carry a valid I.D. card with them at all times.

A valid Landmark College I.D. card is required for entry to the Residence Halls and Dining Hall. In addition, this card is also used to access College bookstore and Strauch Family Student Center café debit accounts. The College may require students to produce their ID card for other events on campus to confirm attendance or to establish student-status.

In an effort to maintain safety and security of students on campus, students must present this card when requested by any College official, including Campus Security, Residential Life staff, dining hall staff and building managers.

Lost cards should be reported to the Office of Student Life. During hours when the office is closed, temporary replacement cards may be obtained from Campus Security. There is a \$15 fee for replacement cards.

Students found tampering with or altering identification cards or otherwise providing false identification will be subject to disciplinary action.

In some instances, the use of a Student ID card creates an electronic record of a transaction (use of services, residence hall entry, etc). The College reserves the right to access these transactional records and disclose them to College officials and law enforcement officials (as permitted by appropriate student-records laws).

## Weapons

The use and possession of weapons, including firearms, ranged weapons, ammunition, explosives, and knives are prohibited on Landmark College property and College-sponsored events and programs on or off campus.

The College defines a weapon as:

- **Firearm** – any device, loaded or unloaded, which will expel a projectile by the action of an explosive. This includes (but is not limited to): a BB gun, pellet gun, paintball gun, handgun, rifle, machine gun, shotgun, or other instruments that discharge a projectile.
- **Ranged Weapons** – any device using elastic, spring action, or pneumatic components to launch a projectile. This includes bows, crossbows, and slingshots.
- **Ammunition** – any ammunition or cartridge cases, primers, bullets, or propellant powder designed for use in any firearm.
- **Explosive** - any material, liquid, or substance that causes a sudden, instantaneous release of air, pressure, gas, and heat, including pressure devices, bombs, grenades, rockets, and fireworks.
- **Knives and blades** - Only non-automatic pocketknives with blades less than three inches and kitchen knives located in College kitchens will be permitted on campus. Other knives, swords, hatchets, axes, and other bladed instruments are not permitted. Any knife (regardless of size) that is used in a violent or threatening manner will be considered a violation of this policy and the College’s policy on Violence.
- **Other objects** - other objects that have been designed (or used in a manner) with the intent to inflict bodily harm or physical damage to property. Examples include tasers, baseball bats, throwing stars, hammers, etc.

All weapons found on campus will be confiscated. Students possessing such weapons will be subject to immediate disciplinary action up to and including dismissal from the College or arrest.

This policy applies to all faculty, staff, students, employees, and visitors at all Landmark College property, including those who have a valid permit to carry a concealed weapon. This policy shall not apply to a law enforcement officer while engaged in law enforcement duties.

## Off-Campus Conduct

The College reserves the right to take appropriate disciplinary action against Landmark College students who are involved in any off-campus incidents of criminal activity or otherwise inappropriate non-criminal behavior, particularly when such incidents have implications for the safety of members of the campus or local community or are detrimental to the welfare or reputation of the College. Examples of these behaviors include but are not limited to driving under the influence of alcohol, underage possession or use of alcohol or other drugs, fighting or other violent episodes.

## Off-Leash Area (Dog Run)

The College has designated a fenced off-leash area for use by dogs and their owners/handlers. This area will be clearly marked by the College as the designated off-leash area. On all other areas of campus, dogs must remain on-leash and in control of their owner/handler.

- The off-leash area is for dogs only. No other animals may be brought into the area.
- Dog owners/handlers are responsible for their dog’s behavior, well-being, and any injuries or damage caused by their dogs.
- Dogs may not be left unattended.

- Dog waste must be picked up immediately and disposed of properly.
- All dogs must be leashed until they are inside the gated area and the gate is closed.
- Gate must remain closed except when entering or exiting the off-leash area. Please be cautious of other dogs when entering or exiting the gate.
- Dogs must be properly vaccinated, licensed, wearing a collar with ID and rabies tags and free of viral infections or contagious conditions.
- Dogs displaying aggressive behaviors should be redirected or removed until they settle.
- In case of a dog bite or other emergency, call Campus Safety at (802) 387-6899.

## Parental/Family Notification

Landmark endeavors to involve the parents & family of dependent students as collaborative partners in a comprehensive educational approach, while respecting the need of students to develop independence and autonomy, and to take responsibility for their own actions, choices, and educational progress. In general, the College expects that the primary communication about a student's program at Landmark will occur directly between the student and his or her parents/family.

Student should refer to the [Notification of Students' Rights under FERPA](#) provided in the Student Handbook to understand their rights with respect to their education records and the circumstances under which FERPA authorizes disclosure without consent.

The primary academic contact person for parents of dependent students is their son or daughter's Academic Advisor, and parents are encouraged to communicate directly with the Advisor if they have any questions or concerns. The Academic Dean assigned to work with a given student may also serve as a contact person, as may the Dean of the College.

Because Landmark seeks to emphasize the role of choice and personal responsibility in students' lives, in general, Academic Advisors or Deans will involve students before notifying parents of specific concerns regarding academic performance. Parents will be mailed a copy of the letter notifying the student of any formal disciplinary decision to place that student on academic probation.

## Smoking & Tobacco Use

Landmark College strives to provide a healthy, safe, and productive work, educational, and social environment for students, faculty and staff. In view of the overwhelming evidence regarding the negative health effects of smoking, second-hand smoke, and tobacco use, the following regulations apply to campus:

1. Smoking is prohibited in all College buildings, facilities and general grounds and property with the exception of "Designated Smoking Areas". For Landmark College, smoking is defined as the act of smoking or carrying a lighted cigarette, cigar, pipe or any other smoking material or device, including e-cigarettes, vaping devices, and hookahs.
2. Smoking is prohibited in any College owned vehicle, and any vehicle parked or idling on campus, including personal vehicles.
3. Smokeless tobacco (chewing, dipping, etc.) and other tobacco products are prohibited in all nonresidential College facilities including the dining hall and all classroom, offices

and fitness areas located on the lower levels of any residence hall and in all athletic facilities and venues on or off campus.

“Designated Smoking Areas” are indicated by an official “Designated Smoking Area” sign.

## Enforcement

All members of the Landmark College community are responsible for observing this policy and its provisions. Further, each member of the campus community has the right and responsibility to address violations of this policy directly with the offending individuals.

Campus Security and Residential Life staff are responsible for assuring compliance with this policy, and all problems with student compliance should be referred to them. Documented violations of this policy for students can be met with sanctions that include fines, community service and placement on disciplinary status.

Concerns among faculty & staff related to this policy should be brought to the appropriate supervisor and, if necessary, referred to Human Resources. Documented violations of this policy will follow the disciplinary and corrective actions policies in the Human Resources office.

## Support

Faculty & Staff will be able to obtain smoking cessation support from Health Services (consultation only: prescriptions will need to be administered by health care provider).

## Vehicle Regulations

Landmark College recognizes that many students want and need on-campus access to a car (or motorcycle) for personal use and offers parking privileges to all students. The College is also responsible for the safety of students, faculty, staff and visitors. To facilitate vehicle use on campus and assure safety, the College has established the following Vehicle Regulations.

All motor vehicle operators who bring a vehicle onto the campus are responsible for understanding and following the parking and traffic regulations of the campus.

Landmark College is not responsible for any damage or theft that may occur to a vehicle while on the campus.

## Registration

- All vehicles (including motorcycles) on Landmark College property must be registered with the Department of Campus Safety within 24 hours of the vehicle’s arrival on campus.
- An issued permit does not guarantee that a parking space will be available. The lack of an appropriate parking space is not an excuse for violating the parking regulations.
- Registration forms are available at the Department of Campus Safety office in Davis Hall Room 001, on the Department web page, or at the Office of Human Resources. Human Resources will also provide copies in the Faculty Lounge/Admin copy room.
- Any false or incorrect information given at the time of registration will automatically void the permit.
- Permits will be displayed within 4 inches of the bottom edge of the windshield, and within 12 inches of the passenger’s side edge of the windshield, unless the registrant’s

state law prohibits this location, then a Department of Campus Safety Officer will determine an alternate location. Permits displayed in an unapproved location will not be valid, and violations will be issued.

- Guests who wish to park a vehicle on campus must register their vehicle with the Department of Campus Safety upon their arrival on campus. It is the responsibility of the host to ensure a guest pass is received.
- Landmark registrants are responsible for their vehicles. Citations issued are the responsibility of the Landmark registrant regardless of the vehicle's operator at the time of the citation.
- Landmark College Parking and Traffic Regulations may be enforced by members of the Department of Campus Safety, and citations may be issued from reports by Residential Life staff and/or Facilities staff.

## Issuing Permits

- Students and employees are required to register their vehicles when their vehicle is first brought on campus and each time they bring a new/replacement vehicle on campus. Students may re-register their vehicle when they are eligible for a change in parking location. Students and employees are required to notify the Department of Campus Safety of any changes to their registration information within one week of any change. Such changes may include: change of contact information, license plate number, or color of vehicle.
- Only one permit will be displayed at a time with the exception of special circumstance permits (e.g. handicap and medical needs parking permits).
- Permits must be visible whenever the vehicle is on campus.
- There are three types of regular parking permits that can be issued: Employee Parking, Student Lower Campus and Student Upper Campus permits.
- Vehicles are assigned parking to specific parking lots. If a vehicle is found in a lot other than the one assigned, then the Landmark registrant will receive a citation.
- Guest parking passes may be issued by Official Departments of the College.
- Departments and Offices must notify the Department of Campus Safety if they are going to be issuing guest parking passes, prior to their issuance. The notification must include the date and time of the event for which they will be issuing guest passes.

## Parking

- A vehicle is considered parked any time it is stopped, other than at a stop sign, whether the vehicle is attended or unattended by the driver or a passenger.
- All non-service vehicles parked in a fire lane will be cited and towed at the owner's expense.
- At no time should a vehicle be parked on any walkway or sidewalk, landscaped/grass area, or blocking the entrance to a building.
- In all areas where there is designated parking, the driver must park within the marked space, so that the painted lines show on either side of the vehicle.
- In parking areas where there are no painted lines, the driver must park in a manner as to allow other vehicles to be parked uniformly.

- Vehicles must be parked in a way that does not obstruct the flow of traffic.

## Employees

Employees shall be issued Employee Parking Permits which enable the employee to park in either the upper or lower campus parking lots.

## Students

Students will be issued a permit based on their length of time as a student at the College. At no time should a student's vehicle be parked in an unassigned lot.

## Admissions Parking Lot

Parking in this lot is for employees assigned to the Admissions Building only. Students and employees may park in this lot only if they have business in the Admissions Building.

## Upper Campus Parking Lot

The Upper Campus Parking Lot is comprised of the marked spaces along Perseverance Lane. Both employees and students will be assigned to this lot. Student assignments to the Upper Campus Parking Lot will be based on seniority of successfully completed semesters at the College, or for special needs (e.g. handicapped/medical). At no time should any individual be parked within the fire lane, blocking a service drive, blocking a trash receptacle, or the entrance to a building or stairway.

## Lower Campus Parking Lots

The Lower Campus Parking Lots are comprised of the designated spaces within the Main Campus. This includes spaces near the Click Center (Lot C), and both the Upper and Lower FAB parking areas (Lot D). Students who have not completed their third semester at Landmark will be assigned to these lots, and employees may park in these lots as well. No parking is allowed in LOT C from the hours of 1:00 a.m. to 7:00 a.m. from November 1st through April 15th.

## Administration Lot

The lower campus parking lot directly adjacent to both the Click Family Sports Center and the Administration Building is restricted to vehicles that are parked for less than 14 continuous hours per parked period. Further, no parking is allowed in this lot from **10:00 p.m. to 6:00 a.m.**

## Charles Drake Athletic Field (Charles Drake Lane)

The Charles Drake Athletic Field is located at the intersection of Charles Drake lane and River Road South. Parking is prohibited along Charles Drake Lane and along the fence line of the field on River Road South unless authorized by Campus Safety.

## Practice Field (78 River Road South)

The Practice Field Lot is an unmarked grass field, east of Charles Drake Field, and has a capacity for an estimated 150+ vehicles. This lot will be used for parking at specially designated times during the year. Parking is not allowed in this area at any other time. The Facilities and Campus Safety Departments will assign adequate personnel to facilitate the parking process in the case of special events.

## Break Parking Lot

The Break Parking Lot is a gravel parking lot located next to Drake Field the parking area entrance is off River Rd S. This area is used when a student would like to leave their vehicle over the various breaks in the school year.

## Guest Parking – Non-event

Any guest of a student wishing to park a vehicle on campus is required to register that vehicle with the Department of Campus Safety upon arrival on campus. The individual will be issued a temporary permit that will be hung from the rearview mirror.

Permits must be visible whenever the vehicle is on campus. All guests are required to park their vehicle in the Lower Campus Parking Lot. The host is responsible for any citations issued to their guests.

## Temporary Permits

On occasion, an individual will require a short-term permit (e.g., rented vehicle, loaner car from a garage, etc.). The individual will be issued a temporary permit that will be hung from the rearview mirror. Vehicles with temporary permits will be assigned to a lot based on the circumstances for the permit. Sending an email to the Department of Campus Safety does not constitute registering a temporary vehicle. The Landmark registrant must come to the Security Office to get a temporary permit.

## Medical Needs Permits

Any individual with a handicap permit from his/her state of registration is allowed to use any of the available handicap designated spaces. On campus medical need parking is granted for students from the Office of Health Services; or for employees, from the Office of Human Resources. Misuse of an on campus medical need permit will result in the permit being revoked..

## Reserved Parking

There are several types of reserved parking around campus. Individuals are not allowed to park in reserved spaces without prior approval from the Department of Campus Safety. If you are not specifically assigned authorization to a reserved space, do not park there. Vehicles that have been assigned a regular campus parking permit are not authorized to park in visitor parking spaces (with the exception of persons conducting short term business in the Admissions Building). Authorized vehicles may be required to vacate a reserved space if additional parking spaces are needed for any reason.

## Service & Delivery Parking

Service vehicles are defined as Campus Safety, Facilities, USPS, FedEx and other parcel delivery service, regular contractors (First Choice, BreadLoaf, etc.) and other contractors as needed.

Other areas for service and delivery parking include areas immediately outside of all campus building entrances.

Allowance is made for the parking of service vehicles along the jersey barriers on Perseverance Lane for the purpose of unloading or job duties. The operator of the vehicle must be within the immediate vicinity of the vehicle in case of emergency.

A designated space for service and delivery vehicles has been established at the Administration Building east entrance and the Student Center loading dock. Faculty and Staff may park in the “20 Minute” spaces next to the Administration Building to get their mail or to briefly conduct business in the Administration building. **AT NO TIME SHOULD STUDENTS BE PARKED IN THESE SPOTS.**

## Special Event Parking

When the College is hosting a campus wide special event, the Director of Campus Safety, or his/her designee may choose to direct employees (including Resident Assistants) to move their cars to other designated parking areas, such as the Practice Field, for the duration of the special event.

When senior management has determined that employees should park in other designated areas for an event, the Director of Campus Safety or his/her designee will send out an email notification to the campus community informing them when they need to park in the other designated parking areas, and when they may return to their regular parking areas.

If possible, a notification about parking in other designated parking areas will be sent a week before the event, and then a second notification will be sent the day prior to the event as a reminder.

**EMPLOYEES WHO DO NOT PARK IN THE DESIGNATED PARKING AREAS DURING A SPECIAL EVENT WILL BE CITED FOR PARKING IN AN UNAUTHORIZED PARKING LOT.**

Citations issued during special events will be placed in employee mailboxes as soon as possible after the event.

### Exceptions:

Employees who have a state-issued handicap parking placard, or a campus issued medical needs parking pass are not required to park in the designated parking areas during special events.

If an employee believes that, due to their role in the special event, they should be allowed to park in their regular lot, they must contact the Director of Campus Safety, or his/her designee, and receive written permission to park in their regular lot during the special event.

## Speed Limits

The speed limit for campus is 15 MPH. No vehicle shall be operated at a speed greater than deemed safe due to weather conditions or visibility, or at a speed that endangers the safety of pedestrians or others using the roadways.

## Violations & Fines

Parking/driving violations and their associated fines can be found below. Multiple violations may be cited on one citation. This list is not meant to be exhaustive.

\$25.00 fines include:

- Parking on the grass or landscaped areas;

- Parking in an unauthorized lot;
- Parking in a reserved space;
- Parking in a “No Parking” zone;
- Blocking any loading zone or the kitchen drive;
- Parking on a service road;
- Blocking any walkway or driveway;
- Double parking;
- Impeding snow removal;
- Operating a vehicle under the colonnade;
- Operating a vehicle on any walkway;
- Operating a vehicle on the grass or landscaped areas;
- Not properly registering a vehicle;
- Not properly displaying parking permit;
- Noise violation.

\$50.00 fines include:

- Driving at an excessive speed;
- Driving recklessly;
- Driving the wrong way on a one-way road;
- Parking in a handicap space without authorization;
- Parking in a fire lane;
- Impeding Facilities work on campus.

### Payment Of Fines – Students

Payments of citations are due within 10 calendar days of the date of issue. After 10 days, the fine will double if not paid.

Payments are to be made at the Business Office in the Administration Building.

All citations issued to students that remain unpaid at the end of the 10-day payment period will be billed to the particular student’s tuition.

### Payment Of Fines – Employees

As the College does not have a means for directly billing employees who fail to pay their citations, the following shall apply to employees with outstanding citations:

- An audit of citation records shall be performed every month to determine if there are any outstanding employee citations.
- Employees who have outstanding citations will be sent a notification that they have outstanding citations that need to be paid immediately. The notification shall be documented in the citation record.

## Appeals

Individuals who receive a citation and believe that the citation was issued in error or that there were mitigating circumstances, may petition the Department of Campus Safety for consideration.

- An appeal form may be obtained at the Office of the Department of Campus Safety in Davis Hall, or online at SharkNet.
- The appeal form must be submitted prior to the date the citation is due to be paid.
- ANY APPEALS RECEIVED AFTER THE DUE DATE WILL NOT BE ACCEPTED
- All student appeals will be reviewed by the Assistant Director of Campus Safety or his/her designee, and a determination made based on the Parking and Traffic Regulations of Landmark College. A written determination will typically be provided within five business days of submission.
- All employee appeals will be reviewed by the Office of Human Resources, and a determination made based on the Parking and Traffic Regulations of Landmark College. An e-mail written determination will typically be provided within five business days of submission.

## Repeat Offenders

Continuous violations of the Parking and Traffic Regulations may result in the Landmark registrant losing parking and driving privileges on campus.

### *Third Citation*

When a vehicle has received three citations in one semester, an email written warning, advising that upon receiving a fourth citation the vehicle is subjected to towing, will be sent to the Landmark registrant. If the Landmark registrant is a student, a copy of the warning will be sent to the student's Resident Dean, the Director of Student Conduct and the student's Advisor. If the Landmark registrant is an employee, a copy will be sent to Human Resources.

### *Fourth Citation*

When a vehicle has received four citations in one semester a written warning, advising that upon receiving a fifth citation the vehicle will be banned from campus, will be sent to the Landmark registrant. If the Landmark registrant is a student, a copy of the letter will be sent to the student's Resident Dean, the Director of Student Conduct and the student's Advisor. The fine for a fourth citation will be a minimum of twice (2x) the face value of the citation. If the Landmark registrant is an employee, a copy will be sent to Human Resources, who will address the issue with the employee's supervisor. The vehicle will also be subject to being towed off campus at the Landmark registrant's expense.

### *Fifth Citation*

Upon receiving five citations in one semester, the vehicle is banned from campus for a minimum of 30 days that classes are in session. The Landmark registrant is also banned from operating any other vehicle on campus. Any additional violations during the ban period will restart the ban period. Employees will be subject to formal disciplinary action. The fine for a fifth citation will be a minimum of three (3x) times the face value of the citation.

## Towing

In order to maintain an ordered and safe campus, it may be necessary for the college to tow student/staff vehicles. We consider this a last resort and will make all reasonable efforts to allow Landmark registrants to adhere to parking regulations and make arrangements to move their vehicles.

Vehicle may be subject to towing at the owner's/ Landmark registrant's expense for these violations:

- Students receiving four or more violations in one semester;
- Parking on or blocking loading docks/areas;
- Parking or blocking the Alumni Hall drive;
- Parking or driving under the colonnade;
- Parking in a fire lane;
- Driving under the influence of alcohol and/or drugs;
- Excessive speed or reckless driving;
- Parking on the lawn or gravel anywhere on campus;
- Vehicle that is banned from campus;
- Impeding the removal of snow;
- Parking in LOT C and the Administration Lot between the hours of 1:00 a.m. to 7:00 a.m. November 1st and April 15th.

A vehicle may be towed at the College's expense if the vehicle is in the way of emergency work, or if the vehicle may sustain damage from work being conducted near the vehicle. In these cases, a reasonable effort to locate the Landmark registrant will be conducted first.

Upon being towed, an e-mail notification will be sent to the Landmark registrant, advising which company towed the vehicle and contact information for retrieval. If the registrant is a student, a copy of the e-mail will be sent to the student's Residential Dean, Advisor, and Director of Residential Life.

If the registrant is an employee, a copy of the e-mail will be sent to the employee's supervisor and Department of Human Resources.

Landmark College assumes no responsibility for damage or loss resulting from the moving of such vehicles.

Any vehicle towed off campus for any reason will be removed to the tow yard of the on call tow company. The rate of tow will be the current emergency services rate for the tow company. The fee will include 24 hours of storage in the tow yard. The fee for each day after the initial 24-hour period will be charged to the Landmark registrant. The tow company will invoice Landmark College after the vehicle has been picked up by the Landmark registrant. The College will then bill the Landmark registrant's account.

## Abandoned Vehicles

Vehicles that appear to be non-functional, abandoned, or unregistered and that are left on campus for more than seven days will be towed to the rear, Break Parking Lot for storage at the

Landmark registrant's expense. The Landmark registrant, if known, will be informed via email that the vehicle has been towed, the location to which it was towed, and the expense incurred.

## Parking During Breaks

All student vehicles left on campus over any break are to be parked in the Break Parking Lot located off River Rd S. Vehicles parked in other areas of the campus may be towed at the Landmark registrant's expense. Students who leave their vehicles on Landmark College property assume the risk for any damage to or theft of or from their vehicle.

## Loading/Unloading

Vehicles may be parked along the jersey barriers on Perseverance Lane, or the Bridges traffic circle, for no more than 10 minutes for the purpose of loading or unloading substantial items from the vehicle. The operator must call Campus Safety and advise the on-duty officer of the vehicle's location and who is responsible for the vehicle. The vehicle must have four-way flashers activated and the driver must be available in case of an emergency.

## Revocation Of Student Parking Privileges

Upon accrual of five parking citations, and/or two speeding/reckless driving citations, parking and driving privileges will be revoked for a minimum of 30 days that classes are in session. If the vehicle is found to be on campus, or the banned operator driving a vehicle on campus during the banned period, the ban will be restarted. Judicial Affairs disciplinary processes will be continued.

If a vehicle is towed twice during the revocation period, or a continuation of violations occurs after the ban period, the Landmark registrant will have all parking and driving privileges revoked for the remainder of the semester as well as the following semester.

If a Landmark registrant loses his or her right to operate a motor vehicle in the State of Vermont, then all parking and driving privileges on campus will be revoked.

If a Landmark registrant is arrested for a Driving While Intoxicated or a Driving Under the Influence charge, then the Landmark registrant's privilege to operate or park a vehicle on campus will be revoked, pending a judicial outcome. If found guilty by the criminal court system, the Landmark registrant's vehicle will be permanently removed from campus and the operator will not be allowed to operate or park any vehicle on campus for the remainder of the student's enrollment period.

Permanent loss of parking privileges may occur for consistent disregard of the Parking and Traffic Regulations and/or through the College's judicial process.

Knowingly providing false information on a registration form will result in a one-month parking ban for the Landmark registrant and/or the person who provided the false information. Such action will also be reported to Student Conduct.

## Snow Removal

When significant snowfall requires snow removal by Facilities personnel, campus e-mail will advise of such. It is the responsibility of the Landmark registrant to be aware of the need to move the vehicle. A vehicle found to be impeding snow removal will be towed at the Landmark registrant's expense. Vehicles that are towed while snow removal operations are in effect will be charged the current tow company rate. Vehicles moved after the stated time will be issued a minimum of a \$25.00 citation for impeding snow removal in addition to the tow company fee.

## Violence

The College prohibits all manner of violent behavior and may pursue disciplinary action against any student who engages in violent behavior in any form, including physical or verbal abuse, harassment, physically abusive relationships, damage to property, use of a knife (regardless of size) or other weapon or instrument in a violent or threatening manner, and fighting (even in mutually instigated cases).

## Video Surveillance Cameras

### General Policy

Landmark College is committed to enhancing a safe environment for students, employees, and visitors by integrating the best practices of technology use for campus safety and security. A critical component of a comprehensive campus safety plan is the utilization of video surveillance systems.

Landmark utilizes video surveillance cameras as a campus safety, emergency response, and deterrence tool. Video surveillance and recording for safety and security purposes will be conducted in a manner that respects the reasonable expectation of privacy among members of the community.

### Camera Placement and Purpose

Video surveillance cameras will be strategically placed in public areas across campus to deter and investigate unauthorized activities, adverse behaviors, and safety concerns.

Cameras will not be placed in areas where individuals have a reasonable expectation of privacy, such as outside of restrooms, locker rooms, residential student rooms, and individual offices.

The primary purpose of video surveillance cameras is to record events for later review and investigation. They will not be actively monitored on a full-time basis.

### Data Retention

Recorded footage will be retained for up to 90 days, after which it will be automatically deleted unless needed and retained as part of an investigation or disciplinary record.

### Access to Footage

Access to stored footage will be restricted to authorized personnel who are appropriately exercising their responsibilities at the College, including Campus Safety personnel or administrators in Student Affairs, Human Resources, or the President's office.

### Exclusions

This policy does not apply to video recording or monitoring used for operational purposes, academic purposes (under the College's classroom recording policy, media purposes, or recording of public performances, events, or interviews provided that such activity is disclosed or readily apparent to those in view of the camera. Examples of such excluded activities would include the recording of research subjects, athletic events, concerts, plays, lectures, or interviews of persons.

# Residential Life Policies

## Eligibility for Residential Living (On-Campus Housing)

Students who are enrolled in a combination of in-person and online courses must be enrolled in a minimum number of credits in on-campus courses to be eligible for on-campus residency. The minimum requirements for on-campus residency are as follows:

- **Fall & Spring Semesters** – Enrollment in a minimum of 6-8 credits in on-campus courses and 9-12 credits overall through the end of the course withdrawal period.
- **Summer sessions** – Enrollment in a minimum of 1-3 credits for on-campus courses and a total of 4-6 credits overall (including on-campus and local area internships and the Employment Readiness Program).

On-campus housing eligibility for students in an approved “reduced time” semester will be considered on a case-by-case basis. On-campus housing eligibility for students who are engaged only in on-campus employment during the summer sessions will be considered on a case-by-case basis but generally will require a minimum of 25-30 hours of on-campus work each week.

## Room Use and Occupancy

Each semester, the College establishes dates and times when residence halls open and close for student occupancy. Occupancy other than during these specified dates is prohibited unless specific permission is given. Students are responsible for knowing these dates and planning travel accordingly.

Resident students may be held responsible for violations of College policy that occur within their room or in their suite even if they are not present at the time of the violation. For this reason, students are advised to keep their doors and windows locked at all times, and to give careful scrutiny to those individuals who are permitted to be in their room.

Students who have completed their coursework and exams at the end of the semester may remain on campus until the formal close of the residence halls. However, any behavior that is considered disruptive or otherwise a distraction to other students who may be completing coursework or exams may be asked to leave campus.

## Personal Property Liability

The College does not assume responsibility or liability for damages, loss of personal property, failure or interruption of services due to weather or other acts of God. The College does not assume responsibility for lost or stolen items anywhere on campus; students are advised to carry the proper insurance.

This policy applies not only to students’ own possessions, but those possessions left in their charge (i.e. college equipment on loan).

## Room Check-In Procedure

At the beginning of the year, or whenever a student is in their initial residency of a room, they will be required to complete a room inventory/inspection form. This form is an agreement of the initial condition of the room before the student moves in. Failure to complete this form may result in the student’s inability to contest any damages incurred or observed in the room at a later date.

## Room Check-Out Procedure

At the end of each semester, residents are responsible for scheduling and attending a check-out appointment with the Resident Dean. If this is not possible, another Resident Dean or the Director of Residential Life may do the check-out. At this time, it is expected that all residential rooms have been cleaned and do not pose any health or safety risks.

Failure to meet with a Residence Life staff member for the check-out appointment may result in a \$50.00 fine and the forfeiture of all rights to contest damage assessments or other charges.

In order to maximize safety and security for the residence halls and individual student rooms, all students will be required to turn in the key to their residence at the end of each semester. This process will be required of all students, even if they are returning to the same room in the next semester. Students who do not turn in their key at the end of the semester may be assessed a \$25.00 fee to facilitate a lock change to their room.

Students who fail to exit their room by the established building closing time may be subject to a \$30.00 fine for each ½ hour past the departure deadline. For this reason, students are strongly encouraged to take advantage of the information available by the Resident Dean at the end of each semester and speak directly to the Resident Dean if they foresee any difficulty in departing the campus on time.

Items left in a residence hall room after the student has checked out will be considered abandoned items unless other arrangements have been made with residential staff. In cases of abandoned items, the College will remove and dispose of the property at its discretion. The College assumes no liability for abandoned items or responsibility for their replacement.

## Locking Doors

In the interest of safety, all students should lock their doors when they are leaving their rooms and carry their key with them. Doors should also be locked when students are sleeping. Keys should not be copied or loaned to other students. In addition, fire doors in the halls should not be propped open. Doors may only be held open by magnetic door holders that are connected to the fire alarm system.

## Lock-Outs

Students who are locked out of their room should, after trying to find their roommate(s), call Campus Security or the Residential Staff on duty to gain access to their room. Campus Safety will track lock-outs, assess fees/fines and inform the After three lock-outs in one semester, students will be assessed fines according to the following schedule:

- Fourth lock-out - \$10.00
- Fifth lock-out - \$20.00
- Sixth lock-out - \$30.00
- After sixth lock-out - \$40.00 and meeting with Director of Residential Life.

## Lofts

Beds can be lofted, but only after being inspected by the Residential or Facilities staff to ensure safety. The College assumes no responsibility for any damages or injuries caused by a lofted bed, even one that has been inspected by the College and considered safe.

## Lost Room Keys

Because of security concerns, any time a key is lost the student must immediately notify a Resident Dean and a lock change will be initiated. A \$25 fee will be charged to the student who has lost their key.

Students who lose their keys more than three times over the course of the semester may be required to meet with a member of the Vice President for Student Affairs office to discuss better ways to safeguard their keys and room security.

## Noxious odors

The College reserves the right to address any noxious odors that are present in residence halls, classrooms, offices, or any campus building or facility. A noxious odor is any aroma of such intensity that it becomes apparent to others. Some examples are the scents and residue from cigarettes, cigars, or pipe smoke, incense, perfume, air freshening spray, large amounts of dirty laundry, rotting food, trash, and odors related to personal hygiene.

## Windows

Windows should not be used to enter or exit a building, or pass materials in and out of the residence halls. Screens should remain in place at all times. Any problems with a window, screen or lock should be reported to the Resident Dean. Windows should be shut and locked when a student is not in the room.

## Room Consolidation

In a situation where a student has an empty space in their room and has not been assigned a single room, these students may be assigned a new roommate or be asked to consolidate rooms with another student. In either case, the Residential staff will work diligently to insure that students will be placed with compatible roommates.

## Room Changes

Roommate changes are rare and may be made only under the direction of the Residential staff. Whenever roommate conflicts arise, they should be brought to the attention of the Resident Dean as soon as possible. In most cases, the Resident Dean will meet with each roommate and attempt to mediate differences, implement possible solutions or compromises, help the students establish better communications, and work toward an end to the conflict.

## Room, Automobile, and Personal Effects Inspections and Searches

Periodic inspections of rooms, suites and automobiles by members of the Residential, Security and Facilities staff ensure that fire, health, and safety regulations are being upheld, and that occupants are maintaining Landmark property in good condition. Typically, students are notified of a general inspection of their rooms at least 24 hours in advance. Students are encouraged to be present during inspections.

In the event that a student makes a request for work to be done in the room, students should know that Facilities will enter the room to complete the task without advance notice. The student is then responsible for taking whatever steps he/she feels are necessary to maximize their privacy (i.e. securing valuables, private items). In the event that the College requires access to a student room for Facilities or maintenance work while the College is in session, students will be informed about the need to enter rooms and any other requirements that may

need to occur (moving furniture away from a wall, etc). Students will then be responsible for taking whatever steps they feel are necessary to maximize their privacy and security.

During periods when the College is closed, College personnel including Residential Life, Facilities or Security staff may enter students' rooms/suites to insure that closing procedures have been properly completed and to complete any necessary maintenance on the buildings.

Further, Landmark College reserves the right to enter, inspect and search students' rooms, suites (including common areas), automobiles or personal effects without notice in case of emergency or when there is reason to believe that campus regulations are not being followed or that College policies may have been or are being violated. The College will cooperate with law enforcement authorities as required and appropriate.

## Damage to College Property

All students are expected to treat College-owned facilities with the highest degree of respect and care. Should damage to College-owned property occur, students are expected to identify themselves and assume responsibility for repair costs and/or any attendant disciplinary action.

If damages to College –owned property occurs and no responsible party can be identified, the cost of repairs will be divided among the residents of a room, suite, building or the entire campus.

## Appliances

With the exception of College-owned appliances, only small microwaves and refrigerators in good working order and that meet with the approval of the Residential, Facilities and Safety and Security staffs may be permitted in residence hall rooms or suites. Stand-alone air conditioners (those that do not sit in the window) are permitted only for medical reasons with written authorization from a prescribing physician. Students who consistently overload the electrical system and cause power outages will meet with the Resident Dean to resolve the matter. The College may require the removal of appliances from the room.

## College Furniture

All common use furniture in Residential Lounges, Common Areas, Admin, and classroom buildings etc such as chairs, sofas, tables, televisions, cabinets, and portable VCR/DVD players are provided for common use and may not be or moved. Students found with college furnishings in their rooms will be required to return them immediately and assessed a \$50.00 fine. If not, the Facilities Staff will promptly be called to remove the items, and an additional \$50.00 fine will be charged to the student responsible for moving the furniture. If it is not possible to determine responsibility for the moved furniture, both residents of the student room where items are found will be charged for the removal.

Lounge furniture and appliances in the Bridges suites must remain in the assigned suite at all times.

In cases where lounge furniture is missing or destroyed, the replacement cost of the particular items will be charged to the entire student body.

Individual room furniture, such as beds, desks, bureaus, chairs and wardrobes must remain in the room at all times. Resident students will be held responsible for any damaged or missing furniture from their rooms.

## Fire Regulations and Safety Procedures

Compliance with fire regulations is a necessity in the residence halls. Smoke and heat detectors are only a part of fire safety. While the residence halls are as fireproof as it is possible to make them, each room may contain combustible personal items, which make the following rules necessary;

### Evacuation Guidelines

At the sound of a fire alarm, all occupants of a building are required to evacuate the building and remain outside until given explicit permission to return by a College or Fire Safety official. (level II)

NOTE: All student rooms will have an evacuation route posted. Students should become familiar with the main and secondary routes.

Whenever the fire alarm sounds:

- DO NOT PANIC.
- Shut your window.
- Close your door as you leave.
- Bring a towel to cover your mouth and nose to protect yourself from smoke inhalation.
- Do not take personal items with you. Items will hinder you from exiting quickly.
- Move quickly and carefully in the hallway.
- Do not try to escape through any area full of smoke or fire—use an alternate exit.
- Stay low to the ground or crawl to the nearest exit when there is any smoke in the air.
- Move to the designated meeting point for your building during a fire alarm.
- Listen for directions from staff or emergency personnel.
- Do not try to go back into the building for any reason until instructed by a College or Fire Department representative.

Fire drills are conducted periodically throughout the year. Students who do not comply with fire drill instructions will be subject to disciplinary action including fines.

### Prohibited Items

1. Electrical appliances including but not limited to halogen lamps, hot plates, toasters, immersion coils, “George Foreman” type grills, toaster ovens, electric blankets, space heaters, sun lamps, and power tools are not permitted.
2. Candles, camp stoves, lanterns, hurricane lamps, incense, or any other items with open flames are not permitted.
3. Fireworks, explosives, volatile liquids, and fuel are not permitted.
4. Posters, pictures, and other combustible wall decorations which are not placed flat against the wall or block or hinder entryways are not permitted. Combustible materials may not cover more than 20% of each wall.
5. Ceilings may not be decorated with fabric, posters, fishnet, or other combustible material that might ignite.

6. Wooden constructions (lofts, overstuffed chairs, etc.) unless they are approved by the Resident Dean, Safety & Security or the Facilities personnel, are not permitted.
7. Room contents must not obstruct doors, passageways, or corridors. Tapestries may not be hung from the ceiling or across closet openings.
8. Extension cords and multi-plug outlets are not allowed unless they have manufactured surge protection devices.
9. Hallway doors may not be propped open. Doors may only be held open by magnetic door holders that are connected to the fire alarm system.
10. Gas or charcoal grills are not allowed within 25 feet of the Bridges buildings.

## Tampering or Damaging Fire Safety Equipment

Fire alarms, fire sprinklers and fire extinguishers are critical for safety and must not be tampered with. Students who pull false alarms and/or tamper with fire safety equipment will be subject to fines and disciplinary action up to and including suspension or expulsion, fines from the Putney Fire Department, and may also be subject to criminal charges.

Students should not hang items from, cover, or otherwise obstruct the effective use of any fire notification or suppression equipment (like smoke detectors and sprinklers)

## Fire Setting

Lighting a fire without authorization, intentional or unintentional fire setting on college property, or setting fires with the intention of destroying property is strictly prohibited. Students who are responsible for fire setting will be subject to fines and disciplinary action up to and including suspension or expulsion, fines from the Putney Fire Department, and may also be subject to criminal charges. Reporting a fire:

All residence halls are directly connected to the Keene Mutual Aid Dispatch Center, which dispatches the Putney Fire Department. In the case of a fire, an individual should:

1. Pull the nearest fire alarm and then exit the building.
2. Notify a Resident Dean, RA or campus security personnel, to inform them as to where the fire is located.
3. Remain available to inform the Putney Fire Department or College staff, as they may need information.

## Guests & Visitation

Out of respect for a roommate's right to privacy, students are expected to comply with the expressed desire of their roommate not to have guests in the room (both student and non-student). Guests who are loud or otherwise disruptive at any time may be asked to leave the residence hall and/or campus at the discretion of the Resident Dean, a Campus Security officer or other College Official.

Students who are asked to leave another student's room (either by the resident or a College staff member) are expected to comply with this request.

## Non-Student Guests

- Students may have non-student guests on campus, but must receive written permission for overnight guests from the Residential Staff from the building of the host

student in the form of a guest pass. Guests must be registered by midnight in order to stay on campus.

- Guest rooms are not provided on campus.
- Non-student guests must be prepared to show personal identification to the Resident Dean, fill out a guest pass, carry a copy of their guest pass with them at all times, and show it to any Landmark official upon request.
- Students are allowed to sign in a maximum of two non-student guests at the same time.
- Non-student guests may stay on campus for up to three nights within a 14-day period.
- Landmark College assumes no liability for the personal property of any guest, registered or unregistered.
- In case of emergency, or upon a non-student guest's inappropriate behavior or violation of any Landmark College policy, the College reserves the right to notify the family or institution of the guest.
- Host students are responsible for the behavior of their non-student guests, for their compliance with Landmark's regulations, and for paying any citations or damages to Landmark College property if caused by their guest's behavior.
- The Resident Dean and Campus Security personnel may require non-student guests to leave campus immediately if they violate any campus policy or behave in such a manner as to adversely affect Landmark College, a member of the College community, or the living and learning environment on campus. Landmark may ban any guest from campus indefinitely and may revoke a student's privilege to have guests on campus.

## Pets

Bowl/tank fish are the only pets permitted in student rooms. Owners of pet fish must make arrangements for the care of tanks and fish during vacation periods. Students may not have any other pets in the residence halls or on campus permanently or temporarily. Students' guests are also expected to abide by all policies of the College and are not allowed to bring any pets with them to campus.

Students who are found to have unauthorized pets on campus may be assessed a fine of \$50.00 for each day the pet was on campus as well as any costs associated with removal and cleaning required by the pet's presence.

## Quiet and Courtesy Hours

The rigorous academic programs at Landmark require extensive evening study. For this reason, quiet hours must be observed in the residence halls at the following times:

- Sunday - Thursday evenings from 9 P.M. to 7 A.M.
- Friday & Saturday – 11:00 p.m. to 7:00 a.m.
- Davis Hall – 7:00 p.m. to 7:00 a.m. 7 days per week.

At all other times, out of consideration for other students, noise should be kept to a reasonable level. Students who bring radios, stereos, and computers with speakers must also bring earphone attachments for use during quiet hours.

Additionally, noise directly outside of a residence hall should be kept at a reasonable level as well. This includes, but is not limited to individual voices, musical instruments and vehicle sound systems.

During final exam periods, extended quiet hours will be posted and enforced to facilitate conditions conducive to study. Any student who violates quiet hours during final exam periods and has completed all course requirements may be asked to check out of the residence halls and leave the campus before the time of closing.

## Storage

For the convenience for students, Landmark College offers limited storage during the semester breaks for students who will be returning to the College for any of the summer sessions or who will be moving between the fall and spring semesters. Students can reserve a storage lockers in Aiken Hall during posted times during the semester.

All students, by placing belongings in storage, students agree to each of the following points

1. Storage is available on a first-come-first-serve basis
2. NO FOOD or FURNITURE is allowed in storage.
3. Students place belongings in storage at their own risk. Landmark College, or any of its staff or agents, are not responsible for the repair or replacement of lost, damaged or otherwise missing items from storage.
4. Items in storage must be removed within three days of a student's return to campus. All items left in storage after this time are subject to fines of \$50 per locker per week and after two weeks are subject to removal and/or disposal at the College's discretion.
5. There are other local options for students who do not meet the criteria to use on-campus storage or who need more space than the College can provide.

## Grievance Policy and Procedures

### Definitions

Grievance: a circumstance or condition thought to be unjust and grounds for a complaint or resentment.

Grievant: a student who feels aggrieved by the action of another student or employee at Landmark.

Respondent: a student or employee who is alleged to have been the cause of the grievance.

### Grievance Procedure

- The grievant shall report a grievance to the Vice President for Student Affairs within ten days of the event that is the source of the grievance.
- The grievant may request that the process be stopped at any time. The grievant may, even after pursuing the resolution process, attempt to resolve the issue with the respondent if the respondent is willing to pursue a resolution.
- In situations where the respondent is the College as a whole, the President shall designate a person to act as the respondent.

**It is suggested that each of the following steps to resolve a grievance should occur in order:**

1. A grievant should discuss the matter with the respondent in an effort to resolve the grievance.

2. If no resolution is reached, or if discussion with the respondent is not possible, the grievant should discuss the matter with the Vice President for Student Affairs, a Counselor, Resident Dean, or any College administrator.
3. If no resolution is reached, the grievant should submit a written statement of the grievance to the Vice President for Student Affairs. The written grievance must include the name of the grievant, the name(s) of the respondent(s), the date of the grievance, the nature of the grievance, the redress sought, and any steps already taken to resolve the grievance. A copy of the formal written grievance must be given to the respondent(s).
4. The Vice President for Student Affairs, at his or her discretion, may conduct an investigation, or may meet separately or jointly with the respondent, grievant or others and resolve this matter in an administrative hearing. If the grievance is not resolved at this level, or addresses behavior that may require a student's suspension or expulsion from the College, the Vice President for Student Affairs may present a report to the President of the College recommending a course of action, including referral to a College Conduct Board.
5. The President of the College may accept, amend, reject or return the recommendation for reconsideration. The final decision on any grievance, and responsibility for implementation of actions, rests with the President of the College.

At the discretion of the Vice President for Student Affairs, the consideration of a grievance may be assigned to his or her designee. Time periods may be changed at the discretion of the Vice President for Student Affairs. There is no requirement that the steps of the general grievance procedure be followed in sequence, or that all levels must be used for any given grievance. The Vice President for Student Affairs at his or her discretion, may modify the procedures as appropriate.

Suspension or expulsion for any reason is not grievable.

### Formal Procedures Outside the College

After notice to the Compliance Coordinator of the grievance, the Grievant may:

- Call or write the Department of Health & Human Services, Boston, MA
- Call or write the Department of Health and Human Services, Washington, DC.

## Landmark College Complaint Procedure

### Summary of Program Integrity Rules

United States Department of Education Regulation 34 CFR 600.9, the "Program Integrity Rule," was adopted to ensure that students have the opportunity to voice concerns relating to programs offered by postsecondary educational institutions authorized under Title IV of the Higher Education Act, as amended. The regulations require states to provide the opportunity for students to lodge the following types of complaints:

- Allegations of state consumer protection violations, including, but not limited to fraud and false advertising.
- Allegations that state laws or rules addressing the licensure of postsecondary institutions have been violated.
- Allegations regarding the quality of education or other accreditation requirements.

In compliance with Federal Program Integrity Rule, Landmark College has listed multiple alternatives for individuals who wish to submit complaints regarding Landmark College. The College expects that any student complaint will be filed in accordance with any procedures in place at the institution. In the absence of a procedure, the complaint should be filed with the Vice President for Student Affairs. If the complaint is not addressed in a timely or satisfactory manner, students are encouraged to raise their complaint with the President of the College prior to pursuing the complaint avenues listed below.

## Recommended Content of Complaint

In order to facilitate effective response, initial complaints should include the complainant's full name, address, and contact information, including email and telephone number. Complaints should specify enrollment status, i.e. whether the complainant is a current, former or prospective student. Complaints should first be filed with the Vice President for Student Affairs.

The description of the complaint should include dates and college officials that were involved or have been contacted. Any supporting documentation, such as emails or other correspondence, should be included in order to help others understand the events leading to the complaint. Last, the complainant should state what, if any, remedy is sought.

If the complaint is not addressed in a timely or satisfactory manner, students are encouraged to raise their complaint with the President of the College. The Office of the President will review and respond to any complaints lodged by students, in consultation with the Vice President for Student Affairs.

Office of the President  
Landmark College  
19 River Road South  
Putney, VT 05346  
802.387.6725, [President@Landmark.edu](mailto:President@Landmark.edu)

## For Complaints Alleging Consumer Fraud:

Office of the Vermont Attorney General  
Consumer Assistance Program ([consumer@uvm.edu](mailto:consumer@uvm.edu))  
146 University Place  
Burlington, Vermont 05405  
(800) 649-2424 or (802) 656-3183  
<http://www.uvm.edu/consumer/>

The Consumer Protection Unit of the Vermont Attorney General's Office investigates and prosecutes violations of Vermont's consumer laws, which prohibit businesses from engaging in unfair or deceptive acts or practices. The Consumer Protection staff represents the State of Vermont, and through the State, the public. If you have a consumer question or would like to file a complaint, please contact the Consumer Assistance Program (CAP).

## For Complaints Regarding State Licensing of Postsecondary Institutions:

Vermont Board of Education  
Attn: Suzanne Sprague ([suzanne.sprague@vermont.gov](mailto:suzanne.sprague@vermont.gov))  
VT Agency of Education  
219 North Main Street, Suite 402

Barre, VT 05620-2501

(802) 479-1030

<https://education.vermont.gov/sites/aoe/files/documents/edu-postsecondary-program-complaint-resolution.pdf>

Please note that the Vermont Department of Education does not intervene in the internal procedures of colleges and universities and encourages you to work directly with Landmark College to resolve complaints. However, if you believe you have exhausted the avenues listed above and have a valid complaint about a violation, you may submit it in writing to the Vermont Department of Education for direction.

### For Complaints Regarding Quality or Accreditation:

New England Commission of Higher Education

301 Edgewater Place, Suite 210, Wakefield, MA 01880

Tel: 781-425-7785

<https://www.neche.org/comments-complaints/>

The Commission has two means of hearing from students, faculty, staff, and members of the public about its member institutions: (1) Public Comments and (2) Complaints. Both offer important opportunities for the Commission to hear from individuals about the quality of affiliated institutions. For guidance on filing either a Public Comment or Complaint, please contact NEASC.

Neither the Public Comment nor the Complaint process is designed to offer a remedy for personal grievances. In no case are anonymous submissions accepted.

## The National Council for State Authorization Reciprocity Agreements

The state of Vermont, including Landmark College, is a member of the National Council for State Authorization Reciprocity Agreements (NC-SARA). NC-SARA is an agreement among member states, districts, and territories in the United States that establishes comparable national standards for the interstate offering of postsecondary education activities. NC-SARA is intended to simplify the state authorization process by establishing a standard approval process through which institutions may participate in the reciprocity agreement with other member states. To learn more about NC-SARA, please visit: [nc-sara.org](http://nc-sara.org).

In addition to ensuring that institutions are authorized to offer academic programs in other states, NC-SARA provides a pathway for students in all states to submit complaints (also known as grievances). Initial responsibility for the investigation and resolution of complaints resides with the institution against which the complaint is made. Further consideration and resolution, if necessary, is the responsibility of the SARA Portal Entity, and other responsible agencies of the institution's home state.

### Landmark College Distance Education Student Complaint Process

Landmark College aims to provide a positive online educational experience, but if a student has a complaint specific to dishonest or fraudulent activity, including the provision of false or misleading information, discrimination, financial issues, program design, or academic support structures, they should first follow Landmark College's grievance process found in the Landmark College Student Handbook. If the student is not satisfied with the resolution of the institution's grievance process, the complaint may be made within two years to the Vermont SARA Portal Entity by contacting the following:

**Cassandra Ryan**

Director of Regulatory Compliance  
Vermont Agency of Education  
cassandra.ryan@vermont.gov  
(802) 595-2757

[Download Vermont SARA Student Complaints Process \(PDF\)](https://nc-sara.org/wp-content/uploads/2025/06/Vermont-SARA-Student-Complaints-Process.pdf) (https://nc-sara.org/wp-content/uploads/2025/06/Vermont-SARA-Student-Complaints-Process.pdf)

## Students Residing in California

California is not a SARA state. However, as an accredited nonprofit degree granting institution, Landmark College is exempt from BPPE registration under California Education Code §94801.5(c). After first exhausting the Landmark College grievance process found in the Landmark College Student Handbook, distance education students who are located in California may file a consumer complaint with the following:

**Bureau for Private Postsecondary Education**

P.O. Box 980818

West Sacramento, CA 95798-0818

[How to File a Complaint - Bureau for Private Postsecondary Education](https://www.bppe.ca.gov/enforcement/complaint.shtml)  
(<https://www.bppe.ca.gov/enforcement/complaint.shtml>)

## Accreditation Information

Landmark College is accredited by:

**The New England Commission of Higher Education**

3 Burlington Woods Drive, Suite 100

Burlington, MA 01803-4514

(781) 425-7785

[info@neche.org](mailto:info@neche.org)