

FOOD SYSTEMS GRADUATE PROGRAM AT UVM

Food Systems Graduate Program Handbook



“The transdisciplinary approach of the program provided a wealth of opportunities to step outside of my comfort zone in how I engage with both academic questions and the broader world, giving me new tools to approach systems level challenges and solutions. The size and connectedness of both the program and Vermont also afforded me a unique opportunity to gain a deep understanding of the state's food system and connect with a wide variety of people working within it through jobs, internships, and class projects.”

Emily Barbour, MS, Food Systems Graduate, 2019



The University of Vermont

Our Common Ground

The University of Vermont is an educationally purposeful community seeking to prepare students to live in a diverse and changing world. We who work, live, study, teach, do research, conduct business or participate in the University of Vermont are members of this community. As members, we believe in the transforming power of education and agree to help create and foster an environment where we can discover and reach our true potential.

We aspire to be a community that values:

Respect: We respect each other. We listen to each other, encourage each other and care about each other. We are strengthened by our diverse perspectives.

Integrity: We value fairness, straightforward conduct, adherence to the facts and sincerity. We acknowledge when things have not turned out the way we had hoped. As stewards of the University of Vermont, we are honest and ethical in all responsibilities entrusted to us.

Innovation: We want to be at the forefront of change and believe that the best way to lead is to learn from our successes and mistakes and continue to grow. We are forward-looking and break new ground in addressing important community and societal needs.

Openness: We encourage the open exchange of information and ideas from all quarters of the community. We believe that through collaboration and participation, each of us has an important role in determining the direction and well-being of our community.

Justice: As a just community, we unite against all forms of injustice, including, but not limited to, racism. We reject bigotry, oppression, degradation and harassment, and we challenge injustice toward any member of our community.

Responsibility: We are personally and collectively responsible for our words and deeds. We stand together to uphold our common ground.

Welcome!

Welcome to the University of Vermont and the Food Systems Graduate Program.

The goal of this graduate program is to allow students to examine the breadth and complexity of key issues in our contemporary food system by using a curriculum that integrates social science, humanities, and natural science approaches.

In this program, students will work together as a cohort to share ideas, skills, and knowledge from a variety of disciplines and experiences. In addition, our faculty represent a wide range of disciplines and expertise in food systems research. Our broader community, here in Vermont and beyond, present a fantastic “laboratory” for food systems investigation and innovation. This combination cultivates transdisciplinary thinking and broadens the scope of critical analysis of food systems issues.

The UVM Food Systems Graduate program is based out of the UVM Graduate College. The UVM Graduate College is responsible for all advanced degrees at UVM and sets forth the minimum requirements and standards. These requirements are available in the Graduate College Catalogue, accessible from their website. The Graduate College website also provides excellent information about all Graduate College policies, procedures, deadlines, forms, and courses that are approved for graduate credit. All Food Systems graduate students are expected to become familiar with this handbook and other Graduate College information.

Teresa Mares, Food Systems Graduate Program Faculty Director
David Conner, Food Systems Graduate Program Associate Director
Allison Spain, Program Coordinator

UVM Graduate College

The Graduate College at the University of Vermont was formally established in 1952, though the first graduate degree had been awarded in 1807. Today, UVM offers over 50 academic programs leading to a master's degree and over 20 programs leading to the doctorate. All graduate degrees are awarded by the Graduate College with the exception of the M.D. degree, which is awarded by the College of Medicine.

The Graduate College includes programs and degrees in the natural, physical and biological sciences, the social sciences, the humanities, and professional training. One of the notable features of a UVM graduate education is that many of our programs are interdisciplinary, cutting across several departments and areas of study. These interdisciplinary programs capitalize on the exceptional strengths of UVM faculty, especially in the biological and biomedical sciences as well as in environmental and ecological programs.

Graduate College Staff

Holger Hooch, Dean

Alicia Ebert, Associate Dean

Dan Harvey, Assistant Dean

Jenna Batchelder, Director of Admissions

Serenity Bolt, Graduate Admissions Specialist

Sean Milnamow, Financial Student Services

Bethany Sheldon, Academic Student Services

Program Diversity & Inclusion Statement

The Food Systems Graduate Program at the University of Vermont studies the interconnected actors and processes in the modern food system, from production through disposal, and the opportunities for closing this loop. Food systems are inherently built on multiple, intersectional inequalities, and as researchers, scholars, practitioners, and community members, we use our diverse methodological and disciplinary orientations to study and address these inequalities.

We hold ourselves accountable, and we will work to amplify the voices of those who have been marginalized as we train future food systems leaders and scholars. We strive for an environment where everyone has a seat at the table, but also seek to challenge and undo the systems that have created an unequal table. We work toward creating a program that fosters diversity, inclusion, equity, and belonging.

Food Systems Faculty

In addition to their primary appointments, faculty join the Food Systems Graduate faculty as affiliated members. All of our affiliated members have the following privileges: Teaching courses, advising students, serving as committee members, and providing guidance as to the direction and governance of the graduate program.

Anaka Aiyar, Community Development & Applied Economics
Colin Anderson, Agroecology & Livelihoods Collaborative
John Barlow, Animal Science
Robert Bartlett, Political Science
Bradley Bauerly, Political Science
Emily Morgan Belarmino, Nutrition and Food Sciences
Farryl Bertmann, Nutrition and Food Sciences
Trishnee Bhurosy, Nutrition & Food Sciences
Pablo Bose, Geography
Matthew Burke, Community Development & Applied Economics
Lisa Chase, Extension Professor
Yolanda Chen, Plant and Soil Science
David Conner, Community Development & Applied Economics
Rocki-Lee DeWitt, School of Business
Tyler Doggett, Philosophy
Andrea Etter, Nutrition and Food Sciences
Joshua Farley, Community Development & Applied Economics
Rachael Floreani, Mechanical Engineering
Gillian Galford, Rubenstein School of Environment and Natural Resources
Bernice Garnett, Education and Social Services
John Gennari, English
Sarah Heiss, Community Development & Applied Economics
Stephanie Hurley, Plant and Soil Science
Vic Izzo, Agroecology & Livelihoods Collaborative
Simon Jorgenson, Education and Social Services
Jana Kraft, Animal Science
Ike Leslie, Extension
Teresa Mares, Anthropology
Cristina Mazzoni, Italian
Ernesto Mendez, Plant and Soil Science
Scott Merrill, Plant and Soil Science
Cheryl Morse, Geography
Deborah Neher, Plant and Soil Science

Meredith Niles, Nutrition and Food Sciences
Lizzy Pope, Nutrition and Food Sciences
Travis Reynolds, Community Development & Applied Economics
Matthew Scarborough, Civil and Environmental Engineering
Chris Skinner, Nutrition & Food Sciences
Julie Smith, Animal Science
Daniel Tobin, Community Development & Applied Economics
Amy Trubek, Nutrition and Food Sciences
Mark Usher, Classics
Eric Bishop von-Wettberg, Plant and Soil Science
Asim Zia, Community Development & Applied Economics

1. Introduction

What is Food Systems?

Food Systems is an exciting, growing domain of study that looks at the complex and interdependent relationships between humans and their food. Located in the highest-ranked state for commitment to raising and eating locally grown food, UVM has identified Food Systems as a university-wide spire of excellence. As a small public university, we offer the tremendous resources of a land-grant university, with opportunities for research, teaching, and outreach on a wide range of topics surrounding food.

Program Overview

Students learn about contemporary food systems through an innovative transdisciplinary curriculum. The program bridges social science, humanities, and natural science approaches to understanding food systems, focusing on the study of complexity, interdependence and emergence. Food Systems Faculty members represents a diverse range of disciplines including, Geography, Community Development & Applied Economics, Plant and Soil Science, Philosophy, Animal Science, and more.

Students examine the breadth and complexity of key issues in our contemporary food system by:

- Collaborating with community partners to work on food systems problems and solutions.
- Engaging in hands-on, skill-based education from farm to plate in field and laboratory settings.
- Developing mixed-method, transdisciplinary research projects.

Food Systems graduates gain a broad and deep understanding of contemporary food systems, as well as a set of applied skills and experience – preparing them to succeed.

2. Graduate Programs

a. MS, Food Systems

Students pursuing an MS in Food Systems will apply knowledge of the interconnected and interdependent global food system and develop skills in mixed methods research approaches in order to critically analyze and propose solutions to problems. The goal is always to combine knowledge with action.

MS and PhD Food Systems students will enter the program as a cohort and will take the same first-year core courses together.

During the second semester, MS students will design a final project. Because this program provides flexibility so that students may take courses full or part-time, the timing for project design will vary.

b. Accelerated Entry into MS for UVM Undergrads

The Accelerated Master's Entry in Food Systems allows for early admission to graduate studies with the benefit of allowing up to nine concurrent credit hours to be double-counted towards the Bachelor's and Master's degree. Enrolling in this Program allows you to obtain your Master's degree with just one additional year of course work and the completion of the professional project. Interested undergraduate students should contact the Program Coordinator and must apply for admission in the fall of their senior year or the spring of their junior year if they will be graduating early in December. Application information can be found here:

https://www.uvm.edu/foodsystems/prospective_student_information

Approved Electives for AMP Students to Take While Still an Undergrad

The instructor of record must acknowledge your registration at the graduate level before the course begins.

CDAE 6260 - Community Economic Development
CDAE 6540 - Advanced Microeconomics
PA 6060 - Policy Systems
PA 6170 - Systems Analysis & Strategic Management
PH 6120 - Food Systems & Public Health
CDAE 6210- Economics of Sustainable Food Systems
NFS 5254 - Global Food Safety

Other courses may be allowed with program permission.

i. Course of Study for the MS

First Semester (fall)

CDAE 6510: Research & Evaluation Methods– 3 credits
FS 6400: Food Systems & Society – 3 credits

Second Semester (spring)

FS 6350: Qualitative Research Methods – 3 credits
FS 6450: Food Systems & Science – 3 credits

Third Semester (fall):

FS 6475: Food Systems & Policy (3 credits)
FS 6510: Professional Development Seminar – 1 credit

If you are interested in completing a Certificate of Graduate Study, please speak to the Program Coordinator. This will add credits to your course of study, but some classes can double count. There are course of study outlines for completing the MS and all certificates available from the Program Coordinator!

Additional Requirements:

- FS 6392 – Masters Project Research (3 credits) – Students may register for this course when they are ready to begin their final project.
- Remaining credits can be satisfied through a selection of elective courses.

Professional Project:

Phase 1: Project Development

Students enrolled in the MS program will work with the Advising Coordinator or the Food Systems Faculty Director (if Coordinator is unavailable) to develop a final project and to identify a Faculty Mentor who will guide the student during the next phase.

There are two parts to the project proposal: written and oral. The written proposal must be submitted to the Faculty Mentor and other two members of the project committee for review at least one month prior to the start of the project.

The proposed project must meet the following criteria:

- Focus on a food systems process, issue, or problem using one of the following:
 - Education
 - Communications
 - Entrepreneurship
 - Policy
 - Scholarly research
 - Other approach authorized by the Faculty Mentor and Advising Coordinator

Phase 2: Proposal Development/Comprehensive Exam

The student will be responsible for delivering a written proposal and an oral presentation, which will serve as their comprehensive exam.

- The written proposal should be 2-3 pages in length and include:
 - Justification and relationship to Food Systems
 - Goal(s)
 - Methods
 - Deliverables
 - Timeline

The proposal should be submitted to the Faculty Mentor and Advising Coordinator one month before the project start date and at least two weeks prior to the presentation date, in order to provide feedback and revision suggestions to the student. This way, students will have two weeks following the presentation before the earliest possible project start date, and will give them time to make final revisions based on feedback from the Coordinator and mentor, as well as informal suggestions from the audience.

- The oral presentation will be delivered as part of a Project Slam in May (or as needed in September), the week following final exams and as part of the bi-annual Food Systems Faculty Meeting. During this event, students will have 15 minutes to present their proposal to faculty and

other food systems graduate students, followed by a lunch and discussion with faculty members about the proposals. The presentation should follow the same format as the written proposal.

Phase 3: Project Completion & Defense

The overall final project must include the following components:

- Introduction
- Justification and relevant background information
- Narrative of methods, process and outcomes of the project
- Conclusion
- When appropriate, an appendix including and finished pieces of work such as a curriculum outline, policy report, published writing, maps, photos of events, a video, etc.

The written report must also:

- Focus on an important question, idea or problem in food systems
- Explain how the project fits within current food systems research arenas and leading practices
- Demonstrate excellent writing conventions

The written report must be submitted two weeks prior to the scheduled oral presentation date.

Oral Presentation & Defense:

Students will give an oral presentation on the project by the end of the semester for which the final project credits have been assigned. The oral presentation will be attended by the Faculty Mentor, a member of the Food Systems Graduate Program Faculty, and an additional third member (Project Review Committee).

The student must create a flyer announcing the oral presentation two weeks before the presentation date and send it to their committee and to the Program Coordinator for distribution. The following information should be included:

Project title, student's name and degree program, presentation date, time & location, and project description.

Project Review:

The Project Review Committee will determine if the project meets the guidelines of the final project. Any revisions to the written project required by the Project Review Committee must be completed within two weeks of the oral defense date. Revisions must be submitted to the Project Committee, and they will assign the final grade for the project.

If the student fails the Project or does not complete it upon the stated timeline, they will be given an incomplete. The Project Review Committee will assign requirements for a second submission of the project. These requirements will follow the Graduate College timeline for completing incomplete coursework.

If the student fails the second project submission, they will fail the Master's Program.

The Program Coordinator will share grading rubric for final project proposal and defense.

Submit Project to ScholarWorks:

Students are encouraged to submit their final projects, in PDF version, to ScholarWorks. Permission must be granted by the student before their work can be shared with the public. This is a great opportunity to showcase your final project work in a public space. Please contact the Program Coordinator for more information.

ii. Degree Requirements

- 31 credits
- Successful completion of an oral and written comprehensive exam (project proposal)
- Maintain 3.00 GPA
- Successful project defense

c. PhD, Food Systems

The PhD in Food Systems combines a comprehensive investigation of food systems and a commitment to developing methods for solving the current problems of the food system through a cohort intensive experience. Every year, the food systems cohort (including MS students) will work together to address problems and devise potential solutions through an oral competency examination. Students then move towards disciplinary depth and mastery by designing a course of study with a dissertation committee and developing a research proposal as part of a qualifying exam.

i. Course of Study for Food Systems PhD Students

Year One:

The Food Systems Graduate program is an intensive first year cohort model where all students take the following courses, intended to build comprehension of food systems and exposure to transdisciplinary methodologies:

- FS 6400: Food Systems & Society (3 credits)
- FS 6450: Food Systems & Science (3 credits)
- FS 6810: Issues and Solutions Seminar (1 credit)*
- A minimum of two out of four methodology courses (a list of approved Methods courses is available from the Program Coordinator)

*Students must take FS 381 twice during their course of study.

Comprehensive Exam # 1

At the end of the first year, all PhD students will take the first of two food systems comprehensive exams. The overall goal of comprehensive exam # 1 is to test the student's ability to read, analyze, and

synthesize scholarly knowledge across disciplines, as well as design a research-based response to a specific food systems issue or problem.

The qualifying exam will be scheduled in August or early September (we often try to schedule these before classes begin, but sometimes they are scheduled in the first week or two of the fall semester), in a collaboration between the student, student’s advisor and other exam committee members. Two weeks prior to the designated exam date, the student will be given a research question. Students will be asked to draw from the required readings from FS 340 and FS 345, in addition to selecting 15 peer reviewed articles from across multiple disciplines to design a response. The research question for the exam will be designed by an FS faculty member(s) and vetted by the exam review committee. This faculty member cannot be the student's advisor and this faculty member agrees to attend the oral exam.

The student will then have two weeks to prepare an annotated bibliography and an oral presentation for the designated exam date. The oral exam is typically held 1-2 days after the written portion of the exam is due. The student will have 20 minutes to present on the research question. The presentation will be evaluated on the student’s ability to represent the viewpoints of multiple disciplines (at least 3) on the topic as well as the interdependence of the food system in a clear and compelling manner (thus reflecting the expectations outlined above). There will then be a 30 (minimum)-60 (maximum) minute Q&A with the review committee. The student will be asked to turn in an annotated bibliography that covers the scholarly inquiry of at least three disciplines.

Assuming the student successfully passes the comprehensive exam, they will work with their advisor to form a Dissertation Committee and to develop a course of study that integrates food systems knowledge and disciplinary expectations.

The committee will use a rubric to grade the comprehensive exam. More detailed information will be given to the student and committee ahead of the exam.

Criteria	Not Acceptable	Acceptable	Distinguished
Oral Presentation			
Comprehension of FS 6400 and 6450 course concepts	Knowledge of course readings and concepts was not evident in presentation	Knowledge of course readings and concepts well integrated into presentation	Demonstrates a deep knowledge of course readings and concepts, and integrated those into presentation clearly
Knowledge of transdisciplinary research	Weak demonstrations of understanding transdisciplinary research	Good demonstrations of understanding transdisciplinary research	Sophisticated demonstrations of understanding transdisciplinary research

Criteria	Not Acceptable	Acceptable	Distinguished
Communication	Unable to convey familiarity with foundation and current relevant literature; a mature understanding of the field and literature is not apparent	Able to convey familiarity with foundational and current relevant literature; able to articulate theoretical and methodological approaches to doing food systems scholarship from one or two different disciplines	Able to convey deep familiarity with foundational and current relevant literature; able to articulate theoretical and methodological approaches to doing food systems scholarship from at least three different disciplines
Critical thinking	The student needs improvement with synthesis and analysis	The student demonstrates adequate skill conceptualizing and analyzing content	The student proficiently demonstrates skill conceptualizing, synthesizing, and analyzing content
Research design	Lacking in ability to propose and design transdisciplinary research	Demonstrates good ability to propose and design transdisciplinary research	Demonstrates strong aptitude for transdisciplinary research design
Originality and Creativity	The student provides a weak justification of the originality of their research question	The student provides a justification of the originality of their research question	The student provides a strong justification of the originality of their research question
Annotated Bibliography			
Selection of Sources	Bibliography is lacking in relevant and significant sources	Cited sources are relevant to food systems research; student may be missing some key citations	Cited sources are relevant and significant to food systems; demonstrate a depth and breadth to student's research
Quality of writing	Annotated bibliography is lacking in research, understanding of question asked, and unorganized	Annotated bibliography is well-researched; shows decent understanding of question asked	Annotated bibliography demonstrates thorough research, understanding of question asked, and is well-organized
Overall			
Scholarship	Skills and capacity necessary to conduct doctoral research lacking	Prepared for doctoral research	Ready to proceed with doctoral research

Criteria	Not Acceptable	Acceptable	Distinguished
Comments:			
[Committee should include areas for professional development here if there are rubric items where the student is lacking, and give feedback on strengths that student displayed in the comp exam process.]			

The following courses should also be completed during the first two years of the program:

- FS 6475: Food Systems & Policy
- FS 6600: Dissertation Writing Seminar (1 credit) or EDLP 7090: Dissertation Writing Seminar (3 credits)
- 6 – 12 elective credits that fulfill disciplinary expectations
- FS 7491 – Doctoral Dissertation Research to facilitate dissertation proposal design (3 – 6 credits)
- Remaining two methodology courses for a minimum of 9 credits of methodology coursework (a list of approved Methods courses is available from the Program Coordinator)

Comprehensive Exam #2

Under the director of the student’s advisor and committee, the student should take their second (qualifying) comprehensive exam during the spring of the second year or fall of the third year. The second comprehensive exam involves the preparation and defense of a dissertation proposal. The guidelines involve an evaluation of a shared understanding of systems thinking.

To facilitate this understanding, here are the recommendations, which can be finalized in collaboration with your committee:

1. A set of guiding questions that should inform each doctoral student’s dissertation proposal and the introduction of their dissertation. These questions are to be addressed in a thoughtful manner to help explain or justify their design of independent and original research and in their synthesis of relevant scholarly research.
 - What system or systems will you consider in your research design and process?
 - What is the scale of your systems approach and why?
 - At what location(s) of the food system is the focus of your research design and why?
 - What are the consequences of your proposed research in terms of impact on the food system?
 - What other systems are engaged with in your research?
 - What scholarly disciplines do you engage with in your research design and process and why?
 - To what extent does your research consider interconnectedness and interdependence in a system?

Upon successful completion of the second comprehensive exam, the student will advance to candidacy for the degree of Doctor of Philosophy.

Years Three - Five:

The remaining credits are to be taken primarily as research credits (must have a minimum of 20 credits of FS 7491 Doctoral Dissertation Research) or students may earn a Certificate of Graduate Study, depending on the approved course of study and the recommendations of the student's dissertation committee.

All PhD students will be required to meet annually with their dissertation committee to fill out and review an annual progress report and IDP. These forms will be sent to students by the Program Coordinator in the spring semester.

ii. Teaching Requirement

A requirement of the Food Systems PhD program and the Graduate College is that all PhD students graduate with teaching experience. The specifics of this are left up to the individual programs to determine.

Recognizing that not all PhD students are pursuing a career in academia, and trying to create teaching experiences that are well-suited to our students, the Food Systems program will allow the following to count towards the teaching experience requirement:

Option	Guidelines
TA Experience #1	Student must have substantive curriculum design, give several of the lectures over the course of the semester, and/or serve as the instructor for the lab section of a course.
TA Experience #2	Student must TA three courses with two different instructors. This would be more of the typical TA experience where student assists with grading, class prep, etc., but is not involved in designing the syllabus or giving any lectures.
TA Experience #3	Student designs and offers a one credit seminar as the Instructor of Record. There would need to be a faculty advisor, and students are only permitted to teach if they have a Master's degree.
Summer Instructor	Student teaches a current course as an Instructor for a summer course through PACE.
Group Independent Study	Student organizes and leads an Independent Study/Book Group for other students with faculty oversight.
Non-formal Education/Outreach/Training Workshops	Student may propose a non-formal educational outreach or training event with food systems stakeholders. The Faculty Director and student's Advisor must review and accept the proposal. This may be a good option for students not pursuing a career in academia. Substantial involvement is required, and prior written consent from dissertation committee is required.

A student will select the teaching experience that he/she feels is most relevant professionally, but the student's committee must approve the selection. The committee is also responsible for ensuring that the student has successfully completed the selected teaching experience, and provide a record of this to the Program Coordinator.

There is the Graduate Teaching Program with UVM's Center for Teaching and Learning. This is a great opportunity for students who want to pursue a career teaching in higher education. Students do need to apply to the program, and it is recommended that students apply after their first year in the PhD program.

Please keep the following in mind:

- Students must have a MS degree to teach as an Instructor of Record. It is UVM's policy that PhD students with an MS can teach current undergraduate and MS students, but they cannot teach current PhD students. PhD Instructors are still required to have a faculty member advising the course.
- Be mindful of your schedule and dissertation work. It is not advised that you take on teaching your own class during the semester in which you plan to defend.
- Faculty advisors should switch a student's funding to a departmental or Graduate College fellowship during the semester in which a student is teaching so external funding is not subsidizing a class.

iii. Professional Development Requirement

The Food Systems Graduate Program previously required PhD students to take a 1-credit professional development seminar. Recognizing that the professional development needs of our PhD students are varied, we are removing the professional development seminar requirement, and will allow PhD students to choose a professional development option that works best for them

Option	Guidelines
#1	Present at and/or attend a conference or workshop in the field of research
#2	Participate in the Center for Teaching and Learning Graduate Teaching Program
#3	Write a research proposal or grant application
#4	Publish a paper
#5	Find a mentor or participate in a mentorship program
#6	Participate in a training on diversity, equity, and inclusion
#7	Develop a teaching statement
#8	Participate in a class or workshop on communication skills
#9	Conduct an informational interview with someone in a career that interests you
#10	Create your CV or resume and have it reviewed by the Career Center
#11	Write a business plan or non-profit case for support
#12	Evaluate federal, state, or local food systems programming

A student will select the professional development experience that they feel is most relevant professionally, but the student's advisor (in the first two years of the program) or committee (in the latter two years of the program) must approve the selection. The committee is also responsible for ensuring that the student has successfully completed the selected professional development experience, and provide a record of this to the Program Coordinator. Students are expected to complete at least one item from this list each academic year. Students are also encouraged to explore a variety of options rather than repeating one option every year.

iv. Dissertation Guidelines

The Graduate College has very specific and concise guidelines for writing and submitting dissertations. Please refer to the Graduate College website (<https://www.uvm.edu/graduate/resources>) for a copy of this document. You should read it carefully, as it explains the timeline for completion and important information about forming a dissertation committee and format checks.

Important information regarding forming a dissertation committee: Your Defense Committee must consist of a minimum of 4 members of the UVM Graduate Faculty, including your Advisor and a Chairperson. Due to the transdisciplinary nature of the Food Systems Graduate program, your dissertation committee can be made up entirely of Food System affiliated faculty. However, the Chair of the committee has to be from a discipline and department outside that of your advisor. Please review all Graduate College requirements for the Defense Committee (<https://www.uvm.edu/graduate/resources>).

v. Degree Requirements

- 75 credits, including a minimum of 30 credits of graded coursework and 20 credits of supervised dissertation research (51 credits in residence)
- Successful completion of comprehensive exams
- Maintain 3.00 GPA
- Appropriate teaching experience
- Successful dissertation defense
- Submit dissertation to ProQuest

3. Academics

a. General Policies

Academic Integrity

The principle objective of The University of Vermont policy on academic integrity is to promote an intellectual climate and support the academic integrity of the University. Academic integrity is an essential part of learning at UVM. UVM faculty, staff and students expect that students will conduct themselves in an ethical way while at the University and abide by the behavior written in Our Common Ground.

Offenses against academic integrity are any acts that would have the effect of unfairly promoting or enhancing one's academic standing within the entire community of learners. Such acts are serious offenses, which insult the integrity of the entire academic community of the University. Any suspected violations of the policy will not be tolerated and all allegations will be forwarded to the Center for Student Ethics & Standards.

To read the Code of Academic Integrity and to learn more about the Center for Student Conduct, please go to <http://www.uvm.edu/sconduct/>.

Professionalism

Use your classroom time and interactions with teachers and advisors at UVM to practice the skills you will need for your professional life. Arrive on time for your classes and be prepared to engage fully in the material and discussions. During classes or meetings, your cell phone should be turned off so it does not distract you or interrupt the teacher or your classmates. Although you may sometimes want to bring your computer to class, use it in the classroom only for notes and class activities. The Food Systems Program is a friendly environment, and some professors and advisors may invite you to address them by their first name; please be comfortable doing this, but remember to be respectful in all communications with your teachers and advisors, including email.

b. Procedures

Advisors and Advising

MS Students:

Students will work with the Advising Coordinator (aka the Program Coordinator) during their first semester. The Advising Coordinator will work with the student to guide and assist in project design and completion, as well as direct student to other faculty and opportunities depending on the student's research and project interests.

Accelerated Entry into Master's Students:

AMP students will need to provide a letter of support from a Food Systems faculty member with their application to the program, however, this faculty member does not need to serve as the advisor. If an AMP student has already identified an advisor upon admission to the program, then the student will work with the advisor on guidance and support on coursework and final project design. Otherwise, the student will work with the Advising Coordinator to identify an appropriate advisor.

PhD Students:

Students in the PhD program will enter with an assigned advisor. It is your responsibility to meet and communicate regularly with your advisor throughout the duration of the program. You should also work closely with your advisor to select theory, methodology, and elective courses that will allow you to focus on your primary area of interest as well as to give you a comprehensive understanding of food systems research. When deciding which courses to take at which time, you'll want to think hard about how much time you'll have available for coursework while also fulfilling your TA and/or RA

responsibilities (if applicable), working on your own research or project, and making progress on your work plan. It is also your responsibility to complete an annual scholarship plan. This form can be obtained from the Program Coordinator, and it is helpful to work through this form with your advisor on a yearly basis.

Course Registration

IMPORTANT NOTE: the date on which you register for each semester determines when you will be billed for that semester and when your bill will be due, which can sometimes be before the start of the semester. It is important to consider this along with the anticipated timing of your funding sources. See *Paying Your Bill: Deadlines and Penalties* for additional information.

Please also pay attention to the second page of your funding letter, if you are a funded student. Depending on your funding, you must register for classes at least one week before the beginning of the first term that your assistantship position begins. In addition, if your assistantship continues into the following semester, you must register for courses at least one week before the end of your current semester.

The registration periods for each semester will vary slightly from year to year, but generally follow this pattern:

- Fall Semester → starts in April
- Spring Semester → starts in November
- Winter Session → concurrent with Spring Session
- Summer Session → starts in March

Graduate students are allowed to register one or two days earlier than undergraduates, so if you're trying to get into a course that tends to fill up you'll want to pay careful attention. The dates are posted on the UVM Registrar's page well in advance and can be accessed quickly from the Registrar's tab on the myUVM portal.

All course registration is done online and the easiest way to access the Web Registration system is from the Registrar's Tab on the myUVM portal. On this page, you'll find quick links to browse the course offerings for each semester, register for courses, and make changes to your registration.

FYI – From this page you can also view the academic calendar, check your grades or your registration status, find your “95 number”, or update your personal and emergency contact information. Really useful!

Adding, Dropping and Withdrawing

If you need to make changes to your schedule, it is critical to pay attention to the Add/Drop/Withdrawal dates for each semester. These are included in the Academic Calendar that is published each year and can be accessed on the Registrar's home page or directly from the Registrar's tab on my myUVM portal. **The Add/Drop period lasts through the first 10 days of classes.** During this period, you can add or drop courses directly through the Web Registration system (although adding a course after the first week

of classes requires approval from the instructor). You will be charged for any new credits you add, and will receive a full refund for any credits that you drop.

Making changes after the Add/Drop period is more difficult and should be avoided. If you've NEVER attended a class, you may be able to have the course designated as Never Attended after the deadline if you get certification from the instructor. Otherwise, the only alternative is to withdraw from the course. When you withdraw, the course remains listed on your transcript with a grade of W (this is not included in calculating your GPA) and you will get partial to no refund depending on the when you withdraw. Please refer to the schedule set by Student Financial Services:
https://www.uvm.edu/studentfinancialservices/tuition_refunds

You can withdraw from a course during the first nine weeks of the semester (the last date to withdraw from classes is included on the Academic Calendar). Withdrawing after that deadline (a "late withdrawal") is possible only under extraordinary circumstances outside your control, documented in writing, and approved by the Graduate College Dean's office. Such approvals are not guaranteed.

Although it goes without saying, any changes to your registration/schedule should be discussed first with your advisor!

Full Time, Part Time, Continuous Graduate Registration and Other Statuses

Your status as a graduate student (full-time, part-time, etc.) is determined by the number of credits you register for each semester. Full-time status requires enrollment in at least 9 credits; enrollment in fewer than 5 credits is considered "less than half-time" and anything in between (at least 5 but less than 9) is considered "at least half-time".

It is important to be aware of these thresholds, because many services and benefits are contingent on maintaining a certain status and some responsibilities only apply to students within certain status categories. Funding as a TA or RA, for example, requires full-time status (9 credits) for full-time funding and half-time status (5 credits) for partial funding, and most international student visas require full-time (9 credits) student status.

It is also important to know that as a graduate student, not all of your credits have to consist of academic courses. Each program requires a certain number of **research credits** that can be taken at any time, so if there is a semester where your class credits add up to 7 but you need to maintain full-time status, you can enroll in 2 research credits to close the gap. When registering, you would choose FS 491 – Doctoral Dissertation Research in a section corresponding to your advisor.

The program is one of the programs with alternate pricing. Out-of-state tuition is \$1,070 per credit, and in-state tuition is \$683 per credit. Students are also responsible for comprehensive fees, student senate fee, and health insurance fees if you elect to purchase UVM's student health insurance (UVM SHIP).

Continuous graduate registration is required for graduate students who have completed all of the course-work (including research credits) necessary for their degrees but have not yet completed their research, comprehensive exams, or other requirements and are still actively pursuing their degree. Continuous registration is available at variable levels so you can sign up for as few or as many credits as you need (of course, you must also fulfill the time commitments associated with your level of

registration, and your advisor will be required to assign a grade of either satisfactory or unsatisfactory based on your efforts and progress). If you are funded for full-time assistantship, you must be registered for 9 credits. if you have a part-time assistantship, you must be registered for

The following chart lists *some* of the eligibilities/responsibilities associated with each level of student status and the corresponding continuous registration level. It is not intended to be exhaustive, and you should make sure you are aware of any particular requirements that may apply to your own situation. Additional information is also available at the Graduate College website, within the Graduate College Catalog: <http://catalogue.uvm.edu/graduate/academicenrollment/continuousregistration/>.

# of credits	Status	Eligibility/Responsibilities (not exhaustive)	CR Level	Expected Effort	Registration Fees
1-4	Less than ½ time	<ul style="list-style-type: none"> CatCard, library, fitness center, and bus privileges 	GRAD 9010	1-16 hrs/wk	\$100 + \$7 Student Senate fee
5-8	At least ½ time	<ul style="list-style-type: none"> CatCard, library, fitness center, and bus privileges eligible for part-time (10 hours/week) TA/RA funding, federal financial aid, student loan deferral, and purchase of UVM student health plan 	GRAD 9020	20-32 hrs/wk	\$200 + \$10 Student Senate fee + \$371.50 if UVM Health insurance is purchased
9+	Full-time	<ul style="list-style-type: none"> CatCard, library, fitness center, and bus privileges eligible for full-time (20 hours/week) TA/RA funding, federal financial aid, student loan deferral, and discounted ski passes health insurance required (will be billed for UVM student health plan unless documentation of other coverage is provided) 	GRAD 9030	at least 36 hrs/wk	\$300 + \$10 Student Senate fee + \$371.50 if UVM Health insurance is purchased

Please note that once you hit the 31 credit minimum for the MS or 75 credit minimum for PhD, you should be registering for the appropriate GRAD 9010, 9020, or 9030 course. You will no longer have to pay comprehensive fees and will only pay those fees listed in the chart above. If you have any questions about continuous registration, please speak to the Program Coordinator.

Financial Aid for Continuous Registration: Financial aid applicants whose effort is at least half-time will be offered financial aid to meet the continuous registration fee, student senate fee, and to cover estimated living expenses, books, supplies, etc. View an example of the budget on which financial aid eligibility is based. Students whose continuous registration effort is considered less-than-half-time are not eligible for aid.

Enrollment in Continuous Registration & Other Credits: Students who enroll in continuous registration (GRAD 9010, GRAD 9020, GRAD 9030) and in other coursework at the same time, will be billed the tuition and fees for both the continuous registration status and the additional enrolled credits. For these students, financial aid eligibility will be based on the total enrollment. The financial aid budget for these students will vary based on the level of effort for continuous registration and the number of other enrolled credits.

4. Funding and Financial Information

We can't answer every financial question here, so we encourage you to check out the Graduate College's web page called, Funding Your Graduate Degree:

https://www.uvm.edu/graduate/funding_your_graduate_degree.

**You should also contact Sean Milnamow in the Graduate College with funding questions. Sean is quick to respond and always happy to assist you.

Another important resource for all sorts of financial questions is the Student Financial Services office:

<https://www.uvm.edu/studentfinancialservices>.

PhD Funding: How It Works

In general, PhD students are funded through the Food Systems Graduate program for the first two years in the form of 12 month Graduate Teaching/Research Assistantships (GTAs) or Graduate Research Assistantships (GRAs). During the academic year, Fall & Spring terms, students with GTAs are expected to work 10 hours per week as a teaching assistant and 10 hours per week as a research assistant under the direction of their advisor. During summer, students are expected to work 20 hours per week as a research assistant under the direction of their advisor.

You will receive an award letter shortly after you are accepted to the PhD program, stating the terms of your assistantship. You should keep a copy of this letter for your records.

Those funded as a Graduate Research Assistant (GRA), or Graduate Teaching/Research Assistant (GTA), will be paid twice monthly, on the 15th and 30th of each month. Assuming that your paperwork is in order (see HR paperwork, below), and you have an academic year appointment, you will receive your first check on September 15 and your final check on June 30; you do not need to submit timesheets.

Full-time funding always includes paid tuition, which covers 9 credits in the fall and spring semester and 5 credits in the summer. The Graduate College will put scholarship payments your account each semester. Any other charges are your responsibility (comprehensive fee, student senate fee, health insurance). You may elect to pay those via payroll deduction, and communication about this is sent out at the beginning of the fall and spring semester by the Graduate College.

We make every effort to fund students for four years. After that time, funding is not guaranteed and you may be responsible for fees for continuous registration.

Summer Employment and Credit Hours

If you have a summer appointment, your wages may be subject to additional federal withholdings if your student status changes during the summer months. You must be enrolled for at least 5 credits (or the equivalent CR status) to be exempt from FICA (Social Security/Medicare) withholdings, so you will need to plan accordingly by adjusting either your budget or your registration status.

Comprehensive Fees

YOU ARE RESPONSIBLE FOR COMPREHENSIVE FEES – PLEASE ENSURE THAT YOUR BILL IS PAID ON TIME, regardless of the source of payment. If payment is not received on time and you have not made alternate arrangements with the Student Financial Services office, a late fee of \$250 will be assessed to your account – even if the entire amount due is going to be paid by the Graduate College or other sources. (See Payment Deadlines and Penalties, below, for additional important information on this topic).

If the current balance on your student account shows a payment due and the payment deadline is approaching, you should keep checking to make sure that the Grad College payment is processed in time. You can access your current account balance with one click from the Student Financial Services tab on the myUVM portal: <https://myuvm.uvm.edu/cp/home/displaylogin>. Contact: Sean Milnamow (sean.milnamow@uvm.edu) in the Graduate College office for questions or payment plan options.

If your funding includes a contribution towards the UVM Student Health Insurance Plan, the payment is NOT automatic. You will be billed for the full premium and must submit the Health Insurance Scholarship Form: <http://www.uvm.edu/~gradcoll/pdf/HealthInsurancepolicy.pdf> (also available on the Graduate College website) to trigger the payment from Food Systems.

Other Financial Aid

If you have been offered student loans as part of your financial aid package, you will need to accept the award, agree to the terms and conditions of the award, and sign a promissory note in order for the loans to be processed. If you are a first-time borrower, you will also need to complete loan entrance counseling (done online, takes only a few minutes). Once processed, the loan funds will be sent directly to UVM for deposit into your student account. If the amount of the loan(s) exceeds the total amount of your bill, UVM will issue a refund for the difference to the official borrower on the loan (the student, or the parent for PLUS loans). To get your refund as quickly as possible, you should set up a direct deposit account – see instructions at the Student Financial Services web site. **NOTE: This direct deposit option is unrelated to the payroll process, so even if you are set up to have your stipend payments electronically deposited, you will have to make this election separately.**

If you have been awarded Work Study funding as part of a financial aid package, you will receive that funding only if you are hired for a specific work study job. Once you've been hired, you will be paid for hours that you work, up to the maximum amount of funding you were awarded. You will need to submit your hours using the electronic timesheet in the PeopleSoft system (see additional information below). Payments are issued every other Friday. For information on how to find and apply for work study jobs, visit the Student Employment Office website: <https://www.uvm.edu/studentemployment>. You can also contact the Program Coordinator to see if there are opportunities within the Food Systems program or the Graduate College.

Paying Your Bill: Deadlines and Penalties

Billing dates and payment due dates vary according to when you register for classes each semester, so you may have a different due date than a fellow student who sits right next you. This is why it is critical for YOU to pay attention to these deadlines and ensure that payment is made on time. A current

schedule: https://www.uvm.edu/studentfinancialservices/billing_and_payment_due_dates, can always be found on the Student Financial Services website: <https://www.uvm.edu/studentfinancialservices>.

Note that payment must be *received* by the close of business on the date it is due, not postmarked by that date. From the Student Financial Services website:

True: Payment in full (or an acceptable payment arrangement) is expected by the 4 PM Eastern Time deadline on the bill to be considered on time.

False: As long as my bill is postmarked by the due date, I won't be charged a late fee.

UVM will send an electronic billing notice to your UVM e-mail address whenever a bill has been issued for your account. This billing notice will include your due date and instructions for handling various circumstances, such as payments that are anticipated from other sources. **PAY CAREFUL ATTENTION TO THIS INFORMATION.** The due dates are firm, and a \$250 late fee will be automatically assessed to your account if there is a balance due at the close of business on the due date.

Even if your **entire bill** is going to be covered by other sources, it is your responsibility to ensure that those payments arrive on time. If the Grad College payment has not been credited to your account by the due date and you have not made alternate arrangements through the Student Financial Services office, your account will be assessed the late fee.

That being said, the staff at both the Graduate College and the Student Financial Services office are extremely helpful and understanding. If you anticipate a problem of any kind – **CALL THEM!** They will work with you to find a solution. By putting an arrangement in place **PRIOR** to the due date, you can avoid the late fee. Once the late fee has been assessed it is nearly impossible to have it removed.

Teaching and Research Assistant Assignments

The roles and responsibilities associated with various TA assignments vary considerably, depending on the nature of the course and the preferences of the instructor. Food Systems Minor courses are the primary appointments, however, if a student is funded by a specific department, the appointments may also be determined by the department Chair. It is not uncommon for a student to be appointed the week before the upcoming semester. We do our best to avoid this, but please be aware that this can be the case.

During the summer months, PhD students funded as GRAs are expected to assist their advisors with research for 20 hours per week.

Human Resources (Payroll) Forms

In order to be paid, whether as an RA, TA, Fellow, temporary employee, or work study student, you **MUST** complete the HR forms that will enable UVM to put you on their payroll. These include the Federal I-9, Federal W-4, State W-4, and the UVM Employee Information Form. The I-9 form, which verifies your eligibility to work in the United States, must be completed on campus. You will need to present original identification documents to the person examining them. All of these forms, including instructions specifying the documents that are required for the I-9, can be found on the Resources page of the Graduate College's website: <https://www.uvm.edu/graduate/resources>.

All of these forms should be completed on or before your first day of employment with UVM. You must complete the I-9 with the Program Coordinator and make sure to bring appropriate documentation. The Program Coordinator will be in touch with information on when and what forms need to be completed.

In addition to these required forms, you are strongly encouraged to sign up for **direct deposit** of your paychecks. Not only does it save time, paper, and energy, you generally get paid a little earlier because the money is deposited into your account the evening before the check would have been issued.

After your appointment has been set up in the payroll system, you will be able to sign up for direct deposit through the PeopleSoft system (see instructions below). **IMPORTANT:** even if you sign up for Direct Deposit, your first check will still be the old-fashioned kind! For the first pay cycle, Payroll processes a “dummy” electronic payment of \$0 to make sure everything goes smoothly with your bank. Once that has been processed successfully, all subsequent payments will be deposited directly into your account, on or before the official payment date.

The PeopleSoft System

UVM uses a program called PeopleSoft to manage payroll and some other financial functions. You can use this system to view your paychecks, enter hours (if you have a job that requires you to do so), sign up for (or make changes to) direct deposit or tax withholding information, and update personal and benefits information.

There are at least two ways to access the PeopleSoft system. From the myUVM portal (<https://myuvm.uvm.edu>), select the PeopleSoft button at the top of the page. Or from the UVM home page (www.uvm.edu), click the Search button in the top right, then click P under the A-Z menu and scroll down to PeopleSoft Login. Select Human Resources Login and log in using your UVM netID and password. Once you log in, you will find most everything you need under the “Self-Service” menu.

Most of the options are self-explanatory once you know the lingo (see Chartstrings, etc. below) but if you need assistance, mini-manuals: <https://www.uvm.edu/hrs/guides>, that provide step-by-step instructions can be found on the Human Resource Services web page under Learning Services → Online Learning. In addition, the folks in the Business Service Center are experts on all of these procedures and are always friendly and happy to help.

5. Other Logistical Information

CatCard (UVM Student ID)

The CatCard is more than just a student ID – it also serves as a key card giving you access to specific campus facilities, it serves as your library card to check out books and pay for printing/copies, it works as a bus pass (swipe it when getting on the bus for FREE service anywhere the CCTA system goes!) and you can use it as a cash card (make deposits on campus or online and you can swipe it to pay anywhere that CATscratch is accepted). To get your card, visit the CATcard office on the ground floor of Billings, room B150.

Computing: Do I Need My Own Computer?

Food Systems students definitely use computers, and as a graduate student you will be spending a lot of time staring at a computer screen. We do not require students to own a computer, however, we only have 1 student computer available in the Food Systems office. There are numerous computers available at the Howe Library and other locations across campus. At mid-term and finals times, access can be challenging, but by planning ahead, it is possible to rely on the publicly available machines.

If you do decide to buy a computer, the UVM Computer Depot offers excellent discount prices and convenient on-campus service for Macs or PCs. Secure wireless access to the Internet is available to students in many locations across the campus.

Printing, Scanning and Making Copies

The Food Systems Graduate program has a printer/scanner in the FS office that is available to any student in the program. You will not be charged for printing, but the program does provide all paper and ink so please print using discretion. We also have access to the copier/printer in the Nutrition and Food Science office. Students may use this machine to print or make copies on discretion, as we are charged a fee for every copy and we have a limited budget. Instructions on how to print from the FS office computer to the NFS printer are posted on the wall next to the computer. However, scanning is free and the Howe Library has a nice scanning machine on the main level.

NETID and Campus E-Mail

In order to access the UVM computing system, you will need to set up your network ID (NetID) and e-mail account. To activate your NetID, visit <http://www.uvm.edu/account/>, select “set up your NetID”, and follow the instructions. You will need your student ID # (starts with 95; frequently referred to as your “95 number”) or your social security number. *It’s a good idea to store your “95 number” someplace handy, like in your phone – you’ll be asked for it frequently when performing university tasks ranging from course registration to signing in for appointments at the student health center.*

Once your network account is set up, you can activate your UVM e-mail account at <http://www.uvm.edu/it/email/>. This is NECESSARY – whether you want to use this as your primary e-mail address or not, this is the address UVM will use for all official correspondence. If you prefer to continue using a different address (gmail, etc.) as your primary inbox, you can set the UVM address to forward all mail to your preferred address. Your UVM e-mail account is automatically set up with 2 different e-mail addresses: firstname.lastname@uvm.edu and NetID@uvm.edu; you can use whichever you prefer, or both. No matter which address is used, all incoming e-mail will go to the same place.

Desk Space

The Food Systems Graduate program does not have desk space of our own. Rather, we borrow spaces from the Nutrition and Food Science department. PhD students will be assigned a desk space during Orientation, one week before classes begin. There is also space available for MS students in MLS 125. These work spaces are not assigned, but are available to use, and the space is shared with Master’s students in Nutrition & Food Sciences.

Parking and Transportation

Parking a vehicle on campus is both expensive and inconvenient; walking, biking, or taking the bus are definitely encouraged, and with your CATcard (UVM ID) there's no charge for taking the bus – even the long-distance commuter buses that serve Montpelier, Richmond, Middlebury, Milton. Bus routes and schedules can be found at <http://ridegmt.com/>.

Information on parking passes and parking lots that are available to graduate students can be found at <https://www.uvm.edu/transportation/parking-services-student-parking-rates>. All parking permits are virtual and linked with your vehicle's license plate. The "occasional use" passes are a good option for those who live outside the Commuter Proximity Map and generally want to use alternative transportation, but may need to bring a car to campus every now and then. These passes can be purchased in advance for \$2 each.

Many UVM parking lots, including the lot near the Jeffords Building (closest to Marsh Life Science) become freely available, with no parking pass needed, after 3:30 p.m. M-F and throughout the weekends (permits are required again by 7:00 a.m. M-F) so if you can confine your private vehicle trips to late afternoon/ evening, you may be able to avoid parking costs.

There are also several visitor lots and pay-by-the-hour parking meters available on campus. For the most part, these parking spaces are also free after 3:30 (although the meters directly in front of the Aiken Building require payment until 6:00!). BUT – the traditional parking meters are generally limited to 30 minutes or less (works OK for quick errands) and those that allow longer-term parking (like the visitor spots in the Jeffords Lot) are NOT ALLOWED TO BE USED BY STUDENTS during the hours when payment is required – whether you pay or not.

Be advised that they take this restriction quite seriously!

Also note that all visitor and short-term parking payment options require use of the Parkmobile app and no longer accept cash payment.

Reserving Rooms for Meetings

To reserve a space on campus, please email the Program Coordinator with the following information:

- Name and contact information of person reserving the room
- Date and length of time room will be needed
- Desired room or description of what room is needed for
- Number of people expected

Professional Development Funds

We try to provide each student with \$250 in professional development funds each year (between July 1 and June 30). These funds are intended for students to attend conferences, to present at conferences, or other professional development experience. It cannot be used to purchase books or other material items. Please speak to the Program Coordinator **prior** to spending any of these funds to make sure the expense is allowable. The expense will either be put on the Program Coordinators PurCard or done as a reimbursement. This money is taxable so please note that you will be taxed on this additional income.

Leave of Absence

If you need to take a Leave of Absence, you may do so for up to one year. You must request a leave of absence prior to the beginning of the semester in which the leave will take effect, and you must remember to enroll in courses again at the end of the leave. If you do not, you will be deactivated from the Graduate College.

The official Leave of Absence policy is available on the Graduate College [website](#).

Student Wellness and Campus Resources

Graduate school can be a challenging time for any number of reasons, and the Food Systems program is committed to supporting our graduate students and making sure your well-being is a priority. We are also committed to addressing issues of bias, harassment, or sexual misconduct. If you experience any sort of bias, harassment, or sexual misconduct from peers, your advisor, faculty, or staff, we are able to assist you and get you the resources that you need.

Please also know that faculty and the Program Coordinator are designated as “Mandatory Reporters”. Because of their positions and in accordance with federal law, the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (Clery Act), and *Title IX of the Education Amendments of 1972* (Title IX), they are required to report any instances of sexual misconduct that they become aware of. Mandatory reporters are not trying to make a stressful and traumatic situation worse, and just because you choose to report something through UVM channels, it does not mean there will be a criminal investigation, your information will become public, or your family will be notified. You can always approach the Program Director or Program Coordinator with literal or hypothetical situations, and we want you to be assured that you have safe and confidential resources.

In addition, there is a [Graduate Student Ombudsperson Office](#). Should you have any grievance, and not feel comfortable talking to the Program Director or Program Coordinator, the Ombudsperson Office can help. They are confidential with the following exceptions: “1. the University Ombudsperson is a witness to a crime or learns of a Clery-reportable crime; 2. the Ombudsperson learns of discriminatory harassment or sexual misconduct involving a UVM-affiliate; 3. there appears to be imminent threat of serious harm; 4. the Office is required to release information by law, including legal subpoena (valid court order); or 5. the student gives the Ombudsperson permission to do so.”

UVM has numerous resources available for students, including:

- Counseling and Psychiatry Services (CAPS)
<https://www.uvm.edu/health/CAPS>
802-656-3340
- LGBTQA Center @ UVM
<http://go.uvm.edu/lgbtqa>
802-656-8637
- Interfaith Center
<https://www.uvm.edu/interfaithcenter>
802-656-4703
- The Mosaic Center for Students of Color
<https://www.uvm.edu/mcsc/>
802-656-3819
- UVM Women's Center
<https://uvm.edu/womenscenter>
802-656-7892
- Police Services
<https://www.uvm.edu/police>
802-656-8077
- Crisis Text Line
Free 24/7 support for anyone in crisis in Vermont or nationally.
Text **VT** to **741741** from anywhere in Vermont.