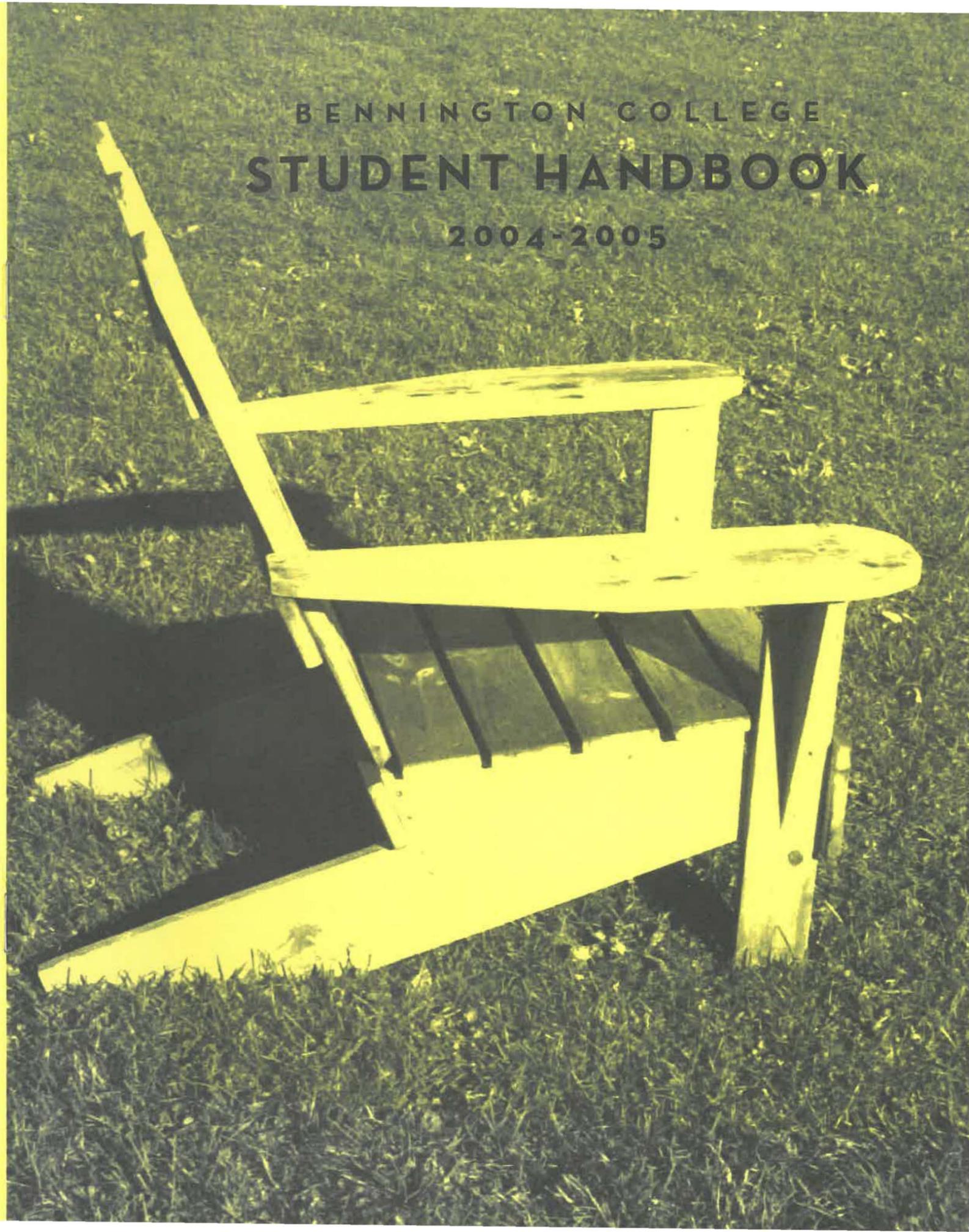


BENNINGTON COLLEGE
STUDENT HANDBOOK

2004-2005



Bennington College
One College Drive
Bennington, Vermont 05201
www.bennington.edu

BENNINGTON REGARDS EDUCATION AS A SENSUAL AND ETHICAL, NO LESS THAN AN INTELLECTUAL, PROCESS. IT SEEKS TO LIBERATE AND NURTURE

THE INDIVIDUALITY, THE CREATIVE INTELLIGENCE, AND THE ETHICAL AND AESTHETIC SENSIBILITY OF ITS STUDENTS, TO THE END THAT THEIR RICHLY VARIED NATURAL ENDOWMENTS WILL BE DIRECTED TOWARD SELF-FULFILLMENT AND TOWARD CONSTRUCTIVE SOCIAL PURPOSES. WE BELIEVE THAT THESE EDUCATIONAL GOALS ARE BEST SERVED BY DEMANDING OF OUR STUDENTS ACTIVE PARTICIPATION IN THE PLANNING OF THEIR OWN PROGRAMS, AND IN THE REGULATION OF THEIR OWN LIVES ON CAMPUS. STUDENT FREEDOM IS NOT THE ABSENCE OF RESTRAINT, HOWEVER, IT IS RATHER THE FULLEST POSSIBLE SUBSTITUTION OF HABITS OF SELF-RESTRAINT FOR RESTRAINT IMPOSED BY OTHERS. THE EXERCISE OF STUDENT FREEDOM IS THE VERY CONDITION OF A MEANINGFUL EDUCATION, AND AN ESSENTIAL ASPECT OF THE NURTURE OF FREE CITIZENS, DEDICATED TO CIVILIZED VALUES AND CAPABLE OF CREATIVE AND CONSTRUCTIVE MEMBERSHIP IN MODERN SOCIETY.

*TRADITIONAL BENNINGTON COLLEGE
COMMENCEMENT STATEMENT, READ AT
EVERY GRADUATION SINCE 1936*

*Cover Photograph:
Photo taken by Terry Gannon, husband of Carolyn Heimbürger Gannon '67*

CALENDAR 2004 - 2005

Fall Term

Wednesday, September 1
New international students arrive

Friday, September 3
Houses open for new students;
orientation begins

Monday, September 6 (Labor Day)
Houses open for returning students

Tuesday, September 7
Convocation, 11:00 am
Fall 2004 Registration, 3:00–5:00 pm

Wednesday, September 8
Classes begin

**Thursday, October 7 -
Sunday, October 10**
Reunion, Family, and Trustee Weekend

**Friday, October 22 -
Monday, October 25**
Long Weekend
(No classes Friday and Monday)

**Wednesday, November 24 -
Sunday, November 28**
Thanksgiving recess, begins at 12 noon

Wednesday, December 1
Spring 2004 Registration, 2:00–4:00 pm

Wednesday, December 15
Last day of classes

Thursday, December 16
All houses close at 5:00 pm

Field Work Term

Monday, January 3 - Friday, February 18

Spring Term

Saturday, February 19
Houses open for new students

Monday, February 21 (President's Day)
Houses open for returning students

Wednesday, February 23
Classes begin

**Wednesday, April 13 -
Sunday, April 17**
Long Weekend
(No classes Wednesday, Thursday, and Friday)

Wednesday, May 18
Fall 2005 Registration, 2:00–4:00 pm

Monday, May 30
Memorial Day, Classes will be held

Wednesday, June 1
Last day of classes

Thursday, June 2
Houses close for undergraduates

Friday, June 3
Commencement dinner and speakers, 6:00 pm

Saturday, June 4
Commencement, 10:00 am sharp
Houses close for graduates

Letter from the President

Dear Students,

From this time on, you are a part of Bennington's history, just as it is part of yours. As the newest members of this community, you join the thousands of students, faculty, and staff who have come here before you. As they did, you take your place in shaping the future of this College, and we wish you a warm welcome.

Community life at Bennington, like academic life here, aims high: This community doesn't expect only that its members *be* part of it; rather, it asks that each of you *take* part. In the process, you generate the energy that fuels the engine that is this work in progress, this Bennington community.

By deciding to come to Bennington, you've already accepted the challenge of active participation in your own education. I invite you now to apply yourself similarly to enlivening this community and look forward very much to that shared endeavor.

With all best wishes,



ELIZABETH COLEMAN
President

Letter from the Head of the Student Council

Dear Students,

We are about to begin a new year at our exuberant SingingDancingReading-WritingPlayingResearchingMathematicingThinkingLivingschool. Each year brings with it personal questions which we resolve ourselves and community questions which we must resolve together. Last year's discussion on narrative evaluations set a precedent for community discussion. One of this year's challenges is to bring the same level of energy and commitment to resolving new questions that arise about our community and our education. The eleventh hour opinion poll by house chairs demonstrated that self-governance is most effective at a grass roots level, when everyone is involved and heard. We students really affected the outcome of that discussion. We saw what we can do. Our challenge is to do it again.



Jonathan Leiss
Head of the Student Council

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ADMINISTRATION OF THE COLLEGE

Board of Trustees

The Board of Trustees is legally responsible for the financial and educational integrity of the College. Trustees meet four times a year, three times on the Bennington campus and once in New York City. The Board is composed of both alumni and non-alumni.

President

Responsibility for all aspects of the academic and non-academic life of the College is delegated by the Trustees to the President of the College. In addition to carrying out these responsibilities, the President is the liaison between the College and the Trustees.

SENIOR ADMINISTRATION

Provost and Dean

The Provost and Dean is responsible for the planning, development, administration, and integrity of the academic life of the College. The Provost and Dean oversees appointments, recruitment, and development of the faculty, the curriculum, and the academic life of students. The Provost and Dean is responsible for all undergraduate and graduate programs, the Library, other academic support services, and non-academic policies and regulations as they apply to students.

Executive Vice President and Chief Financial Officer

The Executive Vice President and Chief Financial Officer is responsible for all financial aspects of the College and for the operations of most non-academic areas including the Business Office, Human Resources, Facilities Management, Information Technology, the Post Office, Security, and Conferences Services.

Dean of Studies

The Dean of Studies works with the Provost and Dean, assisting with the responsibilities for the academic life of the College. The Dean of Studies is responsible for overseeing advising, registration, and the review of student plans. The Dean of Studies also collaborates with other offices in conducting institutional research.

Dean of Students

The Dean of Students supervises Student Life operations and is responsible for student activities, residential life,

Health and Psychological Services, non-academic student policies and regulations of the College, and special events such as Family Weekend.

Associate Dean for Academic Affairs

The Associate Dean for Academic Affairs works primarily in the area of curriculum development and review. The Associate Dean is also responsible for faculty development, faculty orientation, and course scheduling.

Vice President for Planning and Special Programs

The Vice President for Planning and Special Programs is responsible for campus planning, including new construction, facilities renovations and design, land use, legal affairs, and emerging programs.

Vice President for External Relations

The Vice President for External Relations oversees the offices of Development and Communications. The staff manages external relationships with the College, including alumni, media, and donors, overseeing fundraising, publications, and media relations. The office is also responsible for Commencement.

Dean of Admissions and Financial Aid

The Dean of Admissions is responsible for recruiting, admitting, funding, and enrolling new students. The Office of Admissions works closely with the offices of the Dean of the College, Student Life, and External Relations.

Senior Advisor and Special Assistant to the President

The Senior Advisor/Assistant serves as liaison for new programmatic initiatives and as spokesman for the College and also oversees publications.

Assistant to the President

The Assistant to the President works closely with the President on all institutional matters, both internal and external, and serves as the primary liaison with the Board of Trustees.

ACADEMICS

PROVOST AND DEAN'S OFFICE STAFF

Provost and Dean

Elissa Tenny (Assistant: Janice Brumbelow)

Dean of Studies

Wendy Hirsch (Assistants: Kelly Hayes-reception, Ilene Wright-plan process)

Dean of Students

Bob Graves (Assistant: Joan Edwards)

Associate Dean for Academic Affairs

Terry Creach (Assistant: Janice Brumbelow)

Assistant Dean for Budget and Administration

Amy Kuzmicki

Registrar

Rosie O'Dell (Assistants: Arlene Danville–database, Jean Stringfield–transcripts)

The Registrar manages registration, room schedules, class schedules, and transcripts.

Academic Counselor and Study Abroad Advisor

To Be Announced

The Academic Counselor/Advisor meets regularly with students on issues related to registration, credits, advisors, academic difficulties, learning disabilities, and study abroad.

Director of Field Work Term

Tammy Fraser (Assistant: Lauren Scheer)

Oversees all aspects of Field Work Term.

GUIDELINES AND ACADEMIC EXPECTATIONS OF THE COLLEGE

Bennington has a distinctive academic structure. Rather than organizing around departments, it centers on a faculty of teacher-practitioners—artists, scientists, writers, choreographers, composers—who maintain lively professional connections to the world outside the College. Faculty members teach their disciplines and join with colleagues to develop dynamic new courses. Together with these teachers, who are also advisors, students at Bennington shape individualized plans of study.

By structuring its curriculum in these ways, the College aims to facilitate in students a certain kind of reflectiveness about education, so that progress through their course of study evolves into the shaping of their intellectual and imaginative identities. The emergence of such a shape, the working through of short-lived passions and the discovery of abiding ones, the cultivation of abilities and the locating of resources, the development of areas of interest—in short, the most extraordinary experiences of a student's undergraduate years—are galvanized by the non-traditional academic structure. This shaping process is, at its heart, the same process Bennington's faculty members experience in constructing the courses they teach. It is a process to which this College is dedicated.

The Plan

A Bennington education has three major phases. At the center is the experience of immersion within a field of inquiry, usually the focus of the second and third years. In the first year, as preparation for immersion, students enroll in course work that enables them to encounter a significant range of possibilities. The final-year focus shifts to developing connections between the chosen field of inquiry and a much broader context. Students in their senior year are expected to move beyond their most immediate interests, with the purpose of advancing their understanding of their own work and that of others.

In the process of their Bennington education, students define a field of inquiry, framed by their Plan and developed within the context of an on-going dialogue with an advisor. That Plan may be to pursue a conventional academic or artistic discipline such as psychology, painting, or biology; it may involve work in a combination of disciplines, such as philosophy and literature, or music and dance; it may consist of study in areas that have yet to be categorized, such as topics in the emerging field of mind/brain/behavior research. Students take an active role in providing a meaningful shape to their chosen area of immersion. Regardless of their choice of subject, they are responsible for making the case for their academic choices, aims, and intentions in writing. Timely approval of the Plan is necessary to remain in Good Standing.

Students reflect on their education in writing and in conversation throughout their years at Bennington. In the first term, a Prospective essay is written considering the first term and initial academic goals. In the third term, a Proposed plan is written and the student meets with a faculty committee to present the plan. In the sixth term, the student writes a Plan Confirmation and again presents the plan to a faculty committee. And finally in the last term, a Senior essay is written reflecting on a student's years at Bennington. Transfer students are treated individually. Faculty advising is a critical component of the plan process every term.

A student who wishes to make significant changes in approved Plans must first have these changes approved by his/her academic advisor and plan committee through the submission of a Plan Update to the Dean's Office. The Dean of Studies will review the proposed change for final approval.

Several days are designated each term to review Plans; no classes are held during these periods. Consult the College Calendar to determine which days are Plan days.

Tutorials

Beginning in their second year, students may request a

group or an individual tutorial with a faculty member. Tutorials generally are an outgrowth of work in a particular class. The student's Academic Advisor, proposed tutor, and the Curriculum Planning Committee must recommend approval of the tutorial. Final approval rests with the Associate Dean. Applications for tutorials are available in the Registrar's Office. A tutorial is considered a regular course in the student's plan.

Independent Study

Independent Study during Field Work Term provides the opportunity to focus on a specific problem, research area, theme, or question not addressed by Bennington College course offerings, or outside the areas of expertise of the College's faculty. It is distinct from a tutorial primarily in this respect. It also provides the opportunity for students to work on their thesis projects during Field Work Term.

Independent Study is available to upperclassmen in Good Academic Standing. Only one Field Work Term Independent Study is permitted.

Students interested in an Independent Study should discuss their interests with their faculty advisor, Plan Committee, and proposed Independent Study sponsor. Proposals for Independent Study during Field Work Term must be reviewed and approved by the FWT Office. The intended focus of an Independent Study must be described in a written proposal of 1 - 2 pages detailing the objectives and methodology of the study. This proposal must be approved by the student's sponsor (the person evaluating the IS), his/her faculty advisor, the FWT Director, and the Dean of Studies as appropriate.

USING THE ACADEMIC ADVISING SYSTEM**Academic Advising**

Faculty advising is one of the hallmarks of a Bennington education. The program is designed to challenge students to explore their thirst for knowledge, to establish rigorous programs of study, to acquire new skills, and to engage in their lives here with passion and compassion. The philosophy of the Bennington curriculum emphasizes choice, responsibility, and independence. Central to the academic success of all students is the guidance and support of the faculty advisors.

Faculty Advisor

Students are assigned faculty advisors each term at Bennington. The faculty advisor plays an integral role in guiding the student's academic development. Students arrange regular times to meet with their advisors. With approval from the Dean's Office, students may change advisors during their course of study at the College as

their interests develop. The advisor is responsible for approving each term's registration and overseeing the planning process.

USE OF ACADEMIC FACILITIES

1. The campus facilities are to be used during term for academic and recreational purposes only. Students are not permitted to use the facilities in any way for profit.
2. Normally, undergraduate students are not permitted to use the academic facilities between terms unless they need access to those facilities to perform a paid campus job.

EDUCATIONAL EXPECTATIONS OF THE COLLEGE

Although Bennington does not demand that students take a prescribed set of courses, the College does maintain certain criteria that prospective graduates are expected to meet.

Requirements for graduation from Bennington College include the following:

1. Undergraduate students at Bennington are expected to complete satisfactorily four courses each term (or a number of courses totalling 16 credit hours) and generally no more than five courses (or 20 credit hours), for a total of 32 courses in eight terms. With approval, students may graduate with a minimum of 31 successfully completed courses (124 credit hours) in eight terms. Some students may elect to take more than the expected course load. Additional classes/credits does not guarantee advanced standing or early graduation. Students may not exceed 5 courses or 20 credit hours per term without special permission from their faculty advisors and the Dean of Studies.
2. Students must complete one Field Work Term for each full year in attendance at the College. Students who transfer in or take several leaves will be subject to additional requirements.
3. Students must formulate programs that reflect both breadth and depth in the liberal arts.
4. Students must complete the Plan process in a timely and successful way.
5. Students in the Post-bac program and the MAT program must maintain a B average or they will be dismissed.

FIELD WORK TERM

Field Work Term (FWT) is one of the most exciting aspects of a Bennington education. It has been a central

part of the Bennington program since the College opened in 1932. FWT takes place during January and February each year. During this seven-week, winter period there are no academic classes. Students instead work in a variety of fields and geographic locations pursuing passions begun or developed at Bennington. FWT jobs vary widely in form and focus in order to meet the needs of individual students. FWT is designed to allow students to forge professional connections and deepen their knowledge through practice.

Requirements

Every full-time, undergraduate student is required to complete one FWT for each year he/she attends Bennington. (See also #2 above for transfers and leaves.) The FWT Office coordinates all administrative aspects of FWT and determines the final rating for each student's FWT experience. Specific requirements must be met to earn a Passing evaluation. FWT annual requirements include: adherence to the FWT job registration deadline, completion of 210 hours of work, a positive employer evaluation, and a satisfactory reflective essay due promptly at the end of the Field Work Term. Failure to meet FWT requirements and deadlines can ultimately result in an Incomplete, Marginal Pass or Failing rating. Final FWT ratings appear on each student's academic transcript and employer evaluations become part of a student's cumulative academic record. Failure to register or complete an FWT can adversely influence a student's academic status and potentially affect his/her Financial Aid package. If a student fails FWT, he/she must meet with the Director of FWT to determine if an FWT summer make-up is required and how the failed FWT rating may affect the student's requirements for graduation.

Please note: students are not allowed to live on campus during FWT, with the exception of first-year, international students who are subject to federal employment restrictions.

Independent Study

Students can choose to spend one Field Work Term pursuing an independent project. This alternative to employment offers the time to delve into a particular problem, research area, theme, or question, working in association with a sponsor from inside or outside the College. A sponsor must be someone whose area of expertise is appropriate to the Independent Study. Students interested in pursuing an Independent Study must complete a request form (available at the FWT

Office) along with a proposal describing the goals and methodology of the work. The student's sponsor, academic advisor, and the Director of Field Work Term must approve the proposal. The Independent Study option is not available to first year students and is generally used by seniors preparing a final thesis or project.

EVALUATION OF ACADEMIC WORK

Narrative Evaluations

Student work at Bennington is evaluated through written reports by faculty submitted to the Office of the Dean of the College, with copies to the student and academic advisor, at the end of each term. Faculty also write concern evaluation forms for students demonstrating inadequate progress at midterm. These narrative evaluations summarize an instructor's view of a student's progress and are the basis upon which the Deans judge the student's readiness to continue at the College. For this reason, and because the end-of-term evaluative reports make up the largest part of a student's transcript, students should make a point of examining them closely and discussing them with their academic advisors. While evaluations are not routinely mailed to parents or guardians, the College may do so at the request of a parent/guardian if the student has not claimed and proven independent status.

The evaluations reflect the significant aspects of a student's work and potential. Narrative evaluations offer the student substantial opportunity for intellectual and imaginative development. Evaluations should not simply inform, but rather educate students about their academic progress.

The Mid-Term Concern Forms are part of a student's internal permanent record, but do not appear as part of the student's transcript. This evaluation is part of an ongoing conversation between the student, faculty, and student's faculty advisor.

The Final Evaluation appraises the student's work for the term. The Final Evaluation is part of the student's permanent transcript. Therefore, the Final Evaluation is written with the understanding that people outside the College community will be reading these assessments to capture and illuminate the student's academic performance, communicating the individual student's achievements and/or deficiencies in meeting the expectations of the course. The last part of the Final Evaluation includes a judgment of Pass, Marginal Pass, and Fail. No credits are given for classes not passed.

Grades

Students may also elect to receive grades, A, B, C, D, F, in individual courses in addition to narrative evaluations

during Registration through the Dean's office. It is possible for the Dean's Office to assign a G.P.A. based on a minimum of two years of continuous grades. It is generally not possible to request grades retroactively.

All students are encouraged to consider the possibility of requesting grades for at least two years (or 64 credits) of their study at Bennington so that an eventual GPA might be produced upon graduation. While students at Bennington are evaluated in multiple ways throughout each term, and although the narrative evaluation remains the foundation for all transcripts, many students have found it useful and sometimes necessary to apply for grades for their transcripts. Several undergraduate and graduate scholarships require a GPA; certain study abroad programs students might want to pursue while at Bennington require a GPA; certain professions students might want to consider often require a GPA for admittance to graduate school (education, law, medicine, for example); international students who might pursue graduate work in any field in their home country are advised to obtain grades; and schools in the U.S. where some students might choose to transfer to often require a GPA. All students can request grades (given in addition to narrative evaluations) through the Registrar's office during the first half of each term. Any students with questions about whether or not to apply for grades should discuss the matter with their faculty advisors and the Dean of Studies.

Appealing an Evaluation

If a student thinks that a final evaluation is inaccurate, that student should first discuss the matter with the faculty member. If the matter is not resolved to the student's satisfaction, the student should write a letter to the faculty member stating his or her grounds for disagreement, and the letter should be copied to the Dean of Studies. If the matter is not resolved to the student's satisfaction, the student may request a meeting with the Dean of Studies. If no satisfactory resolution is reached, the Dean of Studies will consult with the faculty member and the Provost and Dean. The decision of the Dean of Studies is final. Appeals must be made in writing by the end of the term following that of the evaluation in question.

Incompletes

A requirement for all course work at Bennington College is that the work for all courses be completed during the term in which the student is registered for the courses. Exceptions may be made to this rule, as follows:

Temporary Incomplete

A student who is unable for documented physical or mental health reasons to complete the work of a course during the term in which it is offered may ask the instructor and the Dean of Studies to allow her/him to complete the course after the end of the term. Students with learning disabilities are encouraged to consider this option if at the end of the term it is clear that additional time might help. Documentation for learning disabilities must be received prior to the start of a given term. Students on Probation are not entitled to incompletes.

1. The student must confer with both the instructor and the Dean of Studies to request an Incomplete. The student must fill out an Incomplete Form (obtained from the Dean's Office) and obtain the instructor's signature; it is the responsibility of the student to return the form to the Dean of Studies.
2. If required by the Dean, the student must arrange for Health and/or Psychological Services or his or her private physician or therapist to document the recommendation for additional time to complete the work.

The Dean of Studies will grant Incomplete status in a course only after these steps have been completed, and only with the agreement of the instructor, and only if the student requests the Incomplete before the end of the term in which he or she is registered in the course. Work granted Incomplete status is generally due a month after the last day of class. (Refer to the academic calendar for specific dates.) unless the student, instructor, and the Dean make other arrangements at the time the request is granted. This deadline also holds for students who either withdraw or take a leave in the following term. If Incompletes are not completed by the deadline, instructors evaluate the students on the work received. Extensions on Incompletes are not granted.

Permanent Incomplete

A Permanent Incomplete is assigned by the Dean's Office when a course cannot be completed for some extraordinary circumstance, e.g., illness, injury, or personal circumstances. If a student is unable to complete a course for these reasons, the student must speak with the faculty and the Dean of Studies to arrange for Permanent Incomplete. Documentation from physicians or therapists is required for Medical Incompletes. Permanent Incompletes are noted on transcripts. No refunds are given for incomplete courses. Permanent Incompletes are granted only before the last day of class each term. For computing academic standing, Permanent Incompletes will be assessed on a case-by-case basis by the Office of the Dean of Studies.

Students receiving more than one permanent incomplete in a given term may be required to withdraw from the College until such time as their health improves sufficiently so that they might resume full-time academic study. In addition, students who receive no credit for half of their program in a given term (8 credits) will normally be placed on Probation since they have not demonstrated satisfactory academic progress.

ACADEMIC PROGRESS AND ACADEMIC STANDING

To proceed successfully through Bennington, a student must comply with the requirements listed earlier. Concurrently, students must progress adequately each term, move through the curriculum with certain broad goals for achieving a liberal arts education and, within that context, more focused goals of developing both an area of primary interest and the ability to do advanced work in that area. The process begins with registration for courses in the first term of the first year. The first and last years are usually the time for broad study in several subjects.

Academic advising is central to this process. Active participation in advising makes it possible for students to make appropriate and timely choices in the program of study.

Satisfactory Academic Progress

Academic progress at Bennington is both quantitative and qualitative and is measured in four ways:

1. By determining the number of course/credits a student has earned in a term, in an academic year, and cumulatively;
2. By requiring satisfactory completion of Field Work Term projects, generally required annually from each student enrolled for the full academic year;
3. By reviewing the cumulative number of Fail (F) and Marginal Pass (MP) evaluations given to a student; and
4. By requiring timely acceptance of a student's Plan.

Note: Students enrolled in a graduate program may be subject to different requirements. Students in the BA/MAT Program, for example, must achieve an overall 3.0 GPA.

Every student's academic progress is evaluated each term. As a result, students earn a level of academic standing: Good Standing, Concern, Probation, or Dismissal.

Quantitative Progress

Each term a full-time student normally takes 16 credits; a half-time student takes 8 credits; a part-time student takes fewer than 8 credits. Upon approval from the

advisor and the Dean of Studies, a full-time student may be permitted to take a reduced course load of 12 credits for a term. Credits not taken in one term need to be made up in a succeeding term. In each term, full-time students normally must satisfactorily complete at least four 4-credit (or the equivalent) courses per term to remain in Good Standing. Normally passing only 3 courses results in a status of Concern; passing only 2 courses results in a status of Probation; passing only 1 or no courses may result in Dismissal. Consideration may be given to the overall program, the number of credits in each particular course, the student's term at the College, and the student's plan (where appropriate).

The number of credits earned per academic year by a full-time student in Good Standing is normally 32. Should a student elect to take more than four 4-credit courses, academic standing will be determined by the quality of passes in all courses attempted. Students are discouraged from taking more than the minimum number of courses if such a work load will keep them from satisfactorily completing all courses attempted.

If a student does not earn at least 8 credits in a given term, that student will not advance in term status the following term. For example, a second term student will remain a second term student for an additional term if he/she only earns 7 credits in a term. Term status may be advanced if students take additional credits later either at Bennington or elsewhere and the credits are accepted for transfer credit. Students should consult the Dean's Office for the procedure to apply for transfer credit.

Qualitative Progress

Marginal Passes

A Marginal Pass (MP) does not reflect satisfactory progress, but the student will receive credit for the course. Therefore, MP's are computed for Concern, Probation, or Dismissal each term. Cumulative MP's are calculated to determine academic standing. A Marginal Pass is the equivalent of a D grade.

Fail

A Fail (F) means that the student will not receive credit for the course. Computation of academic standing includes all courses taken by a student, not just courses passed. Cumulative Fails are calculated to determine academic standing.

Academic Standing

A student's academic standing is determined at the conclusion of each term. The total number of courses passed is calculated, the particular courses passed/failed are reviewed, the number of credits for particular courses

and the overall program are reviewed, and the progress of the student's plan is checked. A student's FWT evaluation is considered when determining Academic Standing for the fall term. **The progress of student's plan is a critical piece in determining a student's academic standing.** In the first, third, and sixth terms all undergraduate students are reviewed with regard to their quantitative and qualitative progress in their plan. After considering all of the preceding factors, as well as the student's term at the College and his/her previous record, the Dean's Office determines academic standing. Academic standing remains constant for an entire term. Academic standing for graduate students is determined based upon the number of classes passed, the quality of their reviews and/or performances, the progress of their plan, and their work in their assistantship duties (if an assistantship has been awarded). Failure to perform assistantship duties well may result in the loss of the assistantship and in loss of Good Academic Standing. Poor performance in classes (Marginal Passes or Fails), unsatisfactory reviews or performances, and/or unsatisfactory progress in a student's plan will result in loss of an assistantship, Good Academic Standing and/or may result in dismissal.

Good Standing

All students enter Bennington in Good Standing and retain this status unless they do not pass a satisfactory number of classes or fail to have their plan approved in the term in which it is due (normally the first, third, and sixth terms).

Concern

Students on Concern are expected to pass at least four courses (16 credits) with no MP's in the term following the term in which they were placed on Concern. Those who do not do so may, at the discretion of the Dean, be placed on Probation or be dismissed.

Probation

Students on Probation must enroll and successfully complete four courses (16 credits) with no MP's in the term of Probation or they may be dismissed. Normally, only one term of Probation is allowed.

Any student whose work is not satisfactory or who has not obtained timely approval of a Plan, or whose records reflect that he or she may not be able to graduate from the College in a timely manner, or who has not successfully completed the Field Work Term requirement, may be placed on academic probation. Normally, students are placed on Probation at the conclusion of a term, but a student may be placed on

Probation at any time. There are financial aid implications for students on Probation. A student who is placed on academic probation for any reason must overcome these problems after being notified of her/his probationary status within the next term. A student who fails to do so to the satisfaction of the faculty and the Dean of Studies may be dismissed from the College. Normally only one term of Probation is allowed. Because of the serious implications of placing a student on probation, the parents or guardians of the student are notified of the probationary status when permitted by law.

Return To Good Standing

Students will return to Good Standing from Concern or Probation status upon the successful completion of 16 credits in the term of Concern or Probation. Students on Concern or on Probation may take only four courses or the equivalent in the term following assignment of Concern or Probation; exceptions may be made for students on Concern with approval from the advisor and the Dean of Studies.

Eligibility for Advanced Work

A student may have passed several courses in a particular discipline but still not be deemed able to pursue advanced work in that subject area; in such cases the student will be advised to seek another area of concentration, and/or will be advised that one or more extra terms are necessary for graduation, or will be required to withdraw from the College.

Academic Difficulties

Any student who has academic difficulties in any course should discuss the problem with the instructor as soon as possible. The student also should bring the problem to the attention of her/his academic advisor. The student also may discuss these difficulties with the Dean of Studies.

Students who are not in Good Standing will have their work reviewed at the end of the term to determine academic progress and standing by the Dean's Office and where appropriate, the faculty. Students in serious academic difficulty, may be required to withdraw for a period of time from the College and then may reapply. Other students may simply be dismissed.

Academic Dismissal

Students who do not meet the academic standards of the College may be dismissed at the end of a term. Students who cease attending class for two consecutive weeks may be dismissed or withdrawn at any time during the term. Dismissal decisions are made by the Dean of Studies, in consultation with the faculty.

Hospitalization and Return-to-Campus Policy

Students who require hospitalization during the term must provide the Office of the Provost and Dean with a written note from the physician who treated them during the hospitalization documenting that they are in stable condition and may return to their full-time studies at Bennington. Students are also required to discuss their ability to continue at Bennington with the Dean of Studies, who will determine whether re-entry is appropriate. If follow-up care is to be provided by the College Health and Psychological Services staff post-discharge, the discharge plan must be discussed and deemed acceptable by Health and Psychological Services staff prior to reentry at the College. Students will not be permitted to return to campus unless these important health requirements are met. Students who arrive on campus without fulfilling these requirements will not be allowed to remain on campus and the emergency contact listed on the student information card will be asked to assist the student as he or she leaves campus.

Financial Aid Probation

Both Federal regulations and Bennington policy require that students receiving financial aid from federal, state, and/or College sources must make satisfactory academic progress. Students on financial aid probation for the first time lose \$1,000 of their institutional grants for the probationary term.

In the unlikely event that a student is placed on Probation for a second time, that student loses all financial aid eligibility. **Students who do not submit an academic plan to the Dean's office in the term it is due will lose all financial aid eligibility.**

An undergraduate financial aid student can receive College grant aid for no more than nine terms at Bennington.

CLASS ATTENDANCE

Class Attendance

Class attendance is required for the successful completion of course work. In the event that a student must miss a class, he or she should notify the instructor. If an extended absence is anticipated, the Dean of Studies must be contacted. Each instructor sets his or her own attendance policy. In the event of a personal emergency, the student should notify the Dean of Studies, who will notify the instructors and the academic advisor as appropriate. Missing class for any reason does not exempt a student from completing work for that class. Students may fail classes if they do not attend the required number set by the faculty, regardless of the reason for the absence. **In addition, students who miss**

two consecutive weeks of classes may be required to withdraw.

The Health Services staff does not give medical excuses for missed classes. Students are responsible for informing faculty of reasons for missed class time and course work. Advisors and staff contacting Health Services for information regarding student absenteeism will only be given information on the condition that the student has given consent for Health Services staff to provide such information. For those rare cases when students are unable to contact their advisor due to incapacitations, medical emergencies, or hospitalizations, Health Services staff will make the Associate Director of Student Life and the Dean of Studies aware of the student's absence and the projected date that the student will return to class. It is the student's responsibility to initiate a conference with the instructor to discuss making up work missed and to make up work to the instructor's satisfaction. Students who have been hospitalized must contact the Dean of Studies prior to their anticipated return to the College with documentation from their attending physician stating that the student is capable of managing his/her own health. Students are not permitted back on campus without this confirmation and its approval.

ACADEMIC ETHICS

Plagiarism and Other Kinds of Academic Cheating

Plagiarism is submitting the work of others as one's own, whether intentionally or not. Proper acknowledgment of sources is the basis of academic honesty. Such sources include words, ideas, data, and illustrative material from books, articles, internet sites, and so on. Academic dishonesty includes the submission of the same work for different classes without substantial revision and prior permission from the faculty, as well as group projects not approved in advance by faculty. Plagiarism and all kinds of academic dishonesty are contrary to the educational philosophy and aims of Bennington College and are absolutely prohibited. At Bennington, instances of plagiarism affect all students and all faculty, since cheating compromises the spirit of self-governance and the community's commitment to work. The College will not tolerate the disregard of our common academic endeavors by those who fail to take intellectual and ethical responsibility for their work. Academic dishonesty is not merely an issue for a specific student, class, or faculty member; it is a College-wide issue with institutional consequences.

Whenever academic dishonesty is discovered or suspected, the following procedures are followed:

1. The instructor consults with the Dean of Studies about the particular situation. The faculty advisor is

normally consulted before a decision is reached on how to proceed.

2. The instructor normally then discusses the situation directly with the student.
3. If the instructor is satisfied that the suspicion is unfounded, no further action is taken.
4. If, after discussing the situation with the student, the instructor finds that plagiarism or another kind of dishonesty has indeed occurred, the instructor again speaks with the Dean of Studies and the advisor. The Dean then decides about the specific consequences for the student. Students normally fail courses for which they have plagiarized. In all cases a letter detailing the offense and consequences is placed in the student's academic file. Most often this letter is the one confirming academic standing.
5. A range of consequences is possible:
In the case of a first offense if at midterm, a student may be given the chance to resubmit the work. It is usual for a student to still fail the class; typically a student is also placed on Probation. Decisions about Probation normally will wait until the end of the term. In some instances it may be appropriate to suspend the student for the next term.

In the case of a second offense, the student will normally fail the class and be suspended or dismissed from the College. Appeals of the decision in cases of suspension must be made in writing within 10 days of the letter of notification to the Provost and Dean. Decisions of the Provost and Dean are final.

REGISTRATION

Planning

In all cases, students are expected to meet with their academic advisors before or during the period set aside for registration for courses. The advisors discuss students' course choices with them and sign the form at registration to indicate approval. Students who have not conferred with their advisors are not eligible to enroll in courses and ultimately may find that they are denied access to courses that are filled.

Registration Procedures

New students partially pre-register before arriving for their first term. After the designated day or period of registration, changes in program may be made only with the written consent of the academic advisor and instructor involved.

For registration during the term, students should plan their programs with their advisors. Students meet with their prospective instructors during the Registration

Period in order to obtain the instructors' consent to their taking the chosen courses.

Students who have outstanding balances due or who have not submitted a plan will not be permitted to register. Only when a student has secured their instructor's and advisor's signatures on the registration sheet and submitted the form to the Registrar's Office is the registration complete. Faculty are not obligated to sign a registration form if they do not approve of the program.

Add/Drop Policy

If students find that their programs are unbalanced or inappropriate, there is a period of time during which they may add or drop a course without penalty. Courses may be added to or dropped from a student's registration up to the end of the seventh week of classes. During the first two weeks of each term, dropped classes are not noted on the transcript; between the third and seventh weeks, they are noted as "withdrawn." Students entering a class late are not excused from completing the missed work. Add/Drop forms are available at the Dean's Office and require the signatures of the course instructors and academic advisor. Students are not normally allowed to drop courses after the seventh week. Permission from the Dean of Studies is required for this.

Leaves

A student who wishes to leave Bennington for a term or more but wishes to be readmitted must submit the form for a leave of absence to the Office of the Dean of the College by May 25 for fall and by November 25 for spring. Leaves are generally granted for one or two terms only. In addition, departing students are required to have an exit interview with the Dean of Studies or her assistant. The Dean of Studies considers the request and informs the student whether the request has been granted and, if so, any conditions of the leave. Leaves are not granted once a term has begun for that same term. In all such cases, the student must withdraw. A student cannot be on probation and granted a leave; in those instances a student must withdraw. Students planning to take a leave of absence should see information on housing assignments for re-entering students. International students should be aware that a leave may jeopardize their I-20 status. Please note, if a full-time undergraduate student takes a leave of absence or withdraws after February 20, 2005 he/she is still required to complete all Field Work Term requirements and will be rated accordingly.

Withdrawals

Any student may withdraw from the College at any time, but that student has no right to guaranteed readmission

following withdrawal. **Students may be required to withdraw if they have missed two consecutive weeks of classes.** Between terms, students who withdraw from the College after the first day of the month preceding the month in which they would normally return (August 1 and February 1) will forfeit the deposits they have made to hold a place in their class at the time of admission. Students are required to have an exit interview with the Dean of Studies or her assistant. International students should be aware that withdrawal status jeopardizes their I-20 status.

Students who have withdrawn from the College and wish to return may apply for readmission to the Dean of Studies. Readmission after withdrawal is at the discretion of the Dean of Studies. Completed applications for fall term admission should be made by April 1 of the preceding spring; applications for spring term admission should be made by November 1 of the preceding fall. Applications for readmission should include a description of the student's activities since his/her withdrawal from the College, with particular emphasis on any academic work or employment undertaken. The application should clearly articulate the student's reasons for wishing to reenter the College, as well as his/her academic goals. The Dean normally requires additional application materials. Readmission requires the same health requirements as those of new students. Students who are re-admitted after withdrawing from the College will be regarded as new students in the housing assignment process. Please note, if a full-time undergraduate student takes a leave of absence or withdraws after February 20, 2005 he/she is still required to complete all Field Work Term requirements and will be rated accordingly.

Readmission After Academic Dismissal

After Academic Dismissal, a student may be readmitted only with the approval of the Dean of Studies, upon the recommendation of a review committee which will include representatives from the Dean's Office, the Office of Student Life, and other College staff as appropriate. In order to be considered for readmission after Academic Dismissal, a student is normally expected to have been away from the College for at least one full year. An interview in person will be required.

The student must submit a detailed written petition for readmission to the Dean's Office. This document is critical to the readmission process and must be formulated to address the following issues:

1. The student should assess the problems leading to dismissal, and state how these problems have been overcome.
2. The student should describe his/her activities since

dismissal, with particular emphasis on academic work completed and/or employment undertaken.

3. A statement of purpose and an outline of an intended course of study upon return, must also be included.

If a student is readmitted following Academic Dismissal, he or she will be re-enrolled on Probation status and must pass all courses in her/his first term back. Once the student meets this condition, she/he will be placed on Concern. Satisfactory completion of all courses in the second term will reinstate a student to Good Standing.

Students who have been readmitted and have satisfactorily completed a full term of study at Bennington may request transfer credit earned prior to readmission. Such credit may or may not be granted.

Students with outstanding financial obligations to the College are not readmitted. Students who are re-admitted after academic dismissal from the College will be regarded as new students in the housing assignment process.

Refund Policy

Students withdrawing after a term has begun may receive refunds only in accord with the College's refund policy.

Refund of any portion of tuition, room, and board is based on the student's effective date of withdrawal. Withdrawal means complete severance from classes for the balance of the term, regardless of the reason for such withdrawal. Students should report in writing, immediately, their intent to withdraw to the Dean of Studies. The effective date of withdrawal is the date on which written or verbal notice is received by the College.

Refunds, or offsets to amounts owed by the student to the College, will be made only in cases where the student withdraws: a) during the first five days of classes: 75% of tuition, room, and board; b) after the first five but before the eleventh day of classes: 50% of tuition, room, and board; c) after the tenth but before the twenty-first day of classes: 25% of tuition, room, and board. No refunds will be made in cases of withdrawal after the twentieth day of classes. Any amounts owed to the College not offset by a refund will continue to be the full responsibility of the obligor for the term of the obligation.

Students receiving federal financial aid will have refunds calculated in accordance with federal refund policies. Details are available in the Financial Aid Office.

Transfer Credit

Work at other accredited institutions of higher education may, with the approval of the Office of the Dean of the College, be accepted for credit at Bennington. Transfer credit is given by the Dean of Studies at the time of

acceptance into the College. Students requesting transfer credit after their admission to Bennington may apply for this through the Dean of Studies. An application is required. All credits are then evaluated in relation to the student's academic plan of study.

Residency Requirement for Transfer Students

Residency requirements vary depending on the number of terms that have been transferred and on the projected major. A minimum residency of two years is required.

Early Graduation

Normally students require eight terms of work in order to qualify for graduation. In rare instances a student who demonstrates exceptional work in all areas of study and particular excellence in one may qualify for early graduation. An accumulation of credits alone does not qualify a student for early graduation, nor does financial hardship. To do so, a student must petition the Dean of Studies. A form is available in the Dean's Office. A student must also submit two letters of recommendation from faculty in different disciplines to the Dean of Studies. The earliest date at which early graduation can be granted is during the term preceding the final term; in some instances the decision will not be made until the final term. The student must show how he or she will meet the College's standards for a liberal education including advanced work in a particular field, and his/her record must give evidence of distinguished work.

Completion of Work in Absentia

Only in exceptional cases may a student be permitted to fulfill degree requirements in absentia. Applications for such permission should be incorporated in a Plan Update, stating why the student cannot continue at Bennington and describing in detail what remains to be carried out under Bennington direction and the course of studies proposed elsewhere.

A faculty member is normally assigned to provide guidance, and to certify completion of the agreed program to the Dean of Studies. Fees are charged during the In Absentia period for administrative and faculty work.

Transcripts

All transcript requests must be made in writing by the student and forwarded to the Registrar. Transcript request forms can be obtained from that office. The first copy of the transcript is made without charge; each copy thereafter requires a fee (currently \$5 per copy). Transcripts will not be released for students who have outstanding debts to the College. Processing time is at least two weeks.

Study at Another Institution

We encourage all students to consider studying elsewhere for a term. A student who is interested in studying at another institution should begin planning for it well in advance after consulting with the study abroad advisor and faculty members at Bennington who can best evaluate programs of study elsewhere and advise how the courses they offer may be coordinated with the student's study at Bennington. We particularly encourage study away in the fall term. Students planning to incorporate language study into their time away will need the approval of the Director of the Regional Center for Language and Culture. Anyone interested in studying elsewhere should incorporate her/his prospective courses in the Plan, which will be reviewed by the Plan Committee and the Dean of Studies. An application for Study Abroad is necessary and is available from the Dean's Office. A student who arranges to study at another institution should submit a formal request for a leave of absence in order to return to Bennington. Students may choose to apply for consortium status from the Financial Aid Office. Our Financial Aid Office would then facilitate the transfer of allowable aid to the other school. After the work is completed, an official transcript must be sent directly to the Dean of Studies. Official granting of transfer credit will be made by the Dean's Office. A credit transfer fee is charged per term. Much additional information is available from the study abroad advisor.

Cross-Enrollment: Williams College

A limited number of students may register at Williams College for courses not offered at Bennington. Interested students should consult the Dean's Office about applying. Enrollment is usually limited to juniors and seniors in good academic standing. Transportation is not provided by either college. The fall term is generally the best time to take advantage of this option.

OTHER ACADEMIC PROGRAMS

Graduate Programs

The College currently offers several graduate programs which lead to a Master's Degree.

Combined Bachelor of Arts/Master of Arts in Teaching Program

Bennington offers a program for students interested in teaching on the early, elementary, or secondary level. Students apply for the program through the plan process (a separate application accompanies the plan) at the end of their sophomore year, or through the transfer process. Students concentrate in one of the liberal arts and sciences disciplines, take additional courses specifically related to teaching, use their last two Field Work Term

placements in educational or social service settings, and finally spend half of their fourth and fifth years student teaching and taking a graduate seminar. After their senior year, students receive their BA; after their fifth year, they receive their MAT degree and are normally recommended for licensure to the state. (Vermont teacher's certification is recognized in many other states.) Students with questions about the program should contact the Director of the BA/MAT Program.

Master of Arts in Liberal Studies.

The MALS program is designed to provide a context for students with a capacity for self-direction to explore relationships across the traditional boundaries of disciplines. It is normally a two-year program.

Master of Fine Arts in Dance, Drama, Music, and Visual Arts.

Bennington College offers MFA candidates in dance, drama, music, and the visual arts an opportunity to develop their artistic vision in an environment that is both supportive and rigorous. The focus of the MFA program is the continual making of new work. It is flexible and individually focused program with three core requirements:

1. Students create work and show this work in appropriate settings throughout their program.
2. Students work, at some point in their program, outside of their medium or discipline.

Low-Residency Master of Fine Arts Program in Writing.

Students in the program correspond one-on-one with teacher/mentors throughout the year, completing an individualized course of study over a two-year period. Each term includes a 10-day full-residency at the College, with workshops, classes, readings, panels, and symposia.

Master of Arts in Teaching a Second Language (MATSL)

The MATSL is a low-residency program for French and Spanish teachers who wish to improve language skills and cultivate teaching ability, spending seven weeks on campus—three in each of two summers and one week in the third summer. Independent work with faculty mentors occurs during the two academic years between residency periods.

Postbaccalaureate Premedical and Allied Health Sciences Program (Certificate)

The College offers a Postbaccalaureate Program in Premedical and Allied Health Sciences to students who have completed a bachelor's degree and wish to return to college to pursue a career in science or to apply to professional schools. The program offers preparatory

work for medical, veterinary, dental, optometry, osteopathy, paramedical, biological, and other health-related graduate schools. A certificate (not a degree) is awarded upon successful completion. A 3.0 GPA is required throughout.

Because of the individualized instruction available to students, the amount of time each student will need to complete the program is determined after thorough review of the candidate's background and strengths. Students who have had little background in the natural sciences should expect to spend one year (summer, fall, spring) at Bennington before planning to enroll in a graduate or professional school. Students in this program are expected to enroll in three courses to be considered full time, though one may elect to take more or fewer courses.

STUDENT LIFE

Mission Statement

The Office of Student Life partners with academic life at the College to create a living/learning environment that promotes the development of self-assured individuals, a safe and respectful community, and opportunities for students to participate in creating a dynamic life on campus.

The work of the staff encompasses non-academic aspects of students' lives such as residential life, student activities, wellness and outdoor programs, rights and responsibilities, and community service. The Office strives to facilitate, mediate, provide guidance, and support for students.

The development of life skills, understanding and coping with the transition to and from college and learning to govern oneself within a community is at the heart of the work of Student Life.

STAFF

Dean of Students

The Dean of Students is responsible for all aspects of student life, providing leadership and support for the health and well-being of students at the College.

Associate Director of Student Life

The Associate Director assists the Dean of Students in supervising student life operations and is primarily responsible for residential life, the Peer Mentor Program, serving on College-wide committees, and Orientation.

Assistant Director of Student Life (Judicial and CAB)

The Assistant Director is mainly responsible for coordinating the judicial system and advising the Campus Activities Board.

Coordinator of Recreation and Wellness

The Coordinator is responsible for planning, organizing, and implementing recreational and instructional programs as they relate to wellness and fitness. This includes the supervision and management of the Meyer Recreation Barn.

HOUSING

All Bennington College undergraduate students are required to live in College housing unless they receive authorization from the Office of Student Life to live off campus. Students who do not receive authorization will be expected to pay for room and board and will not receive a refund of these charges if they choose to move off campus.

By enrolling in Bennington College, students automatically accept its policies and regulations and acknowledge the right of the College to enforce these policies.

There are 19 undergraduate student houses on the Bennington College campus. Twelve are colonial style, built in the 1930s. Three are of more recent design, built in the 1970's. Three award-winning houses opened in fall 2002. Each of the houses accommodates 30-40 students in single and double rooms. Longmeadow has been designated as a substance free house. This living option is available for those students who choose to live a life free of non-prescription mood or mind-altering substances. While in Bennington (on or off campus), it is expected that residents of the substance free house will adhere to this lifestyle. Welling Town House, located within walking distance of the campus in North Bennington, is also available to returning undergraduate students who apply to live in a cooperative living environment.

Generally, the design of the houses is the same. In each, there is a shared living room with a fireplace and a kitchenette. Some of the traditional houses and the three newest houses have adjacent apartments occupied by faculty or staff members. All of the houses are co-ed, as are the bathrooms. All first-year students are required to live with a roommate. Students transferring to Bennington with upper-class student status (as determined by the Office of the Dean of Studies) may be eligible for a single room based on space availability. Students residing in College housing are provided with a bed, mattress, bureau, desk, chair, mirror, and window shade.

Any student who violates a rule or regulation related to housing may be removed from College housing and

subject to additional penalties, including but not limited to suspension or expulsion. If any such penalty is imposed, the student will forfeit all tuition, room, and/or board payments, as the case may be, for the remainder of that term.

Students are responsible for locking all doors and windows in their rooms and for reporting unknown individuals or suspicious activity of any kind to Security, ext. 4250.

Note: The College assumes no responsibility or liability for the theft, or loss of, or damage to any property owned by students. The College recommends that students obtain their own insurance for their valuables.

SENIOR HOUSE CHAIRS

Senior House Chairs are House Chairs (see description below) with additional responsibilities who assist with providing leadership to the House Chairs and to residential living at Bennington.

HOUSE CHAIRS

House Chairs are undergraduate students who are selected to assist in providing students with a healthy and safe living and learning environment by supporting the academic and non-academic pursuits of each student at Bennington College. Specifically, House Chairs:

1. Support students with their adjustment (transition) to living with a roommate and/or to community living.
2. Challenge students to develop a sense of responsibility for self and personal actions.
3. Assist with the development of self-management, health, and wellness skills.
4. Assist with the development of balancing students' rights and responsibilities as part of a living learning community.
5. Encourage students to get involved in community and house decision-making processes.
6. Help students to develop a sense of respect for others and property when living in a community.
7. Develop an environment that is safe to explore issues of governance, rights and responsibilities, and community engagement.

Coffee Hour House Meetings/Coffee Hours

Coffee Hour is a long-standing College tradition; it is a time for students to discuss house and campus matters, to plan house events and to come together as a group to encourage community building with the house. House Chairs lead these weekly house meetings generally held on Sunday evenings.

Housing Assignments

Housing assignments are the responsibility of the Office of Student Life. Every reasonable effort is made to place students in rooms and houses where they will feel most comfortable and to assist students with any residency problems that may arise.

There are many variables that determine house/room assignments at Bennington. In all cases, it is the responsibility of the student to meet all required deadlines for housing or to inform the Office of Student Life of any changes requested. The following is a summary of the housing assignment process.

Note: The College reserves the right to change a student's housing assignment, to consolidate students without roommates, and/or to close rooms and/or houses due to space usage considerations, maintenance needs, emergencies, etc., at its discretion. In all cases, the College will make every effort to communicate with and take into consideration the preferences of the students affected. The College cannot provide hypo-allergenic rooms to students.

Housing Selection

Approximately 6 weeks before the end of term students will receive a housing newsletter (via their mailbox) that outlines the process for housing selection for the following term. The Change of House/Singles lottery in which students who wish to change their current house assignment will enter the housing lottery by choosing a lottery number. This determines the priority for selection within each class. Students who do not wish to change houses do not have to select a lottery number.

On the Sunday before the Change of House/Singles Lottery room selection begins, all on-campus houses hold a Room Selection Coffee Hour. Students who will be juniors or seniors can either reserve their current room, or prioritize their requests for other single rooms within their house. Roommate pairs can also reserve rooms during room selection coffee hour. Rooms not selected during the In-House process will be available to those students who enter the Change of House/Singles Lottery.

Priority for available rooms – singles and doubles – is established by a combination of factors: class status, residency, and lottery results. Once a student has been assigned to a room, she/he has priority for that assignment. The following list of priorities for room assignments applies to all campus housing unless an exception is granted by the Office of Student Life.

1. **Class Status.** Priority among students trying for available rooms within a house is determined first by class status. Class status is determined by term

(e.g. a second-term junior is a sixth-term student), with the higher term student having top priority. Within each class, all else being equal, students in their second term have priority over those in their first term.

2. **Residency.** Priority among students with the same class status for rooms within their current house of residence is determined by residency. Residency is determined by the number of consecutive terms a student has lived within their current house. If a student changes houses, he/she cannot retain their residency in their previous house.
3. **Lottery.** Lottery numbers are used when students wish to leave their current house of residence. All students with the same class status who wish to change houses select a lottery number to determine priority for the rooms available after the In-House Selection process.
4. **House Chairs.** Students selected as House Chairs in the previous term may be granted priority over other members of the same class and term. A House Chair may be granted a single room if there is one available in the house after juniors and seniors within the house have been placed. If a House Chair who has been elevated to single status resigns or is dismissed from the position, he/she will lose elevated status, and thus her/his room.

For Students Wishing to Remain in their Current House

1. **Seniors and Juniors.** Students who will be seniors or juniors may reserve their current room for the upcoming term. Students who will be seniors or juniors who wish to remain in the same house but change rooms may do so if the room is available and if no other resident with higher priority wants the room. If two or more residents with equal priority (class status and residency) want the same room, they will meet with the Associate Director of Student Life to determine how the room is assigned.
2. **First-year students and Sophomores.** Students who are first-years or will be sophomores may reserve a double room, with a roommate, in their current house. Students currently in double rooms may not reserve a room unless they have identified a roommate. Sophomores who wish to try for available single rooms must enter the Change of House/Singles Lottery. All first-year students are required to live with a roommate.

For Students Wishing to Change Houses

On the Wednesday through Friday before In-House

Room Selection, all students interested in changing houses must choose a lottery number during lottery selection. On the Wednesday following In-House Room Selection all students who wish to change houses will select their rooms based on their class term and lottery number. Students who will be seniors select first, then re-entering seniors who wish to change houses will be assigned. Next, students who will be juniors will select their rooms, after which all re-entering juniors who are changing houses will be assigned, next, students who will be sophomores will select available singles based their lottery numbers. Students who entered the doubles lottery may select their rooms after the single lottery selection has been completed.

Any students who are unhoused will be sent housing preference forms after the completion of the lottery.

Housing Assignment Restrictions

1. Students may not change their housing assignment without the permission of the Office of Student Life. Students who change their housing assignment without obtaining permission may be required to return to their official housing assignment. Failure to obtain permission may also result in disciplinary action.
2. Although seniors and juniors have priority for singles, they are not permitted to transfer their housing status to other students.
3. If for any reason a student eligible for a single is assigned to a designated double without a roommate, the student may be instructed to move to a single in that house as soon as one becomes available.
4. Based on the number of students living in housing each term, the Office of Student Life may temporarily assign available doubles as singles to seniors. First-year students and other students who wish to live in a double with a roommate are given priority for available doubles in each house.
5. Students are rarely removed from the rooms to which they are assigned. However, sophomores without single status and first-year students remaining alone in doubles will be assigned a new roommate and/or house assignment.
6. Any additional placement of students for the following term is made by the Office of Student Life in accordance with normal priorities and policies.

Room Changes

During the first week of term, the only room changes that will be permitted are in-house. Before room changes can take place, House Chairs will offer the room to eligible house residents at their Coffee Hour. If a resident wants

the room, the House Chair will notify the Associate Director by 5:00 pm on the subsequent Monday so the necessary paperwork can be prepared for the student.

During the second and third week of classes students can request to change room within their house or to request to move into another house. The request is made directly to the Office of Student Life where students will receive the necessary paperwork to be filed before an approved authorized move. The same criteria must be met regarding eligibility for singles and the need for roommates. After the third week of classes only emergency room changes will be authorized.

All room changes require prior approval. Failure to obtain permission may result in disciplinary action.

Students establish residency if they move into a house within the first three weeks of term. If they move into a house after the first three weeks, they will not start accruing residency until the start of the next term. When room selection for the following term takes place, a student who has not accrued residency may reserve his/her current room, but will have last priority for any other available singles in the house.

Maintenance will check all rooms prior to occupancy for damage, and the student/students will be billed accordingly, if damage occurs during their occupancy.

Roommate Assignments

1. **Roommate Compatibility.** Aided by a Housing Questionnaire that each new student completes before coming to the College, the Office of Student Life pairs entering students with roommates and assign them to houses. Some of the criteria used for pairing students are: study and living habits, allergies, and music preference. Students living in double rooms are expected to make every effort to get along with their assigned roommate.
2. **Doubles.** All first-year students will be assigned to doubles. Roommate changes may only be made after obtaining permission from the Office of Student Life. No roommate changes will be granted based on race, religion, sexual orientation, national origin, or for any other discriminatory reasons. All students in doubles are encouraged to fill out a roommate agreement. Before a room change will be approved, students may be asked to revise their roommate agreement. The College does not place males and females together in rooms unless a request is made. The College does not require parental permission for males and females to be placed in the same room.
3. **Assigning a New Roommate.** When a student is left without a roommate in a double room, he/she may be assigned to another double by the Office of

Student Life. If this move is from one house to another, the student may retain residency in the first house for the following term. If a student has a roommate who leaves or withdraws (e.g., between terms), the remaining student should, if she/he wishes to remain in the same room, actively search for a roommate. If a roommate has not been found after one week, the Office of Student Life may place another student in the room who needs the space. Appeals must be made to the Office of Student Life within 48 hours of receipt of notice of a roommate.

Housing for Students on Leave of Absence/ Abroad Programs

Returning students who were on leave, studying abroad, or are re-entering after being considered withdrawn by the Office of the Dean of Studies are assigned to rooms based on their class status and residency at the time they went on leave or withdrew from the College.

Students must complete the LOA/Consortium Student Housing Preference Form by **May 1st for the fall term and November 1st for the spring term** in order for the Office of Student Life to include the returning student's class status and house residency in the Housing Assignment process.

If the Office of Student Life receives this information after the housing assignment process is completed, the re-entering student will be housed after new students (early August for the fall, and over FWT for the spring).

If re-entering students wish to return to their former house before going on leave, they will be assigned a room, if available, based on their class status and residency. If re-entering students wish to change houses, they must identify a proxy (either a student currently on campus or the Associate Director of Student Life). Their proxy will select a lottery number for them and receive a copy of their Housing Preference Form. When the student's lottery number is called, the proxy will select a room based on the re-entering student's preferences and room availability.

Visiting Students

Students in this category are placed according to their class status (determined by the Office of the Dean of Studies). Visiting students should contact the Office of Student Life as soon as possible to discuss housing options and availability. Visiting students who apply after **August 1 or February 1** are offered any available space on campus.

Single Status

Entering students who are 22 years of age or older shall be considered for single status housing if space is

available and after all seniors and juniors have been placed.

Eligibility for Off-Campus Housing

All Bennington College undergraduate students are required to live in College housing unless they receive authorization from the Office of Student Life to live off campus. Exceptions to this requirement are:

1. Students who are or will be 24 years of age or older prior to the first day of classes;
2. Students residing at home (primary residence) with their parent(s) in the local area (within a 25-mile radius of the College) and have resided there prior to admission;
3. Students who are married or have a legal civil union under Vermont law;
4. Students who are parents with children residing with them.

Students who meet the above criteria and who wish to live off campus must notify the Office of Student Life of their intent in writing. This notification ensures that the Financial Aid Office and the Business Office may make appropriate adjustments to billing and financial aid awards (if applicable).

Students who do not meet the above criteria may make a written request to the Office of Student Life for exceptions. **Please note that exceptions are extremely rare.** Students should not make arrangements for alternate housing until they are formally notified that an exception is granted. If the exception is not granted, or if a student who is not eligible to live off campus does so without authorization from the Office of Student Life, the student is held responsible for all room and board charges.

Bennington College does not provide housing for married students or students raising a child.

Eligibility for Substance-Free Housing

Selection to the substance-free house is through an application process. Members of the Residential Committee along with occupants of the substance-free house will review all applications necessary. Interviews may be conducted. Housing placements will be determined after the selection of members has been completed.

Eligibility for Welling Town House Coop

Welling Town House residents agree to live in a cooperative environment and share all responsibilities associated with the running of the residence. Students who wish to live in Welling Town House complete an

application and are selected prior to the regular housing assignment process each term

Students residing in Welling Town House participate in a lunch-only meal plan. The remaining portion of funds paid for the meal plan are set aside by the College and are deposited into a co-op checking account on a regular basis during each term. Under the supervision of the Office of Student Life, Welling Town House residents manage this account for the purchase of food and other approved household expenses. Residents may make recommendations to the College for house improvements should there be unused funds remaining at the end of a term.

Welling Town House is considered campus housing in all respects, and all College policies apply to residents and guests. Because of its physical location, Welling Town House is also part of the North Bennington neighborhood. It is expected that residents will respect their unique relationship with the surrounding community and will, at all times, conduct themselves in a manner considerate of their neighbors.

Services to Welling Town House and Off-Campus Residents

Security will respond to calls from Welling Town House residents, but will not respond to calls from private off-campus residences. Students needing help in private residences off campus should contact the local authorities.

Postbaccalaureate/Graduate Students

Graduate students seeking off-campus housing options may consult the bulletin board in the Post Office in Commons, the *Bennington Banner*, *The Advocate*, or the *Pennysaver* newspapers to find accommodations in the North Bennington/Bennington area.

Graduate students who wish to live on campus will be offered available singles after all undergraduate students are housed at the end of July. Postbacc and graduate students who wish to be considered for any available singles on campus must notify the Office of Student Life by July 1. The Office of Student Life cannot guarantee on-campus accommodations for Postbacc and graduate students.

Telephones and Telecommunications

Each student residing on campus is provided with a direct telephone line and telephone, free local and campus dialing, a private voicemail account and long distance access. The cost for this service is \$50 per term and is included on the tuition statement. The College

provides international, interstate, and intrastate dialing at very competitive rates. There are no additional fees or per-call surcharges. Each student receives a detailed statement of long distance usage each month. All student rooms are also equipped with data jacks for internet connections.

Appliances

Electric, kerosene, or gas heaters; hot plates, microwaves; halogen lamps (with bulbs that exceed 300 watts); and other heavy-use appliances/such as coffeepots, baker's ovens, warming ovens and toasters are not permitted. If any of these items are found in a student's room, they will be confiscated and returned at the end of the year. If any appliance causes a temporary interruption of service or damage to the electrical system that requires repair by an electrician, the student responsible for the blackout will be required to pay the cost of the repair service. Electric, kerosene, or gas heaters; hot plates; halogen lamps (with bulbs that exceed 300 watts); and other heavy-use appliances/such as coffee pots, baker's ovens, warming ovens and toasters are not permitted in the houses.

House Upkeep

The College housekeeping staff cleans all common areas: living rooms, bathrooms, kitchens, and hallways. Students are responsible for the cleanliness of their rooms and for maintaining the condition of the room and the furniture assigned to the room. No holes may be put in the walls with screw, nails or staples. No student may alter any feature of the room or its furnishings. The student occupant of a room will be responsible for the cost of repairing any damage to furnishings in his/her room or to any feature of that room. Students are responsible for cleaning and sweeping and/or vacuuming their rooms at the end of the term. All garbage, trash, and refuse must be placed in plastic bags and disposed of in the dumpster. In double rooms, the charges for damages will be shared equally by the roommates regardless of the party responsible for the damage; if the room is left in a dirty condition, the roommates will share payment for full cost of cleaning.

Note: Students are not allowed to repair any damage to their rooms or to common areas of the houses. All repairs are done by the College.

Room Checks

Room checks will be conducted at least once each term. The Director of Security or designated Security Officer will accompany the Head of Housekeeping and a House

Chair on room checks. They will inspect for safety violations. If a violation is found, a note will be left in the room advising the occupant of the nature of the violation, unless it is of such nature that disciplinary or immediate action must be taken and the hazard removed by the Director or designee. Any room where a violation is found will result in the Director or designee performing a second unannounced room check at a later date. If there are any violations found at the time of this second check, the occupant will be subject to disciplinary action or possible fines.

Safety Regulations

Candles are not allowed in the houses. Strict fines and, in some cases, disciplinary action will be imposed for such violations. In addition, no tapestries, fabrics, or other hangings may be hung in public areas, over or near the bed, or over lamps. **The use or possession of firearms, fireworks, explosives, dangerous instruments, or weapons of any kind is prohibited in College housing or on College property. (See Tenets of Student Behavior and Weapons Policy.) Older model halogen lamps (with more than 300 watt bulbs without safety features), gas, turpentine, and other flammable liquids are not allowed in College housing.**

Right of Entry

The College reserves the right to enter a student's room without notice or consent to preserve the health or safety of individuals or the maintenance of College property. At other times, notice will be given to the occupants of the room if possible.

House Damages

If a house amasses house damages, the following procedure will take place:

Once the collective billing of a house reaches \$750, a letter will be sent to the house listing the amount and describing the damage. At the \$1,000 amount, the Dean of Students or Associate Director of Student Life will visit the house to discuss the situation with members of the house. If a house reaches the \$1,200 amount, a letter will be sent to each parent or financially responsible person. The house or individuals responsible will be referred for disciplinary action.

Common Area Damages

All residents of a house share the responsibility for the condition of hallways and common areas. Charges to cover costs of repair are assessed equally to those officially listed as residents of that house whenever repair is required. In such instances, a notice of the

charges will be sent to the House Chairs to review with other house residents at Coffee Hour. Students who accept responsibility for damages before the end of term will pay the actual cost of repair, as determined by the College and must meet with a Student Life person who will determine if disciplinary action is warranted. If residents of a house sign a statement documenting whom they believe is responsible, the Director of Security and the Dean of Students will investigate and may determine that the house is not responsible for the damage charges. Attributions of common area charges to individual(s) after the end of term will not be considered.

Exceptions to damage charges based on actual costs include a basic charge for removing furniture/boxes or other items from hallways and an end of term charge for extra cleaning (minimum charge of \$50 per incident and not more than \$50 per item). No furniture or personal belongings may be left in common areas of the house because of fire hazard.

When College furniture is moved from its designated location (e.g., lawn furniture brought inside a house, living room furniture taken outside) the residents will be fined \$50 per item. When possible, the House will be given an opportunity to move the furniture back to its appropriate location. If the furniture is not returned to its designated location, there will be an additional charge of \$50 per item for the College staff to move the items. If the furniture is damaged in any way, the House residents will be responsible for the cost to repair or replace the items, in addition to the fine. If a student removes any common area furniture into his/her own room, he/she will be charged a fine of \$50 for the misappropriation of College-owned property and a moving charge if the College has to move it back.

The Maintenance Department and the Office of Student Life work together to determine billing for specific damages. Usually, the bill is initiated by Maintenance; it is then sent to Office of Student Life. It is forwarded to the appropriate House Chair who will determine if the individual(s) responsible can be identified.

Student Room Damages and Other Charges

At the beginning of each term at check-in, the Head of Housekeeping provides a Room Inspection Form documenting the condition of the room. Each student may make additions, corrections, and comments. The form must be filled out by the student and sent to Maintenance within 24 hours of check-in. This protects the student from damage charges for which he or she is not responsible. Failure to turn in the form means that the occupant will assume responsibility for all damages assessed to that room.

Note: Forms handed in any later than 2 weeks beyond the first day of class will not be accepted. Forms generated due to a room change, must be handed in no later than 7 days after the change.

Students may not remove College furniture from their rooms even if they are occupying a double room as a single. **If any College furniture is missing at the end of the term, students will be billed for the replacement cost of the missing pieces.** Students who leave non-College furniture in their rooms will be charged \$50 per item for its removal.

Damage charges (including charges for missing furniture) assessed to a double room will be billed equally to both roommates unless one accepts responsibility for the entire charge.

Damage Charges:

Door repainting	\$ 50.00
Wall repainting	75.00
Phone booth repainting	Materials/labor
Hole in wall without repainting	Materials/labor
Hole in wall with repainting	Materials/labor
Room repainting (entire room)	\$300.00
Fill in holes	Materials/Labor
Broken windowpane	25.00
Broken storm window	50.00
Screen replacement	45.00
Window shade replacement	15.00
Door wash	15.00
Extra cleaning	\$5.00 per quarter-hour
Lamp shade replacement	Replacement value
Recharge fire extinguishers	100.00
Electricians/plumbers	\$6.25 per quarter-hour
Stair spindles (per spindle)	25.00
Key charge/Cylinder replacement (for not returning key at end of term)	50.00
Key replacement	5.00
Mirrors	20.00
Phone Jacks (damaged)	Materials/labor
Phone replacement	40.00
Furniture moving charge	\$50.00 per item
Bed frame replacement	50.00
Mattress replacement	100.00
Box spring replacement	100.00
Dresser replacement	246.00
Desk replacement	289.00
Wardrobe	485.00
Chair replacement	113.00
Bookcase replacement	116.00
Damaged furniture	Materials/labor
Broken light fixtures	Materials/labor

Additional Charges:

Bed set-up fee	\$50.00
Rooms, both doubles and singles, are to be left set up (complete bed setup, dresser, desk, and chair) as they were at the beginning of term. Failure to do so will result in the assessment of a minimum room set-up fee of \$50 per room.	
Tampering with fire prevention equipment (ex: dismantling smoke detectors, removing batteries, discharging fire extinguishers, tampering with egress signs).	100.00

In addition, the refill cost will assessed.

Note: Excessive or unusual damages will be separately assessed by Maintenance and may be referred to the Dean of Students for disciplinary action.

Students who repair their own rooms/or common areas will not be relieved of damage charges.

House & Room Checks - Billing

After the houses close at the end of term, a House Chair and a member of the Maintenance or Student Life staff check each house and room for damages. Room damages or extra cleaning will be billed to the resident(s) of the room, unless the Room Inspection Form indicates the damages pre-existed. Common area damages will be charged to the whole house or the individual student(s) responsible.

Specific information about what is expected of students upon check-out, including possible charges, will be reviewed at House Coffee Hours prior to closing and will be outlined in the End of Term Announcements, sent by Student Life.

Damage Billing Appeals

Should a student find a discrepancy with his/her maintenance charges, it is the student's responsibility to call or write the Maintenance Department within 10 days of the date of the bill. After that date, the charge(s) will be added to the student's College bill. All College bills must be paid before a student may enroll in a subsequent term. Should a student find a discrepancy with his/her maintenance charges, it is the student's responsibility to call or write the Maintenance Department within 10 days of the date of the bill. After that date, the charge(s) will be added to the student's College bill. All College bills must be paid before a student may enroll in a subsequent term.

If, after contacting the Maintenance Department, the student still wishes to contest the charge(s), he/she may write a written appeal to Facilities Committee. The appeal should explain in detail the reasons the student is contesting the charge(s). Appeals should be sent to the Office of Student Life (attention Facilities Committee) no later than 30 days after the beginning of the subsequent term. Appeals received after this date will not be accepted. Appeals received during the summer or FWT will be held and reviewed by Facilities Committee at the beginning of the subsequent term. The students will be notified in writing of the decision. If the appeal is granted, the student(s) account in the Business Office will be credited.

Note: All occupants of a room may be subject to the College's disciplinary procedures if there are damages to that room.

Keys

1. Each student is given one key to her/his room.
2. All rooms must be locked and keys must be returned at the end of term. No key will be accepted once term ends. If the key room is not open when the student wishes to return the key, the key should be returned to the House Chair or to the Security Booth.
3. Failure to return all keys within 48 hours of a room change or by the last day of the term will result in a \$50 charge for replacement of each corresponding cylinder.
4. Keys will not be accepted by mail.
5. If a key is lost during the term, a replacement may be obtained from the key room for a \$5 charge.

If students make arrangements to change rooms, the old key must be returned within 48 hours after obtaining the key to the new room. Failure to return the old key within 48 hours will result in a fee of \$50 added to the student's College bill at term's end.

Housing Policy for Withdrawn, Dismissed, or Expelled Students

Students are considered officially withdrawn and ineligible for College housing when the Office of Student Life receives official notification from the Office of the Dean of Studies that a student has been dismissed or has withdrawn from the College.

Once the Dean of Studies Office determines that a student is expelled, dismissed or is withdrawing, it is the responsibility of the student to remove his/her belongings from her/his room within 48 hours or a period specified by the College, whether or not an appeal is pending. If the student does not remove his/her belongings within the specified time, the College will

make arrangements for the contents of the room to be packed by either the Housekeeping Department, or by an outside contractor. In either case, the student will assume the cost of labor and shipping charges. If for any reason the College is unable to ship the student's belongings, the College will arrange for storage with an outside contractor and the student will assume responsibility for the cost of storage. The College assumes no responsibility or liability for the theft, loss, or damage of any property not removed by the student within the specified time.

If a student appeals the Dean of Studies' decision and is re-admitted, he/she will be offered an available space on campus as of the date of the final decision appeal. Students who are re-admitted by the College after having been withdrawn or dismissed will be regarded as new students in the housing assignment process.

End of Term

Because the houses must be maintained and repaired and are often used by outside groups, students must remove their belongings from their rooms for FWT and the summer. Rooms, both doubles and singles, are to be left set up (complete bed setup, dresser, desk, and chair) as they were at the beginning of term. Failure to do so will result in the assessment of a minimum room set-up fee of \$50 per item.

Rooms in every house must be completely emptied of personal belongings at the end of each term. Residents will receive information about on-and-off campus storage options in the *End of Term Announcements* distributed prior to the end of each term. No on-campus storage is provided during the summer.

Note: Students leaving belongings on campus do so at their own risk. The College assumes no responsibility or liability for the theft, loss, or damage of any property left on campus. Belongings left by students no longer in attendance will be donated to local charities.

CAMPUS LIFE

The focus of cultural, social, and intellectual life at Bennington is on campus. Students, faculty, and staff initiate concerts, plays, dance performances, lectures, movies, readings, and other performances during the school terms. Additionally, visiting artists and scholars are invited to campus throughout the year. All students are encouraged to become active members of the many committees and/or student organizations that affect campus life.

STUDENT COUNCIL

The Student Council, composed of elected student delegates, is the student deliberative and executive body. It is the central forum for the discussion of campus issues of concern to students. The Student Council holds regular meetings that are open to all members of the College community. Through its Head, the Council may advise the faculty, staff, and administration of student opinion on pertinent issues. It also may make recommendations concerning College policies and procedures. The Head of Student Council may call an all-student meeting, a forum in which the floor is open to all students.

A major responsibility of Student Council is the appropriation of the Student Activities Fund. Every year a portion of College fee income is placed in a Student Activities Account. At the beginning of each year the Council presents a tentative budget that is voted on by students at house meetings, after which the Council distributes the funds. Recipients may include campus organizations or groups, such as the Film Society, *Silo*, or WHIP (the College radio station).

The Student Council is responsible for holding campus elections for designated student positions.

HEAD OF STUDENT COUNCIL

The Head of the Student Council is elected in a campus-wide vote at the end of the spring term to serve for the following academic year.

Requirements

1. Must be a full-time undergraduate student.
2. Cannot be on academic or disciplinary probation at the time she/he will assume the position and/or during the term of office.
3. Holds the position for one full academic year (consecutive fall and spring terms).
4. Shall not concurrently hold any other compensated student leadership position.

Responsibilities

1. Facilitate Student Council meetings.
2. Meet with the Dean of Students once a week to discuss the Student Council meeting agenda and issues of concern.
3. Communicate student issues by serving as a liaison with other student and faculty governing groups on a regular basis to exchange information and communicate student issues.
4. Coordinate the budget voting process and allocation of student activities funds to student organizations and clubs.

5. Coordinate Student Council Committees by ensuring that positions on committees are filled and committee membership expectations are met.

Compensation

The Head of Student Council will receive a stipend each term for fulfilling the requirements of the position.

CAMPUS ACTIVITIES BOARD

The Campus Activities Board plans and coordinates student events on campus. Any student may bring a proposal for an event to CAB or to a CAB sub-committee. CAB sub-committees and CAB meet once a week. The membership of CAB consists of the Chairperson of CAB, the Secretary/Treasurer, and seven elected student members of CAB. Each of these seven (compensated) members serves as a chairperson for a CAB subcommittee, which are as follows: bands, dance parties, Sunfest/fall festival, major events, theme parties, cafe programming, and public relations/promotion. Membership to the sub-committees is open to the entire student body. The Assistant Director of Student Life advises CAB.

CHAIRPERSON OF CAB

The Chairperson of CAB serves for one academic year and is selected through an application/interview process in the spring. The Selection Committee consists of the outgoing CAB Committee, including the outgoing Chairperson of CAB, the Secretary/Treasurer of CAB, and the CAB advisors.

Requirements

1. Must be a full-time undergraduate student.
2. Cannot be on academic or disciplinary probation at the time he/she will assume the position and/or during the term of office.
3. Holds the position for one full academic year (consecutive fall and spring terms).
4. Shall not concurrently hold any other compensated student leadership positions.

Responsibilities

The Chairperson shall supervise the organization, its members, and see that its bylaws and obligations are fulfilled. The Chairperson organizes and facilitates CAB. The Chairperson is responsible for insuring that the board plans and implements diverse events that are representative of the student body's interests. The Chairperson coordinates all contracts, in conjunction with the Secretary/Treasurer and the CAB advisor. The Chairperson meets weekly with the CAB advisor.

Compensation

The Chairperson of CAB will receive a stipend each term for fulfilling the requirements of the position.

SECRETARY/TREASURER OF CAB

The Secretary/Treasurer of CAB serves for one academic year and is selected through an application/interview process in the spring.

Requirements

1. Must be a full-time undergraduate student.
2. Cannot be on academic or disciplinary probation at the time he/she will assume the position and/or during the term of office.
3. Holds the position is for one full academic year (consecutive fall and spring terms).
4. Shall not concurrently hold any other compensated student leadership positions.

Responsibilities

1. Provide weekly minutes of meetings and budget summary.
2. Coordinate all check requests and record keeping of contracts.
3. Send all official correspondence from CAB.
4. Take attendance and enforce attendance policies when needed.
5. Serve as chairperson, in chairperson's absence.
6. Catalog videos, brochures from lecturers, bands, and other forms of entertainment.

Compensation

The Secretary/Treasurer of CAB will receive a stipend each term for fulfilling the requirements of the position.

SUB-COMMITTEE CHAIRPERSON

Responsibilities

1. Recruit and maintain a Committee.
2. Meet weekly with Committee.
3. Coordinate the planning of the activities generated by the Committee with the other members of CAB and in conjunction with the CAB calendar.
4. Oversee the implementation of Committee activities as well as assist with major CAB programs as needed.
5. Meet weekly with CAB.

COMMITTEE MEMBERS

Responsibilities

1. Attend weekly Committee meetings.
2. Assist in the planning and implementation of committee programs.

STUDENT EDUCATIONAL POLICIES COMMITTEE (SEPC)

The SEPC is a committee of student representatives, two representatives per academic discipline or program group, elected by the student body. These students act as representatives for students studying in specific disciplines, conveying their concerns and interests to other members of the Committee, faculty, administrators, and other students. The SEPC also considers larger questions of academic policy facing the College community.

SEPC discipline representatives distribute end-of-term class and faculty evaluation forms. They also offer suggestions on policy concerning the end-of-term evaluations or other matters to the Office of the Provost and Dean. SEPC reps usually have an approved plan in their chosen discipline.

Responsibilities of SEPC representatives

1. To attend meetings of the faculty in each member's discipline where appropriate and all SEPC meetings.
2. To talk to students who have concerns and to convey those concerns to the SEPC, the faculty, or College administrators.

HEAD OF SEPC

The Head of the SEPC is elected by the SEPC and serves for one academic year. The election takes place at the end of the spring term. The Head of the SEPC will be any current member of the SEPC who has been a member of SEPC for at least one academic term and may not serve concurrently as a discipline representative.

Responsibilities

1. To set agendas, preside over, and schedule all meetings.
2. To divide the various responsibilities of the SEPC among its members.
3. To attend every meeting of the Community Council and be aware of and abide by all policies of the Community Council.
5. The Head of SEPC shall not concurrently hold any other compensated student leadership positions.
6. Cannot be on academic or disciplinary probation at the time he/she will assume the position and/or during the term of office.

Compensation

The Head of SEPC will receive a stipend each term for fulfilling the requirements of the position.

STUDENT ORGANIZATIONS AND ACTIVITIES

An array of student organizations and/or clubs such as the Campus Activities Board (CAB), Student Endowment for the Arts, *The Bennington Free Press*, Film Society, and W.H.I.P. radio station are active at the College. Many events are planned and sponsored by student organizations each year. A new organization may be proposed if two or more students with a shared interest submit a registration form and a budget proposal to Student Council. During the first week of the fall term, a Student Activities Fair is held; representatives from various organizations are on hand to answer questions, sign-up new members, and solicit feedback from students. Students are encouraged to join an organization or club. A list of student organizations is available in the Office of Student Life.

Student Activities Funds

The Office of Student Life oversees student activities funds. The Student Council coordinates the budget voting, and allocation of student activities funds to organizations and clubs. At the beginning of the fall term, each organization submits a budget proposal to the Student Council and participates in a budget summit to work out reasonable budget requests. The Student Council determines how unused fund should be re-allocated to student organizations and clubs.

Allocations and Expenditures

Student Activities funds are requisitioned through the Office of Student Life. The chairperson(s) of an organization/club may request funds for purchases, services, supplies, etc. At the beginning of the fall term, the Office of Student Life offers a workshop for chairpersons on preparing budget proposals, managing budgets, and following guidelines regarding purchases and reimbursements. The chair of each student organization is responsible for monitoring the budget and ensuring that the budget is balanced at the end of the academic year.

All purchase orders, reimbursements, and requests for payments must be approved by the Dean of Students or a designee. Students will not be reimbursed for purchases and/or expenses without prior approval from the Dean of Students or designee. A receipt for each purchase and/or expense must be submitted; students who do not submit receipts will not be reimbursed.

RECREATIONAL OPPORTUNITIES

During the fall months Bennington College participates in an intercollegiate soccer league with colleges from

Vermont and Massachusetts. Bennington's co-ed soccer team is composed of players with various skill levels, beginners to the more advanced, and all players participate in games. The College also has an intramural program which includes activities such as basketball, volleyball, flag football, and ultimate frisbee.

Bennington College's Outdoor/Weekend program offers students an opportunity to experience and learn a wide range of outdoor activities. Activities during the fall term range from canoeing and hiking to caving and rock climbing. During the spring term, students can participate in cross country skiing and whitewater rafting.

The Office of Student Life also has information on outdoor activities available in the greater Bennington area such as hiking and biking trails, canoeing, horseback riding, and downhill skiing.

Meyer Recreation Barn

The Meyer Recreation Barn houses an aerobics room, climbing wall, free weights, sauna, and showers. The Recreation Barn offers both aerobic and weight-training equipment, including selectorized/cable, cardiovascular, and plate-loaded machines. Oversight of the facility is provided by the Office of Student Life. Students may also check out sporting equipment such as basketballs, soccer balls, volleyballs, tennis rackets, camping and skiing equipment, and badminton and croquet sets.

Outdoor Facilities

The College's outdoor facilities consist of a basketball court, a volleyball court, four newly resurfaced tennis courts, and a soccer field. Bennington also maintains an indoor volleyball net and an indoor portable basketball hoop. The Office of Student Life has information on racket and health clubs in the area, as well as the Bennington Recreation Center, which has an indoor swimming pool.

COMMUNITY OUTREACH LEADERSHIP TEAM

The Community Outreach Leadership Team plans and coordinates volunteer activities, community service, and civic engagement. During the academic year of 2003-2004, students volunteered more than 3,000 hours of their time. The Community Outreach Leadership Team works to create quality volunteer opportunities.

The Community Outreach Leadership consists of three students who are the primary liaisons between established community partners and the Bennington College community. The team is made up of three representatives: Literacy and Youth Coordinator,

Community Liaison and Student Recruiter, and Civic Engagement Coordinator. Individually and as a team, the coordinators actively recruit students, create projects, and build awareness campaigns, all while serving the needs of the larger Bennington community. The team works with students and faculty, staff, and community partners to facilitate programming.

Literacy and Youth Coordinator

With a special emphasis on literacy, the coordinator seeks opportunities for students to make a positive impact on children's lives through mentoring and tutoring programs. The coordinator is the primary point of contact with local schools.

Community Liaison and Student Recruiter

The Community Liaison and Student Recruiter works with community partners and develops appropriate volunteer opportunities and recruits students for those opportunities. The Community Liaison and Student Recruiter promotes community service and volunteering on campus by planning short- and long-term volunteer opportunities. The Community Liaison and Student Recruiter also produces a weekly flier advertising volunteer opportunities, programs, and community initiatives.

Among the community partners working with the Community Liaison and Student Recruiter are: AIDS Project of Southern VT, Bennington County Meals Program, Bennington Coalition for the Homeless, Project Independence, BROCC, Chrysalis Community, Habitat for Humanity, Images Cinema, PAVE, Red Cross, RSVP, Second Chance Animal Center, Sunrise Family Resource Center, Vermont Arts Exchange, and the Vermont Veterans Home.

Civic Engagement Coordinator

The Civic Engagement Coordinator is responsible for creating awareness and action toward a rich and representative democracy both on and off campus. The Civic Engagement Coordinator implements voter registration drives, engages students in dialogue about democracy, civic engagement, and citizenship, increases awareness of the democracy, voting, and legislation that affects students, connects local resources with the College community, and explores volunteer opportunities that reflect active civic engagement.

Students interested in volunteering should contact the Community Outreach Leadership Team, volunteer@bennington.edu, ext. 4334, or stop by the Office of Student Life.

COLLEGE COMMITTEES

ACADEMIC POLICIES COMMITTEE

The Academic Policies Committee, composed of an elected faculty Chair, six other elected faculty members, the President, the Executive Vice-President, and the Provost and Dean, reviews academic programs, curriculum, academic budgeting, and the hiring of new faculty members. The APC is authorized to recommend new academic initiatives, work with the Provost and Dean concerning budgetary matters, review the curriculum on a regular basis.

CURRICULUM PLANNING COMMITTEE

The Curriculum Planning Committee, composed of faculty representatives from each of the disciplines, is responsible for short and long term curriculum planning as well as reviewing and approving the curriculum. The Committee presents the curriculum for final approval to the Academic Policy Committee and Provost and Dean's Office.

FOOD COMMITTEE

The Food Committee works in collaboration with Dining Services, providing recommendations for creative menu planning and special events.

HEALTH COMMITTEE

The Committee works with Health Services, Psychological Services, and Student Life staff to discuss issues concerning health and psychological services on campus. The Committee also assists with community outreach education programming. Students who have concerns about College health care should communicate with the Director of Health Services.

LAND AND BUILDING USE COMMITTEE

This committee is charged by the President to set policies governing the enhancement of the College campus, the protection of the environment, and the safety and accessibility of the campus. LBUC is responsible for any projects involving the buildings or the landscape of the College, and its decisions are consistent with the campus master plan. Proposals for alterations to any exterior or interior spaces or the installation of sculpture or art (outside of VAPA) belonging to the College must be made on forms available from the Office of the Vice President for Planning. Temporary art exhibitions must be approved by the appropriate offices. The Committee

is chaired by the Vice President for Planning and Special Programs and is made up of the Executive Vice President, the Dean of Students, the Director of Facilities Management, a member of the faculty in environmental studies and in architecture, the special assistant to the President, and a student appointed by the Provost and Dean.

LIBRARY & TECHNOLOGY COMMITTEE

The Committee works in collaboration with the Computer Center, Dean of Students, and the Crossett Library providing student feedback and recommendations regarding new and existing computer technology, telecommunications, and library resources.

RESIDENTIAL COMMITTEE

The Committee assists the Office of Student Life with the housing assignments process and serves as an appeals board in cases of dispute. The Residential Committee also addresses issues concerning the maintenance and upkeep of the houses.

BRIDGES: BENNINGTON CONFLICT RESOLUTION PROGRAM

Mission Statement

BRIDGES, the Bennington College Conflict Resolution Program, assists students in resolving conflicts between students by promoting communication and developing skills to support constructive dialogue. A range of programs including workshops, formal mediation, and informal conflict resolution, encourage students to take an active role in achieving resolution and making conflict resolution a part of their education. A voice mail box is provided for the program. A post office box in Commons is also available to leave messages.

POLICIES AND PROCEDURES

Preamble

Bennington College was founded on the principle that intellectual development cannot and should not be isolated from the development of the whole person, and that as much as possible, the general College arrangements, especially individual guidance, should give proper weight to physical, emotional, moral, and aesthetic as well as to intellectual factors in personal growth. To be engaged, to be disciplined, and to be responsible is to possess self-

knowledge, or to be educated.

The following rules and regulations, and all other provisions of this Handbook, supersede any previous Rules and Regulations and provisions. By enrolling in Bennington College, all full-time and part-time students automatically accept its regulations and acknowledge the right of the College to take disciplinary action.

Please Note: *In addition to the powers exercised in the ways described elsewhere in this section and in this Handbook, the College reserves the right to suspend or expel any student when, in the opinion of the College, his or her behavior threatens or endangers the health, safety, or well-being of the College community or of any person; and also reserves the right to impose penalties, which may include but are not limited to fines, suspension, and expulsion, upon any student whose behavior is deemed a threat to the health, safety, or well-being of the campus or whose behavior results in damage to, or destruction of, College property, and/or violates College policy.*

I. Student Self-Governance

Under normal circumstances, students at Bennington College govern themselves. Each student house is managed by chairpersons selected to act in all appropriate ways to ensure that the life of the house proceeds smoothly and safely. On occasions when House Chairs find themselves unable to maintain a comfortable social environment in their houses, or when members of the College community learn of significant infractions against the order or the property of the College, they have the obligation as well as the right to present information about these difficulties to the appropriate authorities of the College for investigation and possible disciplinary action.

II. Source and Lines of Authority

The Trustees of Bennington College have authority for the structure and operation of the disciplinary system at the College. The Trustees have delegated this authority to the President of the College who normally exercises this authority through the following offices:

- A. For all academic or classroom activities, the Provost and Dean and the faculty of the College.
- B. In all other areas, the senior administrators of the College, who are responsible for formulating and enforcing appropriate procedures, for regulations concerning student behavior, for the judicial consideration of violations, and for the imposition of sanctions.

III. Tenets of Student Behavior

The following tenets, along with other provisions of the

Handbook, regulate student behavior and constitute the basis for student discipline. For the most part, these definitions are to be construed broadly. Specific examples are intended to be illustrative, not exhaustive or exclusive. The following actions violate College standards of conduct, as do attempts to commit any of these acts:

1. Harassment, abuse, coercion, injurious conduct. Every member has the right to be free from physical or verbal abuse and intimidating behavior of any sort, including not only direct threats of any kind, but also psychological and sexual harassment.
 - a. Threats, intimidation, physical abuse, verbal harassment, or derogatory statements directed towards College employees are prohibited.
 - b. Using abusive, obscene, vulgar, loud, or disruptive language or conduct directed toward and offensive to a member of or a visitor to the College community.
 - c. Discriminatory behavior with regard to age, sex, religion, affection/sexual preference, handicap, race, or color is prohibited.
 - d. Complaints involving sexual harassment and sexual assault should be made to the Sexual Harassment Hearing Committee or to Sexual Harassment Mediators or advisors. (See Sexual Harassment Policy on page 45.)
2. Causing physical harm or reasonable apprehension of harm to any person on College premises or at College-sponsored activities.
3. Interfering with essential College activities, such as teaching, research, administration, including computer services and records, or fire, security, or emergency services.
4. Illegal entry. No member of the community may enter without authorization, College property or College property assigned to another (e.g., student, faculty, or College rooms, studios or offices) except as outlined in the "Right of Entry" section of the Housing Regulations. Everyone is expected to treat mail placed in student and faculty boxes as inaccessible to anyone but the box-holder.
5. Substantial disruptive interference with the freedom of expression of others on College premises or at College-sponsored functions (e.g., when requests for order by Security, the Chair of a meeting, or any College official are ignored).
6. Excessive noise. Bennington is an academic institution, and its members are expected to refrain from making noise that disturbs others when they are attending classes or lectures, studying, attending public performances, sleeping, or quietly enjoying themselves. In addition, students should be aware that excessive noise

after 11 pm disturbs local citizens and may lead to intervention by municipal authorities.

7. Distribution, or possession for purposes of distribution, of any controlled substance or illegal drug on College premises or at College-sponsored functions.
8. Purchasing, supplying, or in any other way providing alcoholic beverages to a minor (under the age of 21) is strictly prohibited.
9. Use or possession of any controlled substance, illegal drug or drug paraphernalia as defined in Vermont statutes on College premises or at College-sponsored functions. Drug paraphernalia includes "bongs," pipes, hookahs, and/or other devices that may be used to facilitate consumption of illegal drugs.
10. Initiating or causing to be initiated any false report or warning of fire, explosion, bombs, or other emergency on College premises or at College-sponsored activities.
11. Improper use of safety or fire fighting equipment, such as fire extinguishers, smoke detectors, or exit signs.
12. Use, possession, or storage of any weapon on College premises or at College-sponsored functions. Such weapons include, but are not limited to, firearms, pellet guns, switchblade knives, hunting knives, and other similar weapons that pose a potential hazard to the safety or health of others.
13. Furnishing false information to the College, including, but not limited to, false reports to Security, complaints or other erroneous information to College offices. This includes Voluntary Witness Statements given to Security.
14. Acts of fraud or attempted fraud committed by forgery, alteration or use of College documents, records, identification, or by other means.
15. Misuse of the Bennington name which includes, but is not limited to, contractual agreements made in the Bennington College name or unauthorized use of the College name or letterhead in advertising or media or correspondence.
16. Vandalism. Vandalism of property or negligent or intentional damage to or alteration of the property of another person or of the College (including, but not limited to, students' rooms, public areas, dining halls, lawns) is prohibited. This also includes property stored electronically (e.g., in computer memory or on electronic, optical or other storage media).
17. Theft of property. Theft, misappropriation of the property of another person or of the College is prohibited. This also includes property stored electronically (e.g., in computer memory or on electronic, optical, or other storage media).
18. Unauthorized use of computer systems. This violation includes the intentional, willful, and unautho-

rized access, attempt to access, or to cause to access any computer, computer network, software, control language system, services, data base, or any parts of these systems or services. It is also a violation to willfully make a false entry, alter, deface, destroy, remove, or conceal any computer generated or stored records without authorization. This violation includes: distributing copyrighted materials and using computer facilities including the campus network, computer accounts, or computer data for purpose other than that for which they are intended or organized; using College computer resources to harass or threaten others; sending fraudulent computer message; breaking into others electronic mail, or reading others electronic messages without their permission; attempting to remove or modify computer equipment software or peripherals without authorization; and monitoring network transmissions without the College's consent.

19. Failure to comply with the directions of College officials, including College security officers, acting in accordance with their duties.
20. Violation of College policies or rules (including house rules) concerning entry and use of College facilities, alcohol and drug policies (see Alcohol Policy section of this Handbook), fire regulations, pet policy, guest policy, weapons policy, motor vehicle regulations, party regulations, smoking, improper use of vehicles or identification cards.
21. Violation of local, state, or federal law. Violation of the laws of any jurisdiction whether local, state, or federal, may subject an individual to disciplinary action at the College. Disciplinary action at the College will normally proceed during pending criminal proceedings and will not be subject to challenge on the grounds that criminal or civil charges involving the same incident have been dismissed or reduced. The pending appeal of a conviction shall not affect the application of the rule.
22. Disorderly conduct. The College requires orderly conduct of all students while in Bennington and its environs. The College further requires orderly conduct of its students in any College-related function or activity where students are acting as representatives of the College. Disorderly conduct includes public intoxication.
23. Failure to appear as a named witness at Judicial, Sexual Harassment, or Administrative Review Committee hearings, after being given written notice by a College official.
24. Failure to meet with the Dean of Students or his/her delegate regarding disciplinary matters.
25. Behavior by any student, or group of students, which,

in the opinion of the College or of any of its disciplinary agencies, endangers the health, safety, or welfare of the College community or of any person.

26. Violating the terms of any sanction imposed by College disciplinary bodies in accordance with these tenets.
27. Violation of Guest Policy. (See Guest Policy section of this handbook.)
28. Repeated violations of College rules and regulations.

IV. Disciplinary Process

Students and House Chairs are expected to bring infractions against community standards to the attention of the Dean of Students or his or her designee, who may either settle the problem by negotiation or by referring a formal complaint and any additional information to the Judicial Committee, Administrative Review Committee, or Sexual Harassment Hearing Committee. In addition, infractions against federal, state, or municipal laws are subject to College disciplinary action as well as to the legal processes mandated by public authorities. Nothing in these provisions may be taken to exempt students from responsibility for observing the laws of the land. The personnel whose responsibility it is to administer the enforcement of student standards of behavior include the following individuals and groups.

A. The Director of Security

The Director of Security has original jurisdiction over traffic and parking violations, guest policy violations, violations of the College's rules concerning pets, violations of safety and fire regulations, and also has the responsibility for investigating other kinds of infractions and is responsible for reporting them to the Office of Student Life. The Director of Security or his or her officers have the power to shut down parties and call in local authorities when the situation warrants their intervention, impose parking fines, order towing of vehicles, and remove or restrict privileges for violations of College motor vehicle regulations. He or she may refer repeated violators to the Dean of Students who may initiate College disciplinary action. Written appeals for parking violations may be made to the Executive Vice President.

B. The Dean of Students

The Dean of Students administers all non-academic policies and regulations of the College as they apply to students. The Dean, the Assistant Director of Student Life, and the Director of Security may receive complaints brought against a student or students by any member of the community. The Assistant Director of Student Life will investigate these complaints as described below in

Paragraph C. The Dean may settle a controversy by negotiations with the parties in a case, provided only that the settlement is acceptable to all of them. The Dean may impose mandatory programs, campus service or fines for certain offenses.

When the Dean decides that a given complaint cannot or should not be resolved in an informal manner, he or she may, direct that case to either the Judicial Committee or Administrative Review Committee for hearing.

The Dean or his or her designee has the authority to impose penalties immediately when the best interests of the College, its employees, or students seem to be in jeopardy and existing processes for dealing with the behaviors in question are inadequate. These may include, but are not limited to, cases of disruption of the ongoing academic responsibilities of the College, physical violence or threat of it, serious threats to the physical or mental health of any member of the community, or a serious emergency requiring an immediate response. The Dean may take any appropriate action including, but not limited to, immediate suspension from the College. The Dean should report any such action within 24 hours to the President and must refer the same to the Administrative Review Committee. The student(s) must comply with the terms of suspension until the Administrative Review Committee hears the case.

The Dean also serves as liaison to the College's legal counsel in all disciplinary matters.

C. The Assistant Director of Student Life

The Assistant Director of Student Life or his or her designee receives complaints brought against a student or students by any member of the community. When investigating a complaint, the Assistant Director may issue a written notice to appear to persons involved in the matter. Failure to appear is in itself an offense and may be referred to a judicial body of the College. The Assistant Director or his or her designee may settle a controversy by negotiations with the parties in a case, provided only that the settlement is acceptable to each party. The Assistant Director may impose campus service, mandatory programs, or fines for certain offenses.

When the Assistant Director decides that a given complaint cannot or should not be resolved in an informal manner, he or she may, within eight working days from the receipt of the complaint, direct that case for hearing to either the Judicial Committee or Administrative Review Committee.

The Assistant Director will consult with the Chair of the Judicial Committee and, if necessary, a member of the Administrative Review Committee to discuss which judiciary body should hear the case. After consultation,

the Assistant Director shall decide, at his/her sole discretion, to which disciplinary body the case will be directed. Once the Assistant Director has decided which committee will hear the case, he or she shall then notify the person making the complaint, the person against whom the complaint has been made, and the appropriate disciplinary body of the referral. In the case of Judicial referrals, the Assistant Director and the Chair of the Judicial Committee will arrange hearing time and location and prepare documents.

When a complaint against a student or students is to be heard by the Judicial Committee or the Administrative Review Committee, the Assistant Director or his/her designee is responsible for:

1. Investigating the complaint on behalf of the College;
2. Presenting the results of that investigation to the appropriate judicial body;
3. Presenting the charges, evidence, witnesses, and the case for the College at all hearings;
4. Participating in the examination of person(s), charges, and witnesses.
5. Recommending sanctions to the Committee.

D. The Judicial Committee

Purpose. The Judicial Committee has original jurisdiction over those infractions of non-academic rules and regulations and provisions of the Student Handbook which are referred to it by the Assistant Director of Student Life or the Dean of Students. Matters which are acted upon directly by the Dean of Students, as provided in Paragraph B above, the Assistant Director of Student Life as provided in Paragraph C above, and matters over which the Administrative Review Committee assumes original jurisdiction as provided in Paragraph E below, are not referred to the Judicial Committee.

Composition. The Judicial Committee normally consists of 15 persons: the Chair, six members of the student body, and six members of the faculty/staff; ex-officio members of the Committee are the Assistant Director of Student Life and the Dean of Students. Each hearing will normally consist of three to five members of the Committee and the Chair.

Selection of the Chair. Interested students are invited to apply or may be nominated by a member of the College community. Eligible candidates must be full-time enrolled students and may not be on academic or disciplinary probation either at the time of their candidacy and/or their term of service.

Each student who is interested in or nominated to the position of Chair of the Judicial Committee will be required to:

1. Submit a formal application to the Assistant Director of Student Life.
2. Participate in an interview with the Judicial Candidate Selection Committee normally consisting of: Chair of the Administrative Review Committee, Assistant Director of Student Life, and the current Chair of Judicial.
3. Candidates who are forwarded by the Judicial Candidate Selection Committee will be interviewed by members of the current Judicial Committee.
4. Members of the current Judicial Committee will interview and select the best person suited for the position.

The Assistant Director of Student Life and the current Chair will notify the successful candidate.

Note: The Chair of the Judicial Committee shall not concurrently serve in any other compensated student leadership positions.

Election of Members. Interested students will self-nominate or be nominated by the student body for seats on the Committee. Nominations will be submitted to the Assistant Director of Student Life. Eligible candidates must be full-time enrolled students who are not on academic or disciplinary probation either at the time of election and/or during their term of service. All candidates must individually meet with a selection committee composed of the newly selected Chair of Judicial, the Assistant Director of Student Life, one student member, and one faculty/staff member selected by and from the Judicial Committee. The selection committee reviews the candidate statement provided by each candidate and discusses the requirements and responsibilities of the position with the candidates. Past disciplinary history will also be considered by the Committee. The Committee has the right to determine a student ineligible to run in the election. Once selected, all candidates' names are placed on ballots to be chosen in a campus-wide election at the end of the spring term. Open positions may also be filled in the campus-wide election at the end of the fall term.

The President of the College or his/her designee appoints faculty, staff, and administrators to the Committee. At least three of the President's or his/her designee's appointees must be faculty members.

Terms of Office. The Chair and the student members of the Committee serve for one-year terms. Faculty, staff, and administrators are appointed for two-year terms and may be re-appointed.

Replacement of Members. Conflicts of Interest: When a case is to be heard, the Assistant Director of Student Life, in consultation with the Chair and the affected person(s), will determine if any members of the Committee (including the Chair) have a conflict of interest in hearing the case. The following may be grounds for excusing a member in cases where that member:

1. Will be significantly affected by the outcome of the case.
2. Can identify circumstances that would or could compromise that Committee member's ability to act in an unbiased capacity (e.g., a significant relationship with a person involved in the case or significant direct knowledge of the facts involved).

If a conflict of interest by a member of the Committee occurs during a hearing, the Assistant Director of Student Life will dismiss that member from the proceedings.

Dismissal. The Assistant Director of Student Life will dismiss a member from the Committee upon the occurrence of any of the following:

1. A member misses two scheduled hearing meetings without the authorization of the Assistant Director of Student Life or the Chair.
2. The Chair or the Assistant Director of Student Life determines that a member of the Committee has broken confidentiality.
3. A member is placed on disciplinary or academic probation.

In the event of dismissal or resignation, the Assistant Director of Student Life and the Chair will select a new member to fill the vacant seat. When possible, the candidates from the last campus-wide vote will be the first considered, if they meet the guidelines. In the case of faculty, staff, or administrators, the President or his/her designee will appoint an alternate to serve. If the Chair is dismissed or resigns, the Committee will elect an Acting Chair from the current student members who will serve as Chair for the remainder of the academic term.

Acting Chair of Judicial. If the Judicial Chair is dismissed or resigns, the Committee will appoint the Acting Chair to serve as Chair for the remainder of the academic term or until the next student election. The Acting Chair will also serve in the Chair role if the Chair has a conflict of interest regarding a specific case or in any instance in which the Chair is unable to function within his or her role.

At all times, the Judicial Committee must have a student designated to become the Acting Chair if the need arises. The Judicial Committee must elect the Acting Chair from among the student members upon the start of the term.

Role and Responsibilities of the Chair. The Chair meets regularly with the Assistant Director of Student Life or designee to discuss the disposition of possible cases. The Chair presides over each hearing. Serving in an unbiased capacity during the proceedings, the Chair adheres to Judicial Committee Hearing Guidelines and summarizes each case before the hearing to identify the issues facing the Committee. The Chair shall maintain neutrality during deliberations and, except in the case of a tie, the Chair does not vote.

At the conclusion of deliberations, the Chair and the Assistant Director of Student Life or designee will arrange a time to discuss the outcome of the hearing with the charged student. The Assistant Director of Student Life or designee shall draft the decision letter in compliance with College policies and legal requirements.

Role and Responsibilities of Members. Members are expected to attend scheduled hearings and to participate in scheduled meetings of the Committee. Members must attend training sessions, and if necessary, commit to a full day workshop at the beginning of each term. Members are expected to come to the hearings prepared with questions and to have reviewed the case files in the Assistant Director of Student Life's Office prior to hearings. Members are required to maintain full confidentiality for all cases and related Committee discussions. Failure to do so will result in removal from the Committee. Members must excuse themselves from a hearing if a conflict, or potential, conflict of interest exists. If a member is found responsible for a violation of the Tenets of Student Behavior, his/her position on the Committee may be evaluated by the Committee at the request of the Assistant Director of Student Life. Members are selected to hear cases on a rotating basis. Decisions are by majority vote.

E. The Administrative Review Committee

The Administrative Review Committee normally consists of three members: two senior members of the administration appointed by the President and the Dean of Students who normally presides over hearings. The Committee shall determine its own procedures. The information presented and the deliberations entered into by the Committee are confidential.

The Administrative Review Committee shall hear:

1. Appeals from the rulings of the Judicial Committee;
2. Any offense referred directly to it by the Dean of Students or the Assistant Director after consultation with the Chair of the Judicial Committee and a member of the Administrative Review Committee;

3. Any offense referred by the Dean of Students in cases requiring immediate action.

When it acts as an appellate body, it may affirm, modify, or set aside a penalty imposed on a student by the Judicial Committee. Its decisions are final, except in cases of suspension or expulsion of a student from the College, which must be reviewed by the President of the College, whose decision is final.

When the Administrative Review Committee assumes original jurisdiction over a case, its decisions may be appealed in writing within five days of the date of the decision to the President of the College, whose decision is final.

F. Disciplinary Procedures for the Judicial and Administrative Review Committees (excluding appeals).

1. **Initiation of Charges.** The Dean of Students or the Assistant Director receives complaints brought against a student or students by any member of the community. In addition, Security Incident Reports may be used as the basis for a charge.
2. **Referral of Cases.** If the Dean of Students or the Assistant Director determines that there is sufficient reason to charge a student or students with an offense, then he or she, after consultation with the Chair of the Judicial Committee and, if necessary, a member of the Administrative Review Committee, will normally refer the case to either the Judicial Committee or the Administrative Review Committee within eight working days of receipt of the complaint. In unusual circumstances, referral will be immediate.
3. **Notice of Hearing.** The Assistant Director of Student Life or the Judicial Committee Chair sends written notification of charges and hearing date and time to the person(s) charged in the case of Judicial hearings. In the case of Administrative Review hearings, the Assistant Director of Student Life or the Chair of the Administrative Review Committee sends written notification of charges and hearing date. Students are required to return the Acknowledgment of Receipt Form by the date specified. Students charged may bring witnesses and one representative from within the College community to the hearing and are required to name them on the Acknowledgment of Receipt Form. A student cannot serve as both a witness and a representative in the same hearing.
Representative. This is a member of the College community who may accompany a charged student to the hearing. The purpose of a representative is to lend support to a charged student and to help the student before, during, and after the hearing. A

representative shall in no case be legal counsel or a member of the Judicial Committee. Representatives may confer with the charged student during the hearing. However, the representative may neither address the Committee nor ask questions during the proceedings.

Witness. This is a person who has testimony to give pertaining to the case at hand. A witness shall in no case be legal counsel. A witness may be named by either the Assistant Director of Student Life or the charged student. If named as a witness, students must appear; failure to do so is in itself a violation of College rules and regulations and will be referred to either disciplinary body of the College.

As witnesses, students normally will not be present at the entire hearing, but will be called into the hearing at the appropriate time to give testimony. Witnesses will be invited to give testimony by the Chair. After giving testimony, witnesses may be asked questions by the Assistant Director of Student Life, the Committee members, and the charged student. Witnesses may not ask any questions of the charged student or Committee members present.

After giving testimony and responding to the resulting questions, witnesses will be dismissed. In rare cases, witnesses will be asked to stay in the immediate vicinity of the hearing in case there is a need for any testimony to be clarified.

4. **Hearing Procedures.** All hearings are private. Hearings are normally held at any time from the first to the last day of classes of each term. Members of the community who are called as witnesses are expected to be available during this period. If an incident occurs during the final week of the academic term, or the Judicial Committee is unable to meet, the Dean of Students or designee, the Chair of Judicial or his/her student designee from the Committee, and a faculty/staff member from the Judicial Committee will hear the case for the Judicial Committee, following the regular procedures. If named as a witness, a student must appear; failure to do so is in itself a violation of College rules and regulations and will be referred to either disciplinary body of the College. The information presented and the deliberations entered into by the Committee are expected to be confidential.

The Chair of the Judicial Committee presides over the Judicial hearing; the Chair of the Administrative Review Committee or is or her designee presides over Administrative Review hearing. The Dean of Students or the Assistant Director brings the charges, presents witnesses, evidence, and the case

on behalf of the College. If the person, against whom a complaint has been made, after proper notification, fails to appear at the hearing without prior authorization of the Assistant Director or the Chair of the Judicial Committee or the Chair of the Administrative Review Committee in the case of Administrative Review hearings, he/she waives his/her right to appear. In the case of appeal, the appeal is dismissed. If it is one of original jurisdiction, the case will proceed as scheduled. The student charged with the offense may present an oral or written statement. He/she is offered the opportunity to present his/her own witnesses and to question the College's witnesses. A written disciplinary history, if any, of the person charged will be presented by the Dean of Students or the Assistant Director to the Committee at the end of the hearing. At the close of the hearing, all parties and witnesses shall be excused. If the student is found responsible, the Dean of Students or the Assistant Director will recommend possible sanctions to the Committee but will not be present during deliberations of the Committee. The Committee may formulate its own procedures insofar as they are not specified in these procedures and may rely on College resources in the course of an investigation.

The Judicial Committee or the Administrative Review Committee has the power to impose any penalty for any offense it deems appropriate, which may include (but is not restricted to): verbal or written censure, a fine, disciplinary probation, housing probation, expulsion from College housing, suspension from the College, or expulsion from the College. At the conclusion of judicial deliberations, the Chair shall draft the decision letter together with the Dean of Students or Assistant Director of Student Life. The letter will be submitted to the Vice President for Planning and Special Programs for review and possible modifications to comply with College policies and legal requirements. Failure to comply with a penalty imposed by the Judicial Committee or the Administrative Review Committee is in itself an offense and will automatically be subject to further disciplinary action by the appropriate Committee without further hearing.

5. **Notice of Decision.** A written notification of the decision of the Judicial Committee or the Administrative Review Committee is normally given to the student by the Assistant Director, or designee, and the Committee Chair. This letter includes sanctions (if any) and explains the appeals process. Parents, the student's advisor, the Dean of Studies,

and the Director of Security will be notified of any violations that are determined by the Committee. (See "Sanctions" below for details.)

6. **Appeals Process.** Appeals of disciplinary decisions may only be made on the following grounds:
 - a. Newly discovered evidence that could not have been discovered at the time of the original hearing;
 - b. Violations of procedure at the original hearing;
 - c. Appeal of the sanction(s) imposed.All appeals of Judicial Committee decisions must be made in writing within five (5) days to the Administrative Review Committee in care of the Chair of the Committee. The Committee shall determine its own procedures. Appeals of Administrative Review Committee decisions (only for cases of original jurisdiction and not appeals) must be made in writing within five (5) days to the President of the College, whose decision is final.

The President shall review any such appeals in such manner as he/she shall determine at his/her sole discretion. There shall be no hearing nor evidentiary proceeding of any kind, but the President may, at his or her sole discretion, give an opportunity for written submissions. The decision of the President is final.
7. **Appeals for Disciplinary Fines.** Appeals of disciplinary fines must be made in writing to the Dean of Students or his/her designee. The Dean of Students or his/her designee will provide a written decision to the student. All decisions are final.

G. Sanctions

Note: Parents and the student's advisor will be notified of any sanctions imposed by the Judicial Committee or the Administrative Review Committee.

The following sanctions for violations of the Tenets of Student Behavior may include, but are not limited to:

1. **Restitution.**
2. **Reprimand.** A letter of reprimand may be sent to the student. Reprimands may be considered in future disciplinary proceedings but are not reflected in the student's transcript.
3. **Fines.** The student must pay a fine, which will appear on the student bill if it is not paid to the cashier in the Business Office.
4. **Campus Service.** The Assistant Director, the Judicial Committee, or the Administrative Review Committee may assess restitution to the campus community in the form of campus service. Campus service consists of placement in an on-campus work assignment for a pre-determined number of hours

or until the completion of an assigned project. Failure to complete campus service will result in referral to the Judicial Committee or Administrative Review Committee.

5. **Mandatory Programs.** The student must attend one or several sessions of a particular program or may be required to undergo a substance abuse assessment and also may be required to adhere to the requirements of the assessor. The cost of the program, assessment, and treatment will be borne by the student.
6. **Disciplinary Probation.** The student is sent a letter warning him/her that further acts of misconduct may result in a charge that could result in suspension or expulsion. The terms of probation may include, but are not limited to, periodic meetings with therapists, related groups, etc. The student is responsible for the cost of these services.
7. **Housing Probation.** The student is issued written notice that further violations would constitute grounds for loss of College residency privileges. Housing probation is considered a form of disciplinary probation.
8. **Housing Suspension.** Housing suspension is defined as suspension from the residential campus. The student loses the right to live in College housing for a specified period of time or until a specific condition is met. Students suspended from College housing may not stay overnight in any College housing, and may not return to his/her house or any residential areas on campus without prior written permission of the Dean of Students. In addition, students suspended may not be present in or around any College housing area at any time during the day or night without prior written permission from the Dean of Students. Suspended students are not permitted to venture, on foot or in a vehicle, past the front porch of Commons onto the residential campus. This includes Commons Lawn, First Street (beyond the library), Second Street, the common areas around the three new houses (Merck, Perkins, and Paris-Borden), Longmeadow, and Welling Town House. Suspended students are not permitted in the Cafè. Suspended students must sign in and out at the Security Booth each day they arrive on campus for any reason. These reasons include, but are not limited to attending class, working on campus, eating in the dining halls, using the library, and using other academic spaces on campus. Suspended students may not be on campus before 7:30 am and must leave campus by 11:00 pm. Suspended students are permitted to park in the VAPA East lot and the lot

across from the Carriage Barn only. Students suspended or expelled from College housing will be responsible for the total term charges for room and board. A student suspended from College housing must vacate his/her room within 48 hours, or a period of time specified by the College.

9. **Housing Expulsion.** Housing and residential privileges as defined above are denied for the remainder of the student's time at the College.
10. **Suspension from College.** Suspension is a complete separation from all College classes, activities, services, facilities, and grounds. Suspension is for a definite period of time, at the end of which the student may petition the Provost and Dean for readmission. Readmission shall be in the sole discretion of the College. Students suspended from the College must leave campus within 48 hours, or a period of time specified by the College, and may not return unless they have prior written permission from the Executive Vice President. Students who are suspended from the College will be responsible for the total College charges for that term. A suspension is recorded on the student's transcript.
11. **Immediate, Temporary Suspension.** In the event of serious misconduct, the Dean of Students may require that a student leave campus prior to formal disciplinary proceedings. Such action will be taken when the Dean believes that the continued presence of the student on campus is contrary to the best interest of the College community. Immediate, temporary suspension normally requires that a student leave campus within 24 hours (or a specified period of time) of notification by the Dean of Students.
12. **Expulsion from the College.** The student is permanently separated from the College. The student is barred from all College classes, activities, services, facilities, and grounds. Expelled students must leave campus normally within 48 hours of notification, or a period of time specified by the College, and may not return to College premises without prior written permission from the Executive Vice President. Students who are expelled from the College will be responsible for the total College charges for that term. Expulsion is recorded on the student's transcript.

GUEST POLICY

1. Students are welcome to have guests on campus but must register them day or night (limit of two per student at any one time) at the Security Booth.

2. All guests including alumni and former students (except when attending public performances) must sign in at the Security Booth, present a picture I.D., and receive a visitor's pass.
3. Access to student houses is restricted to current students and their signed-in guests only.

Host Expectations and Responsibilities

1. Only current students of Bennington College can serve as hosts for guests.
2. All guests are required to be signed in at the Security Booth by their host.
3. Hosts must accompany guest to the Security Booth.
4. Students are responsible and accountable for the conduct of their guests at all times.
5. If a registered guest violates College regulations, the student host may face disciplinary procedures.
6. The student host should be with his/her guest and not allow the guest to move freely about the campus on his/her own.
7. Hosts may not have guests (including alumni and former students) prior to the first day of classes in the fall and spring terms.

Guest Expectations and Responsibilities

1. All College rules and regulations apply to alumni and to College guests.
2. Guests are required to provide an ID with birth date (college ID, state driver's license, or passport) and are issued a visitor's pass.
3. Guests may accompany students into College facilities, but are not permitted to use College supplies for their own personal use.
4. Any guest violating the policy will be required by Security to leave immediately.
5. If a legitimate complaint is registered by another member of the College community, Security will require the guest to leave.
6. Guests may be banned from College property for ignoring the guest policy after being warned.
7. Guests are not allowed to take up residence on campus, and overnight and day visits are limited to six days per month.
8. Visitors may not stay the last six days of one month followed by the first days of the next month. There must be at least five days between such visits.
9. Any request for an extension of the six-day limit should be directed to the Director of Security.

Alumni Students

1. Alumni are allowed to visit campus for unlimited day visits without being signed in.

2. With the exception of attendance at public events, alumni must be signed in by a current student after 8:00 pm and are limited to six overnight visits per month.

Parents

Parents who plan on visiting campus, should make arrangements to stay off campus in town and may not stay in student housing.

PETS ON BENNINGTON CAMPUS

Bennington College has established strict policies regarding the presence of pets and animals on campus. While the College appreciates the special nature of the owner/pet relationship, the College is a workplace and residence for many, and, as such, the welfare of the entire community must be considered paramount. The policy recognizes that animals have the potential of affecting the safety, health, personal well being, and comfort of College employees and residents, as well as the sanitation, housekeeping, and physical condition of the campus.

Pet Policy

With the exception of small fish and seeing-eye dogs, the College prohibits any person from bringing or keeping pets in student residences or any administrative, service, or academic building. Pets are not allowed in such facilities as classrooms, libraries, studios, food service areas, administrative spaces or public access areas. Faculty members and staff are not permitted to bring pets into their offices.

Violation of the Pet Policy

Individuals found in violation of the pet policy will be fined \$100 and will be given 48 hours to remove the pet from campus. It is the responsibility of the individual to provide proof (verbal and written) to the Director of Security, or his designee, that the pet has been removed. If proof that the pet has not been removed within 48 hours, a subsequent fine of \$50 per additional day will be assessed. The individual will also be subject to judicial actions.

Security will arrange (with or without notice depending on circumstances) to remove pets on the campus in violation of policy. Should external assistance be used to remove a pet, the owner will be responsible for any cost incurred. Any damage or repairs arising from pets being brought onto or kept on campus by students will be charged to the owner. Students are responsible for their guests' compliance with the College's policy and will be held accountable for

reimbursement of any costs incurred by the College related to violations. Animals of unknown ownership roaming loose on the campus will be taken to the local animal humane society.

Visiting Canines

Dogs temporarily brought onto the campus by residents, employees, or visitors must be in the full control of their owner or other custodian. All dogs are to be on a leash at all times (except when inside a dog owner's personal residence). Under no circumstances are dogs either to be allowed to run loose or to be tied to buildings, handrails, trees, bicycle racks, or other objects. Infractions or complaints are to be brought to the attention of Security.

FIRE REGULATIONS

Safety Devices

All student houses are equipped with fire extinguishers and heat and smoke detectors linked to a locator-enunciator panel in the Security Booth. Emergency instructions are posted on the back of the door of each student room. Tampering with fire safety apparatus is a serious offense. Vermont law states that "a person who willfully or knowingly tampers with, interferes with, or impairs any public fire apparatus, wire, or associated equipment (including fire extinguishers) shall be imprisoned for not more than one year or fined not more than \$1,000 or both." Students who tamper with such equipment will be subject to College and/or state sanctions which may include fines, suspension, or expulsion.

In the Event of Fire

1. **PULL THE RED MANUAL FIRE ALARM SWITCH IN THE BUILDING. EVERYONE SHOULD BECOME FAMILIAR WITH THE LOCATION OF THESE SWITCHES.**
2. **EVACUATE THE BUILDING.**
3. **CALL SECURITY IMMEDIATELY AT EXT. #210 - DAY OR NIGHT.**
4. **SECURITY WILL BE RESPONSIBLE FOR CHECKING THE BUILDING.**

Fire Drills

Fire drills are normally held once or twice per term. The community is urged to cooperate by clearing the buildings as soon as possible.

False Alarms

Setting off a false alarm is a serious offense. See "Tenets of Student Behavior." Certain precautions can be taken to prevent false alarms by keeping the kitchen door open while cooking, and by opening the flue before lighting a fire in the fireplace. **Always assume that an alarm is real.**

Fire Regulations

1. Smoking is limited to designated areas on campus. See College Smoking Policy.
2. Older model Halogen lamps (with more than 300 watt bulbs **and without safety features**) gas, turpentine, **lighter fluid**, and other flammable liquids are not allowed in College Housing and in faculty and staff offices.
3. Hallways, living rooms, and all areas of egress in student houses must be kept clear of student belongings at all times.
4. Fire screens must be employed whenever fireplaces are in use.
5. Students must use power strips in their rooms (use of extension cords is prohibited). Power strips are available through the College Bookstore. Three-way plugs may not be used anywhere in student houses.
6. It is strongly suggested that students supply their rooms with metal wastebaskets and ashtrays.
7. Gatherings in House living rooms must not exceed the Vermont Fire Code. The maximum number is posted in each house living room.
8. Gatherings in student rooms must not exceed the Vermont Fire Code. The maximum number of students in a room is eight, including the occupants of the room.
9. Bonfires are prohibited without the approval of the Dean of Students. Students who wish to have a bonfire in conjunction with an event must register the bonfire through the Office of Student Life at least ten days in advance. Approval for a bonfire is subject to the safety and environmental conditions as determined by the North Bennington Fire Department and the Director of Security.

Candles

The use or possession of candles in any campus buildings is strictly prohibited. They will be confiscated by Security when found. Students found in possession of candles will be fined not less than \$100 for a first offense. For a second offense, students will be fined not less than \$150 and may be referred to the Judicial Committee or the Administrative Review Committee for disciplinary action. Students found with a lit candle will be fined not less than \$200 for a first offense and \$250 for a second offense and will be referred to the Judicial Committee or the Administrative Review Committee. Students who leave an unattended burning candle will receive a fine of not less than \$300 and will be referred to the Judicial Committee or the Administrative Review Committee. Students who repeatedly violate this restriction, will be subject to disciplinary action which may result in hous-

ing suspension, suspension or expulsion from the College. Candles brought to the Director of Security for wick removal or whose wick has been completely removed are allowed as decoration. However, any candle containing any wick is in violation of this policy.

WEAPONS POLICY

The use or possession of firearms (including CO2 powered guns such as BB guns, pellet guns, and paintball guns), fireworks, explosives, dangerous instruments, or weapons of any kind including knives with blades longer than 4 inches is prohibited in College housing or on College property (see Tenets of Student Behavior).

Note: Weapons displayed as decorations in student rooms and common areas of houses are strictly prohibited, and the students responsible may be subject to disciplinary action.

MOTOR VEHICLE REGULATIONS

All vehicle and traffic laws promulgated by the State of Vermont are effective on the Bennington College campus as elsewhere in the state. Vehicles in operation must be licensed, registered, insured, equipped, and otherwise legal to operate.

All motor vehicle accidents that occur on campus must be reported promptly to Security. Motorists are reminded that leaving the scene of an accident or failure by a motorist to file a Report of a Motor Vehicle Accident form (available at Security) is a violation of Vermont law.

Security has the responsibility for enforcing motor vehicle rules and regulations. Anyone violating motor vehicle regulations may be prohibited from driving on campus. The College has the authority to ban vehicles from campus.

Parking Permits

All motor vehicles owned by students and operated on the College campus must be registered with Security. A parking sticker is provided at a cost of \$50 a term upon presentation of a valid driver's license, state registration, proof of insurance, and a completed application (available at the Security Booth). The vehicle must also have a valid inspection sticker. Parking stickers do not guarantee the availability of a parking space in every lot at all times. Unregistered vehicles will be ticketed; repeat offenders and those blocking fire lanes may have their cars towed.

Speed Limits

No vehicle shall be operated at a speed above the posted speed on the speed limit signs. Violators may be subject to suspension of driving and parking privileges.

Reckless Driving

Reckless driving is prohibited. The College defines reckless driving as driving that endangers people, property, or animals. Examples of reckless driving include, but are not limited to, drunk driving, driving at an excessive rate of speed, failure to yield to pedestrians, and driving across lawns. Violators may be subject to suspension of driving and parking privileges and local authorities may be notified.

Parking

1. Fire lanes must be kept clear at all times. Cars parked in fire lanes are subject to ticketing and/or towing.
2. Vehicles must be parked only in areas to which they are assigned. (See Parking Rules and Regulations available at the Security Booth.)
3. A fine of at least \$10 will be assessed for all motor vehicle violations. Drivers responsible for multiple violations are subject to suspension of driving and parking privileges. Appeals should be addressed to the Executive Vice President and must be made in writing within five days after receipt of the ticket.
4. Regulations governing long term parking on campus are available in the Security Booth.

COLLEGE POLICY REGARDING ALCOHOL AND SOCIAL GATHERINGS

ALCOHOL ON BENNINGTON CAMPUS

Social activities within the College community are an important part of the total educational experience. The College Policy Regarding Alcohol and Social Gatherings is intended to encourage lawful and responsible decision-making on the part of all Bennington College community members.

The following alcohol policy is designed to be consistent with the state and federal law; stress moderation, safety, and individual accountability; for those who choose to drink lawfully; prevent alcohol abuse and its effects; provide information and education for all community members; and provide confidential advising and counseling for those with concerns related to alcohol use and alcoholism.

Risks Associated with the Abuse of Alcohol

The College is concerned about the risks and potential dangers involved in the abuse of alcohol. There is the risk that alcohol abuse may cause significant changes to an individual's physical and psychological health; which can inhibit a person's academic and social success at Bennington College. It may also interfere with the

interaction and trust that are imperative to Bennington's educational community. Those that are of legal drinking age are expected to drink responsibly.

Support and Counsel

In addition to the College's Health and Psychological Services, individuals are encouraged to seek support and advice concerning the use and abuse of drugs and alcohol from the following resources:

On-Campus Resources

SAPAT (Substance Abuse Peer Assistance Team)
SAPAT provides information and referral resources to any member of the College community who has concerns about substance abuse and its consequences. A member of the College community who has questions about substance abuse for him/herself or about other members of the community may seek their help. Their role is to listen and to provide relevant and up-to-date information. They also provide referral information regarding treatment services available on and off campus to individuals with substance abuse problems. All information given to a SAPAT member will be held in strictest confidence except in cases involving an immediate threat to the health and safety of an individual or the community. Contact information for SAPAT members is listed in *College Announcements*.

FOCUS (Facts on Chemical Abuse)

This is a four-session in-depth examination of substance use and abuse, conducted by United Counseling Service. Contact Student Life for details and schedule.

Substance Seminar

A two-hour program offering information and resources available to students. Schedules available in Student Life.

AA meetings, 447-1285

Al Anon, 447-1285

After Hours Support Resources

Students may call Security's emergency number, ext. 210. Security can activate, depending on the situation, the following on-call resources:

On-call Student Life representative

On-call Security Director

On-call Medical Doctor

On-call Psychological Counselor

A SAPAT member

Off-Campus Resources

United Counseling Services, 442-5491

Southwestern Vermont Medical Center ER, 442-6361
Turning Point Club, Main St., Bennington, 442-9700

Alcohol Regulations

- a. Only persons of legal drinking age under Vermont State law (21 years of age) may consume alcohol on College property.
- b. Selling and/or providing alcoholic beverages to an individual who is under the age permitted by the State of Vermont is strictly prohibited.
- c. Kegs of beer or beer balls are prohibited from College residences.
- d. Consumption of alcoholic beverages or possession of an open container of alcohol is prohibited in common areas of student houses, non-residential College buildings, and out-of-doors except at authorized College events (under the auspices of the College Food Service).
- e. Operating a motor vehicle while under the influence of alcohol is prohibited.
- f. The use of a false ID or falsifying one's ID for the purposes of purchasing alcohol is in violation of College policies and state laws.
- g. Publicity and posters for College functions and/or private parties may not mention alcohol or imply that it will be available.

Consequences to Individual Alcohol Violations

Under ordinary circumstances, a first-time alcohol violation, unaccompanied by other disciplinary infractions, results in a written warning. Second and subsequent infractions, of a similar nature, will result in a mandatory conversation with the Assistant Director of Student Life which will result in appropriate sanctions as determined by the Assistant Director. These sanctions may include a fine, restitution which may be in the form of campus service and/or mandatory attendance at substance abuse programs. Subsequent infractions may also result in a referral to either the Judicial Committee or an Administrative Review Committee. See "Sanctions" on pages 32 - 33.

Specific Alcohol Regulations Regarding Gatherings in Student Rooms:

- a. The occupant(s) of the room is responsible for events in his/her room and for abiding by Vermont State law as well as College policies regarding the use of alcohol.
- b. In accordance with fire codes, occupants may not entertain more than 8 people in their private rooms, regardless of the room's size.

- c. Gatherings in student rooms where there is not at least one occupant present may result in Security clearing the room of all persons and securing the room door.

Note: An occupant is defined as a student or students who live in the room described.

Alcohol Free Room (at least one occupant is under the legal drinking age of 21):

Alcohol is prohibited in any student room where one or more of the occupants are under the legal drinking age (21). Visitors, including off-campus people/students, family members, or alumni may not bring alcohol into an alcohol-free room under any circumstance. This includes the common area of a quad.

Consequences of Alcohol-Free Room Violation

If alcohol is found in a designated alcohol-free room, the occupants, in addition to any other students in the room in possession of alcohol, will be considered in violation of College policy and will be subject to disciplinary action.

Alcohol-Permitted Room (All occupants are of the legal drinking age of 21)

Alcohol is permitted in student rooms where all occupants are of the legal drinking age (21). These will be designated as alcohol-permitted rooms. Although underage visitors are allowed in alcohol-permitted rooms, the possession and consumption of alcohol is restricted to those individuals who are 21 years of age or older. Those students who are of age may consume alcohol while underage students are present. This *does not* include the common area of a quad.

Consequences of Alcohol-Permitted Room Violations

When underage persons are found in possession of alcohol in an alcohol-permitted room, regardless of the source of the alcohol, the occupants will be held accountable for supplying alcohol to minor, and the underage students will face disciplinary action as well.

SPONSORING A GATHERING OR EVENT IN A STUDENT HOUSE

Expectations and Responsibilities of Sponsors

- a. House residents who sponsor events or gatherings in their houses are responsible for controlling attendance, noise, clean up, and encouraging a violation-free environment. Gatherings or events may not exceed a total of 50 people in combined common areas of the house.

- b. Sponsors must have a majority of the house members agree to hold the event before the event takes place. If a democratic vote has not been conducted and the gathering occurs, the sponsor of the gathering will be held accountable for any violations that may occur during the event.
- c. Students must sign up at security with information about their event and name of a contact person. It is expected that students will be cooperative when Security brings a problem or concern to their attention. If violations occur and/or the house does not cooperate with Security, Security will shut down the event. Events must end by 3:00 am.

Consequences of a House Event Violation:

If an event (authorized or unauthorized) is shut-down or is in violation of social gathering regulations, a fine of not less than \$100 will be assessed by Student Life to the appropriate party (e.g. the house, the sponsor(s), or house residents). Any additional sanctions will be decided after a conversation between the parties responsible and the Assistant Director of Student Life.

SUMMARY OF VERMONT STATE LAW

1. Criminal Offenses

- a. **Legal Minimum Purchase Age:** No person, partnership, association or corporation shall sell or furnish any alcoholic beverages to any person who has not attained the age of 21. Violators may face a fine of \$1,000 and/or imprisonment of up to two years.
- b. **Falsely Representing Age/Procuring and Possessing Alcoholic Beverages When Under Legal Age:** A person who has not attained the age of 21 may not falsely represent his/her age for the purpose of procuring alcoholic beverages and may not procure nor possess any alcoholic beverages for the purpose of consumption by himself/herself or other minors. Violators may face a fine of not more than \$500 and/or imprisonment of not more than 30 days and may be required to complete an alcohol and driving program at his/her own expense.

2. Open Container Ordinance

The Town of Bennington Open Container Ordinance prohibits consumption of alcoholic beverages in streets, alleys, sidewalks, parking areas, and in or on motor vehicles either moving or stationary in any of said places. Violations are punishable by a fine not exceeding \$100 or imprisonment not exceeding 30 days or both.

3. Civil Liability

Individual students, campus organizations, or others hosting parties where alcoholic beverages are served should be aware that, under Vermont law, a person who is injured in person, property, or means of support in consequence of the intoxication of any other person may be able to bring a legal claim for monetary damages against anyone who, by furnishing liquor either negligently or unlawfully, contributed to that person's intoxication. For example, a party host might be sued for having unlawfully furnished alcoholic beverages to a minor who thereafter causes harm, or for serving alcohol to an already intoxicated person where it is foreseeable that the intoxicated person will thereafter operate a motor vehicle.

DRUG POLICY

The College is committed to the health and well-being of its students. Therefore, only lawful and prudent use of any drug is allowed. The College cooperates with local and state law enforcement agencies in the investigation and prosecution of illegal drug use and distribution. Because drug abuse is a serious legal and medical problem, all members of the College community should seek assistance for themselves or others from appropriate college services or private services.

Individual Consequences for Drug Policy Violation

Alcohol and drug use/abuse is no excuse for unacceptable behavior. The association of mind- or mood-altering substances with problem behavior may be seen as an exacerbating factor, not a mitigating one.

Anyone named in police and/or Security reports involved in the illegal use/abuse/possession/selling of drugs/paraphernalia or whose behavior indicates drug or alcohol abuse will be required to meet with the Assistant Director of Student Life who will determine an appropriate sanction or disciplinary referral to either the Judicial Committee or Administrative Review Committee. See "Sanctions" on pages 32-33.

Subsequent infractions will result in a referral to either the Judicial Committee or an Administrative Review Committee. In addition, the Dean of Students or his/her designee may require a substance abuse assessment (through an outside agency) to determine whether the person can be presumed to be chemically dependent and in need of intervention and treatment. The cost of this assessment will be borne by the student. The student may be required to seek treatment as a result of the assessment.

Federal regulations require revocation of federal student aid to anyone prosecuted and convicted of a drug offense.

Support Services

Since drug abuse is a serious legal and medical problem, all members of the College community are encouraged to seek assistance for themselves or others from appropriate College services, or private agencies.

The educational, counseling, and referral services of Psychological Services and Health Services are available for all students who are experiencing difficulty due to the use/abuse of alcohol and/or drugs. These services are available to the user and also to those whose lives are affected by the use/abuse of others.

Use of Psychological Services and/or the Health Services for drug abuse is confidential. Individual privacy will be respected unless otherwise required by law.

The Psychological Counseling Service has information about Alcoholics Anonymous, Narcotics Anonymous, Al Anon, and Adult Children of Alcoholics groups and can assist students who are interested in attending meetings either on campus or in the local community.

Substance Abuse Peer Assistance Team (SAPAT) is available to any member of the College community. See page 36 for details.

Vermont Laws Regarding Drugs

Summary of Vermont State Laws on Drugs and Drug Paraphernalia: A person knowingly and unlawfully possessing marijuana shall be imprisoned for not more than six months and/or fined not more than \$500. For selling marijuana, a person may be imprisoned for up to two years and/or fined up to \$10,000.

A person knowingly and unlawfully possessing cocaine, heroin, LSD, or any other depressant, stimulant, narcotic, or hallucinogenic drug may be imprisoned for up to one year and/or fined up to \$2,000. For selling cocaine or heroin, a person may be imprisoned for up to five years and/or fined \$100,000; for selling any other depressant, stimulant, or narcotic drug, a person may be imprisoned for up to five years and/or fined up to \$25,000; for selling LSD or other hallucinogenic drug, a person may be imprisoned for up to five years and/or fined up to \$25,000.

SMOKING ON BENNINGTON COLLEGE CAMPUS

Smoking Policy

The College's smoking policy is in compliance with Vermont State law which restricts smoking in all places of public access. Thus, smoking is prohibited in all work

areas at Bennington College including classrooms, offices, hallways, bathrooms, rehearsal rooms, and studios. Smoking is also prohibited in all common spaces (bathrooms, hallways, living rooms, kitchens, etc.) in all student houses and prohibited in no-smoking houses. The areas near entryways and exits of all buildings are also designated as non-smoking areas.

Violation

Students who violate College smoking policy may be fined and/or subject to disciplinary action. Individual students who are found to be in violation will be issued one warning ticket. The first ticket, thereafter, will result in a \$25 fine, the second a \$50 fine, the third a \$75 fine and a possible Judicial Committee hearing. The fourth offense will result in a mandatory referral to the Judicial Committee or the Administrative Review Committee. Students who repeatedly violate this policy may be subject to housing suspension, suspension, or expulsion from the College.

COLLEGE POLICY ON HIV INFECTION/AIDS

Bennington College seeks to provide academic programs, support services, and social/cultural activities to all enrolled students without regard to Human Immunodeficiency Virus (HIV) infection, and Acquired Immune Deficiency Syndrome (AIDS). The College is committed to the following policy statements which serve as a framework for handling situations involving HIV infection:

1. Health related information, including HIV status, when voluntarily provided by employees or students, will be kept in strictest confidence in the affected person's medical records at the Health Service, or the Personnel Office in the case of staff.
2. Release of confidential health records will only occur with written consent of the individual to whom the records pertain, except as otherwise required by law.
3. Students, faculty, and staff should be allowed to participate in all aspects of campus life which do not directly endanger others as long as they are mentally and physically capable of meeting the requirements of their position.
4. HIV infection will not be a factor in the admission or hiring process for the College. Likewise, promotions and advancement of faculty, staff, and students, respectively, will not be affected by HIV status.
5. The College Health Services recommends that all students notify them of personal history HIV infection, in the hope of improving medical care to those individuals, including early notification of significant communicable diseases on campus which might pose a special threat to immuno-suppressed individuals.

- Information about support services for medically-affected individuals is available either on campus or by referral to outside organizations.

POLICIES AND PROCEDURES GOVERNING SEXUAL HARASSMENT

SEXUAL ASSAULT/RAPE

The First 48 Hours: This section provides you (the victim or anyone who knows of an incident of sexual abuse and/or rape) with crucial information which may help at a time when action and decision-making can be difficult. You have many options, but the procedures required to protect yourself are not easy to consider. A friend is often good support, and you may also seek support and information from other trained personnel, both on and off campus.

Confidentiality: Staff members at the College will do their best to respect the need for confidentiality and for you to make your own decisions. However, the rules of confidentiality will not apply if there is a threat to your own well-being or safety or a threat to other members of the College community.

If you are in immediate danger, dial 210 and report the incident to Security. If you are not in immediate need of aid or protection, consider contacting others who will be knowledgeable and helpful to you. Feel free to go to Student Life, the Health Service, or Psychological Counseling Office on campus for assistance. Sexual Harassment Advisors, listed in *College Announcements* are also available and can offer information about your options and can assist you in notifying the appropriate authorities. During off-hours (after 5:00 pm) you may contact the on-call coordinator by dialing 210. You may go to Health Services Monday through Thursday from 9:00 am to 7:00 pm, Friday from 9:00 am to 9:00 pm, and Saturday from 1:00 pm to 9:00 pm.

Medical Considerations: Consider a medical evaluation for your own safety and well-being. If you dial 210, emergency personnel on campus can arrange for you to speak with the College physician who is on call. You will be examined in the emergency room at Southwestern Vermont Medical Center and the College may provide aftercare in Health Services. The medical examination has two goals: first, to treat the full extent of any injuries or physical trauma and to consider the possibilities of sexually transmitted disease or pregnancy; and second, to obtain legally correct evidence in case you decide to report the crime to the police. You

may report the crime to the police at any time. However, the College has been informed that evidence collected by the hospital will only be held for up to two weeks and that if you do not choose to have a rape protocol examination within the first 48 hours, you will hinder a prosecution later.

Venereal Disease: Tests for venereal diseases are done at the hospital and may be repeated later.

Pregnancy: The doctor can review the possibility of pregnancy with you and help you consider your options. You can wait six weeks after your last period and have a pregnancy test, or you can consider the pros and cons of taking a "morning-after" pill. This pill must be taken within 72 hours after intercourse.

Emotional Considerations: We advise that you seek professional help to take care of your emotional responses promptly in order to avoid chronic and long-standing emotional trauma. Initially you may experience an acute response during which many victims report difficulty sleeping, loss of appetite, pain in the areas affected by the assault, and mood swings with a decrease in ability and/or desire to relate to others. Professional guidance and support is available to help during this acute phase. You may talk to a psychological counselor on campus (to make an appointment, dial ext. 4451, or go to the Psychological Counseling Office in Commons, north suite). Off-hours, you can reach an on-campus counselor by dialing 210 and asking to speak to the counselor on-call. You also have the option of talking to professionals off-campus who are trained to respond to the needs of a victim: PAVE (Project Against Violent Encounters) has a 24-hour hot line at 442-2111; and UCS has a 24-hour emergency service at 442-5491.

Legal Considerations: You may want to consider bringing legal action against the perpetrator. You may consult with a lawyer at any time or report a crime to the Bennington Police at 442-1030. You may consult with the State's Attorney's Victim Advocate at 442-8116, who serves as an advisor for victims of crimes.

To gather information about prosecution, you can expect to talk to a police investigator who is specifically trained to handle crimes of sexual assault and/or rape. If you decide to bring such action, the police investigator will need a statement from you to secure the evidence after your physical examination and to investigate the area where the incident occurred. **If possible, you should ensure that the area where the incident occurred is not disturbed** until the police have a chance to examine the environs for evidence. Remember that if you do not choose to have a

rape protocol examination within the first 48 hours, you will hinder a prosecution later. If you are considering legal action, **do not bathe, shower, or change your clothing.**

College Procedures: If the perpetrator of the sexual assault is another member of the College community, victims may refer to the Bennington College Policy and Procedures Governing Sexual Harassment which covers sexual assault and rape. Procedures for making a sexual harassment complaint are found on page 44 of this handbook. Victims may also wish to contact a Sexual Harassment Advisor who can offer information about options for complaints of this nature.

Statistics regarding sexual assault on campus can also be found in the annual Campus Security brochure available in the Office of Student Life and at the Security Booth.

POLICY ON SEXUAL HARASSMENT

Sexual harassment subverts the educational mission of Bennington College and threatens the well-being of students, faculty, and staff. It is a form of sex discrimination which is illegal under state and federal law. It is also illegal to retaliate against a person for filing a complaint of sexual harassment or for cooperating in an investigation of sexual harassment. Conduct, whether intentional or unintentional, that results in the sexual harassment of a member of the College community is prohibited and will not be tolerated. This policy applies to the entire College and to the conduct of students, faculty, administration, and staff alike.

Sexual harassment may be described as sexual assault, coerced sexual intercourse, unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature where:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or education; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive work or educational environment.

Sexual harassment may occur in a setting in which the power inherent in a faculty member's or supervisor's relationship to his or her students or subordinates is exploited. While sexual harassment most often takes place between persons of unequal power and/or status, it can also occur between equals, i.e., student-student,

faculty-faculty, staff-staff. Both men and women, homosexual as well as heterosexual, can be sexually harassed.

In determining whether alleged conduct constitutes sexual harassment, those entrusted with carrying out this policy will look at the record as a whole and at the totality of the circumstances, such as the nature of and the context in which the alleged incidents occurred.

Examples of sexual harassment include, but are not limited to the following, when such behavior or acts come within one of the definitions above:

- Sexual assault and/or coerced sexual intercourse.
- Either explicitly or implicitly conditioning any term of employment (e.g., continued employment, wages, evaluation, advancement, assigned duties or shifts) or educational benefit on the provision of sexual favors;
- Touching or grabbing a sexual part of a person's body;
- Touching or grabbing any part of a person's body after that person has indicated or it is known or should be known that such physical contact was unwelcome;
- Continuing to ask a person to socialize when that person has indicated he/she is not interested;
- Displaying or transmitting sexually suggestive pictures, objects, cartoons, or posters if it is known or should be known that the behavior is unwelcome;
- Continuing to write sexually suggestive notes or letters if it is known or should be known that the person does not welcome such behavior;
- Referring to or calling a person a sexualized name if it is known or should be known that the person does not welcome such behavior;
- Regularly telling sexual jokes or using sexually vulgar or explicit language in the presence of a person if it is known or should be known that the person does not welcome such behavior;
- Retaliation of any kind for having filed or supported a complaint of sexual harassment (e.g., ostracizing the person, pressuring the person to drop or not support the complaint, adversely altering that person's duties or work or educational environment, etc.);
- Derogatory or provoking remarks about or relating to a person's sex;
- Harassing acts or behavior directed against a person on the basis of his/her sex.

Consensual Relationships

Consenting romantic and sexual relationships between faculty and student or between supervisor and subordinate

employee are deemed by the College to be very unwise. Relationships between faculty and students, and between supervisors and subordinate employees, are fundamentally asymmetric in nature. Codes of ethics for most professional associations forbid professional-client sexual relationships. The faculty-student relationship resembles one of professional and client. Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students there is always an element of power. This is also true of supervisor-subordinate employee relationships. Faculty/supervisors exercise power over students/subordinate employees, whether in giving them praise or criticism, evaluating them through comments, making recommendations for their further studies or their future employment, or conferring any other benefits. Trust and respect are diminished when those in positions of authority abuse, this power. Those who abuse their power in such a context violate their duty to the College community.

Faculty members should be aware that any sexual relationship with students, and supervisors should be aware that any sexual relationship with subordinate employees, makes them liable for formal disciplinary action should a charge of sexual harassment be lodged against them. A sexual relationship between a faculty member and a student occurring during a period of instructional or advising responsibilities carries a presumption of coercion should a charge of sexual harassment be lodged. Even when faculty member and student, or supervisor and subordinate employee, have mutually consented at the outset to the development of such a relationship, it is the faculty member or supervisor who, by virtue of his/her special responsibility, will be held accountable.

Even in a personal relationship between faculty and student for whom the faculty has no current professional responsibility, the faculty member should be sensitive to the constant possibility that he or she may be placed in a position of responsibility for the student's instruction or evaluation. Similarly, in a personal relationship between supervisor and subordinate employee for whom the supervisor has no current professional responsibility, the supervisor should be sensitive to the constant possibility that he/she may be placed in a position of responsibility for the subordinate employee.

GENERAL INFORMATION

Use of the College procedures described below does not foreclose either civil or criminal legal action by the complainant, and a complainant who wishes to consider pursuing such action should seek legal advice.

No retaliatory actions may be taken against any person because he or she makes such a complaint or against any member of the Bennington community who serves as an advisor or advocate for any party in any such complaint. The College may take interim emergency measures as provided below pending the resolution of a complaint.

A complainant may also file a complaint by writing or calling the following state or federal agencies:

1. Vermont Attorney General's Office, Civil Rights Unit, 109 State Street, Montpelier, VT 05602, telephone: 802-828-3171 (voice/TDD).
2. Equal Employment Opportunity Commission, 1 Congress Street, Boston, MA 02114, telephone: 617-565-3200 (voice), 617-565-3204 (TDD).
3. Vermont Human Rights Commission, 133 State Street, Montpelier, VT 05633-6301, telephone: 802-828-2480 (voice/TDD).

These agencies can conduct impartial investigations, facilitate conciliation, and if it is found that there is probable cause or reasonable grounds to believe sexual harassment occurred, they may take the case to court.

COLLEGE PROCEDURES

Members of the Bennington College community (defined as all currently enrolled students and all currently employed faculty and staff) who believe that they have been subjected to sexual harassment have three options:

1. **Sexual Harassment Advisors.** They may seek advice from a sexual harassment advisor.
2. **Mediation.** They may attempt to resolve their complaint through mediation by a college administrator.
3. **Formal Complaint.** They may file a formal complaint.

Each of these three options is described in detail below.

Note: A complainant may use all three options or may proceed immediately to option #2 or #3 without first using the previous option(s).

Confidentiality: There is no such thing as an "unofficial" complaint of sexual harassment. Anyone seeking to discuss incidents or situations in private should speak with a sexual harassment advisor or the College's Psychological Counseling Services. Once any other College officials learn of sexual harassment complaints, written or unwritten, the College is required by law to investigate them and to take action consistent with the law and its policies and procedures.

Option #1 Sexual Harassment Advisors

- A. The Sexual Harassment Advisors will normally be

composed of two students, two faculty members, and two staff members. The Advisors will be appointed by the President. Advisors will serve staggered terms of one year, though an advisor may be reappointed. The names of Advisors will be published in *College Announcements*, as will the times during the term when they will be available.

- B. Any member of the Bennington College community who believes that he/she has been sexually harassed while a member of the Bennington College community by another member of that community may seek the assistance of one of the College's Sexual Harassment Advisors in any or all of the following respects:
 1. The Advisor will listen to and discuss the case with the advisee.
 2. The Advisor will outline for the advisee the possible courses of action open to him/her in those cases under this Policy.
 3. The Advisor may assist the advisee with gathering the necessary documentation to bring a formal complaint or to pursue a complaint through mediation and may accompany the advisee through the College's mediation and/or formal complaint procedures if the advisee has decided to follow such procedures and wants his/her Advisor present.

Note: Anyone may bypass the Sexual Harassment Advisors and/or the mediation procedure and may directly file a formal complaint.

Option #2 Mediation

- A. Any member of the Bennington College community who believes that he/she has been sexually harassed while a member of the Bennington College community by any other member or members of the Bennington College community may pursue a complaint through a mediation procedure. Such a complaint must be filed during the time that the accused person is a member of the Bennington College community and must be filed not more than 12 months after an alleged incident. Recognizing that prolonged delay may complicate the comprehensive presentation of evidence, prompt reporting of the incident is strongly encouraged.
- B. A written complaint must be filed to the Provost and Dean or the Vice President for Planning and Special Programs; or if the case involves student-to-student harassment, to the Associate Director of Student Life. For cases involving complaints against a member of the senior staff of the College and for cases involving complaints against any mem-

ber of the Sexual Harassment Hearing Committee (hereafter SHHC), the complainant must file the mediation request with the President of the College. For a case involving a complaint against the President, the complainant must file the mediation request with the Provost and Dean who will transmit the request to the Board of Trustees. The Board will proceed from that point in a manner it shall solely determine.

- C. The Provost and Dean, the Vice President for Planning and Special Programs, or the Dean of Studies may take such interim emergency measures as he or she sees fit pending the outcome of a complaint pursued through mediation.
- D. Once a written complaint is filed with one of these College officials, he/she shall appoint an investigator to determine whether there are grounds for continuing with the mediation procedure. If the administrator determines that there are not such grounds, the administrator shall notify the complainant in writing. If the complainant wishes to pursue the complaint, he/she may file a formal complaint. If the administrator decides that there are such grounds, then the complainant and the administrator may agree to adopt one of the following courses of action, to be completed within ten working days of that agreement:
 1. The administrator will attempt an informal resolution of the complaint directly and privately with the person complained against.
 2. The administrator and the complainant will seek an informal resolution of the complaint by meeting together with the person complained against.
 3. The administrator will appoint someone from the College community who will seek to resolve the complaint informally. This person will meet with both parties, either separately or together.
 4. The administrator will transmit the complaint to the SHHC as a formal complaint (see below).
- E. Each party may be accompanied by an advisor or advocate of his/her own choice, which advisor must be a current member of the Bennington College community in any stage of this mediation procedure. Such persons may, but need not be, chosen from among the Sexual Harassment Advisors.
- F. An official written record will be kept, consisting of the complaint, a list of all meetings and interviews that comprised the procedure (identifying the time and place of the meeting and all of the participants in

them), a statement by the administrator indicating which of the four procedures listed in Paragraph D under Option # 2 above was used in the resolution of the complaint and a copy of the mediation resolution statement, if any. One copy of this written record will be kept in the confidential Sexual Harassment file kept by the Vice President for Planning and Special Programs.

In cases where the person complained against is a member of the staff, an additional copy of the record will be kept in that person's personnel file. This file will also be accessible to the person's supervisor, the Director of Human Resources, and others as deemed necessary by the Vice President for Planning and Special Programs.

In cases where the person complained against is a student, an additional copy of the record will be kept in a file in the Office of the Provost and Dean. This file will be accessible to the Provost and Dean, the Dean of Studies, and others as deemed necessary by the Provost and Dean.

In cases where the person complained against is a faculty member, an additional copy of the record will be kept in the person's personnel file in the Office of the Provost and Dean, which file is available for formal faculty personnel reviews and the President.

G. A complaint pursued through mediation will be considered to have been resolved when both parties have signed a statement indicating their acceptance of the outcome of the mediation procedure, and the College administrator who has directed the procedure has also approved and signed the statement. A complaint which has been resolved through mediation may not be filed as a formal complaint.

H. If the complaint cannot be resolved through mediation, or if the administrator determines that the case is not appropriate for mediation, the administrator will refer the case to the SHHC under the Formal Complaint procedure stated below.

Option #3 Formal Complaint

A. Any current member of the Bennington College community who believes that he or she has been sexually harassed while a member of the Bennington College community by any other member of the Bennington College community may make a formal complaint against the alleged harasser. Such a complaint must be filed during the time that the accused person is a member of the

Bennington College community and must be filed not more than 12 months after an alleged incident. Recognizing that prolonged delay may complicate the comprehensive presentation of evidence in the grievance procedures, prompt reporting of an incident is strongly encouraged.

- B. Sexual Harassment Hearing Committee (SHHC). The Sexual Harassment Hearing Committee shall consist of five members appointed by the President. The non-student Committee members shall be appointed initially for staggered terms of service varying in length from one to three years, and thereafter for three years. Student members of the Committee may be appointed for one, two, or three years. The Committee shall be chaired by the Vice President for Planning and Special Programs or an alternate chair appointed by the President. The Chair will vote solely in the case of a tie. The remaining membership of the Committee shall consist of two faculty members, one staff member, and one student. Three alternates (one faculty member, one staff member, and one student) shall also be appointed by the President and will serve when any member cannot serve on a particular case.
- C. All formal complaints, except those against a member of the SHHC or the President, must be filed in writing with the Chair of the SHHC. Formal complaints against any member of the SHHC shall be filed in writing with the President, who will appoint a replacement on the Committee, which will then proceed according to the procedure outlined below. A formal complaint against the President shall be filed with the Provost and Dean of the College, who will transmit the complaint to the Board of Trustees. The Board will proceed from that point in a manner it shall solely determine.
- D. The Committee has the authority to investigate and conduct hearings for formal complaints of sexual harassment brought directly to the Committee by the complainant as an initial complaint and for complaints referred to it pursuant to the mediation complaint procedure (see option #2 above). In every case, a written statement by the complainant is required.
- E. The Chair of the SHHC may take such interim emergency measures as he/she sees fit, pending the outcome of a case.
- F. The Committee may formulate its own procedures insofar as they are not specified in this Policy and may rely on College resources in the course of an investigation.

- G. Investigation and Decision to Hear Case. The Chair of the SHHC will appoint an investigator who will investigate the charges, make a written report to the Committee with a recommendation that the Committee hear or not hear the case. The investigator will also bring the charges on behalf of the College at the hearing. The investigator will give the written complaint to the person charged. The person charged may submit a written response which will be given to the complainant before the hearing. The SHHC shall determine, by majority vote, whether to schedule the case for hearing or issue a notice of dismissal. A complainant may appeal the Committee's decision to dismiss a case, in writing within ten working days of the Committee's decision, to the President. The decision of the President is final.
- H. Notice of Hearing. The Chair of the SHHC will send written notification of the charges, a copy of the complainant's statements, and the date and time of the hearing to the person charged. The person charged is required to return the Acknowledgment of Receipt Form. The complainant will be notified of the date and time of the hearing. The person charged may bring witnesses and one advisor or advocate from within the College community to the hearing and is required to name them on the Acknowledgment of Receipt Form. Such advisors or advocates in no case shall be legal counsel.
- I. Hearing Procedure. Hearings shall not be open to the public. The Chair of the Committee presides. If the person against whom a complaint has been made, after proper notification, fails to appear, without prior written authorization of the Chair, he/she waives the right to appear, and the case will proceed as scheduled. The person charged, the complainant, and the College are offered the opportunity to present their own witnesses and to question one another's witnesses. At the close of the hearing, all parties shall be excluded during the deliberations of the Committee. A written history of prior findings of sexual harassment against the person charged will be presented to the Committee by the Chair if sexual harassment is found, but before deciding sanctions. A copy will be given to the person charged.
- J. Committee Recommendation. If sexual harassment is found by the Committee, a written notification of the Committee's recommendation is sent to the Provost and Dean in the case of faculty members or students or the Executive Vice President in the

case of non-faculty employees. This recommendation includes sanctions (if any). If sexual harassment is not found, the Committee shall so inform the person charged and the complainant.

If the Committee has found sexual harassment, it may take one of the following actions:

1. In those cases in which the Committee recommends that disciplinary action against a non-faculty employee should be imposed, it may recommend sanctions ranging from a written reprimand to discharge from employment at the College. This recommendation will be made to the Executive Vice President who will decide the case and may implement, modify, increase, or suspend the sanctions recommended by the Committee. The Executive Vice President will send a decision letter and the Committee's recommendation letter to the employee. These letters will also be sent to the members of the SHHC and the complainant. The staff member may appeal the Executive Vice President's decision within ten working days to the President.
2. In those cases where the Committee recommends that disciplinary action against a student should be imposed, it may recommend sanctions ranging from written reprimand to expulsion from the College. This recommendation will be made to the Provost and Dean who will decide the case and may implement, modify, increase, or suspend the sanctions recommended by the Committee. The Provost and Dean will send a decision letter and the Committee's recommendation letter to the student. These letters will also be sent to the members of the SHHC and the complainant. The student may appeal the decision of the Provost and Dean within ten working days to the President. In cases of suspension or expulsion, a copy of the SHHC letter will be placed in the student's academic file.
3. In those cases in which the Committee recommends that formal disciplinary action against a faculty member should be imposed, it may recommend sanctions ranging from a written reprimand to discharge from employment at the College. This recommendation is forwarded to the Provost and Dean who will then recommend to the President the implementation, modification, increase, or suspension of the sanctions recommended by the Committee. The President will decide the case and may imple-

ment, modify, increase or suspend the sanctions recommended by the Provost and Dean. The President will send a decision letter along with the Committee's recommendation letter and the Provost and Dean's recommendation letter to the faculty member. A copy of these letters will also be sent to the Provost and Dean, the members of the SHHC and the complainant. The faculty member may appeal the decision of the President within ten working days to the Chair of the Board of Trustees.

K. Appeals. The President shall determine, in his/her sole discretion, the format of appeals under subparagraphs J1 to J2 above. The President may implement, modify, increase, or suspend the sanctions recommended or imposed and will send his/her appeal decision letter to the appellant. A copy of this appeal decision letter will also be sent to the complainant and the members of the SHHC. The decision of the President is final in all cases.

In the case of faculty appeals under subparagraph J3 above, the Chair of the Board of Trustees or the Chair's designee shall determine, in his/her sole discretion, the format of appeals and may implement, modify, increase, or suspend the sanctions recommended or imposed and will send his/her appeal decision letter to the appellant. A copy of this appeal decision letter will also be sent to the complainant and the members of the SHHC. The decision of the Chair or the Chair's designee is final in all cases.

L. Materials and records of the SHHC shall be kept by the Vice President for Planning and Special Programs.

M. In all cases involving disciplinary action, the following will occur:

1. In cases where the person complained against is a non-faculty employee, a copy of the decision letter and the appeal decision letter, if any, will be kept in that person's personnel file. This file will be accessible to the Vice President for Planning and Special Programs, the person's supervisor, the Director of Human Resources, and others as deemed necessary by the Vice President for Planning and Special Programs.
2. In cases where the person complained against is a student, a copy of the decision letter and the appeal decision letter, if any, will be kept in a file in the Office of the Provost and Dean. This file will be accessible to the Provost and Dean, the Dean of Studies, and others as deemed necessary by the Provost and Dean.
3. In cases where the person complained against

is a faculty member, a copy of the decision letter and the appeal decision letter, if any, will be kept in his/her personnel file in the Office of the Provost and Dean, which file is available for formal faculty personnel reviews, and the President.

N. Every effort will be made to investigate and resolve complaints of sexual harassment within a reasonable period of time.

O. Statistics detailing the number of complaints pursued through mediation and formal complaints shall be published and available to all members of the College community at least once a year by the Chair of the SHHC. The identity of the persons involved will not be revealed in these reports. Resolution of cases and sanctions imposed, if any, shall also be included.

DISCRIMINATION POLICY

Bennington College is committed to a policy of equal educational opportunity as defined under applicable law. Complaints of discrimination should be directed to the Executive Vice President, with appeals directed to the President.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA or "Buckley Amendment") of 1974, as amended, is a federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

Bennington College accords all the rights under the law to students who are declared independent. No one outside the College shall have access to nor will the College disclose any information from students' education records without the written consent of students except to personnel within the College, to parents of dependent students, to officials of other institutions in which students need to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

At its discretion, the College may provide directory information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of

attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold directory information by notifying the Office of the Provost and Dean in writing within two weeks after the first day of class for each term.

Request for nondisclosure will be honored by the College for only one academic year; therefore, authorization to withhold directory information must be filed annually in the Office of the Provost and Dean.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unacceptable. The Provost and Dean has been designated by the College to coordinate the inspection and review procedures for student education records, which include admission, personal, academic and financial files, and academic, cooperative education, and placement records. Students wishing to review their education records must make written requests to the Provost and Dean listing the item or items of interest. Records covered by the Act will be made available within 45 days of the request.

Students may have copies made of their records with certain exceptions, e.g., a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document which exists elsewhere. These copies would be made at the students' expense. Education records do not include records of instructional, administrative, and educational personnel which are in the sole possession of the maker thereof and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records, or alumni records. Health records, however, may be reviewed by physicians of the students' choosing.

Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admission, employment, or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the College will permit access only to the part of the record which pertains to the inquiring student. The College is not required to permit students to inspect and review confidential letters and recommendations placed

in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their concerns informally with the Provost and Dean. The Provost and Dean shall decide whether to amend the education records of the student in accordance with the request within a reasonable period of time of receipt of the request. If the Provost and Dean decides to refuse to amend the education records of the student in accordance with the request she/he shall so inform the student of the refusal, and advise the student of the right to a hearing. Student requests for a formal hearing must be made in writing to the Provost and Dean who, within two weeks after receiving such requests, will inform students of the date, place, and the time of the hearings. Students who believe that the adjudications of their challenges were unfair or not in keeping with the provisions of the Act may request, in writing, assistance from the President of the College to aid them in filing complaints with The Family Educational Rights and Privacy Act Office (FERPA), Department of Education, Room 4074, Switzer Building, Washington, D.C. 20202.

Revisions and clarifications will be published as experience with the law and the College's policy warrants.

ANNUAL NOTICE REGARDING THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

General Policy

Annually, Bennington College informs students of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. This Act, with which the College intends to comply fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the College to comply with the Act. College policy on this subject explains in detail the procedures to be used by the College for compliance with the provisions of the Act. Copies of the policy can be found printed in the Student Handbook and in the Office of the Dean of the College.

Student education records may be disclosed to the parents of a student who is a dependent for federal

income tax purposes, as defined in Section 152 of the Internal Revenue Code of 1954, without the student's consent. **All students will be presumed to be "dependent" students unless the College is notified to the contrary by the student's return of the non-dependency form to the Dean of Studies within two weeks after the first day of classes for the term in which the student enters.**

Supporting evidence satisfactory to the College may be required. The College must also be notified immediately of any change during the school year of a student's dependent status.

Directory Information

Bennington College designates the following categories of student information as public or "Directory Information." Such information may be disclosed by the College for any purpose at its discretion:

1. Name, address, telephone number, dates of attendance, class.
2. Previous institution(s) attended, major field of study, awards, honors, degree(s) conferred (including dates).
3. Past and present participation in officially recognized sports and activities, date and place of birth.

Currently enrolled students may withhold disclosure of any category of "Directory Information" under the Family Educational Rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received by the Dean of Studies within two weeks after the first day of classes for each term. Notification forms for this purpose are available in the Dean's Office.

Bennington College assumes that the absence of a request from any student to specifically request the withholding of categories of "Directory Information" indicates individual approval for disclosure.

The Deans' Office maintains the permanent file of the student. Any student who wishes to see his/her permanent file may request access from the Deans' Office. In some cases the student will be able to review the records immediately, while, in other cases, a certain amount of time will be needed to assemble the records for inspection, but the student will not be required to wait more than 45 days after the date of the request before being allowed to inspect his/her education records.

Suspected inaccuracies in the file should be brought to the attention of the Dean of Studies who will inform the student of the appeal process.

Student records may be released to College officials and staff who are responsible for the maintenance of those records. They may also be released to other College officials, including members of the faculty, who have legitimate educational interests in such records. A College official is:

1. A person employed by the College in an administrative, supervisory, academic, research or support staff position.
2. A person elected to the Board of Trustees.
3. A person employed by or under contract to the College to perform a specific task, including, but not limited to attorneys and auditors.

A school official is acting in the legitimate educational interest of the student if the official is:

1. Performing a task that is specified in his or her position description or by a contract agreement.
2. Performing a task related to a student's education.
3. Performing a task related to the discipline of a student.
4. Providing a service or benefit relating to the student or student's family, such as health care counseling, job placement, or financial aid.
5. Writing a recommendation for a student.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Dean of Studies.

Dependent Students

Please note that, under FERPA, student education records may be disclosed to the parents of a student who is dependent for federal income tax purposes, as defined in Section 152 of the Internal Revenue Code of 1954, without the student's consent. All students will be presumed to be "dependent" students unless the College is notified to the contrary by the student's completion of the non-dependency form to the Office of the Dean of Studies within two weeks after the first day of classes for each term.

Supporting evidence satisfactory to the College may be required. The College also must be notified immediately of any change during the school year of a student's dependent status. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Office of the Dean of Studies.

SERVICES

BOOKSTORE

The Bookstore serves the Bennington College community. In addition to course books, the Bookstore carries art

supplies, school and office supplies, personal care items, candy and snacks, greeting cards, book bags, sweat shirts, T-shirts, and other insignia items.

The Bookstore accepts MasterCard, Visa, Discover Card, American Express, and personal checks, but does not extend credit. Check privileges will be revoked if a second check is returned.

A full refund will be given for course books during the first week of class, with a receipt. After the first week, a full refund will be given up to 30 days after the start of classes, with a receipt if within two days of purchase, or with proof of schedule change. Please note that for a full refund, textbooks must be in original condition.

The Bookstore is open from 9 am to 5 pm, Monday through Friday. Extended hours are posted at certain times as needed.

BUSINESS OFFICE

The Business Office, which is responsible for billings and collections, will answer questions regarding student accounts.

Payment of Bills

The College currently offers three options for payment of fees. Failure to meet the required due dates of payment under the selected option, or other charges when due, may result in the loss of priority in classes and housing for the term. Furthermore, no student may enroll in a subsequent term unless all previous amounts due have been paid. A complete description of the College's billing policies is included in the packet mailed out with the term bill.

Cashier's Office

Students, faculty, and staff may cash personal checks at the Cashier's Office, located in the Barn. Hours will be posted outside the Office. Students may cash checks up to a maximum of \$200 during posted hours. All students must present their College ID when cashing a check. The Business Office reserves the right to revoke check cashing privileges for any student whose check is returned for insufficient funds.

COLLEGE COMMUNICATIONS

Bennington

Bennington, the College's alumni magazine, is published twice annually. It contains news of the work of alumni, current students, and faculty members, as well as updates on College events and initiatives. It is mailed to alumni and friends of the College and distributed to the Bennington community. The Office of Communications

welcomes suggestions for articles and features from all members of the College community.

College Week

College Week is Bennington's weekly calendar of events. A list of community announcements is published bi-weekly. All members of the resident community receive *College Week* free of charge. Local alumni and subscribers in the Bennington area may purchase subscriptions at \$5 per term. Anyone may submit notices for publication by Tuesday at 5 pm for inclusion in the issue that covers the week beginning the following Friday. Information must be typed on *College Week* forms, available from the Office of Student Life. Advertisements and solicitations are not accepted.

Community Notices

Community notices are photocopied notices issued to announce critical schedule changes, emergencies, and calendar events that were not submitted in time to be included in *College Week*. Those wishing to issue a community notice should type the information, sign it, deliver it to the Student Life Office. The Student Life Office will give the author a copier code number. The author is responsible for photocopying and distributing the notice.

Galleys

Any member of the College community wishing to express an opinion on an issue of community concern may distribute a galley which is an editorial flyer. It must be submitted to the Communications Office, which will review it for libelous material. The galley must be signed by the author and by a Communications staff member. After the galley has been approved, it must be submitted to the Student Life Office. The Student Life Office will give the author a copier code number. The author is responsible for photocopying and distributing the galley.

Note: Galleys are not community notices; for instructions regarding community notices, see section above.

Intranet

For up-to-date information on what is happening on the Bennington College campus, students have access to an intranet site, available only to the campus community. Students may access important information at *community.bennington.edu* at any time. Contents include daily/weekly menus from the dining hall, announcements of upcoming events, any changes to the academic calendar or curriculum, the College's online directory, all on-campus job postings, and much more.

Publicity

The Communications Office sends press releases about individual student's accomplishments to local and hometown media throughout the year. Communications encourages students to inform the Office of any publicity opportunities that arise. Please note: Students who do not want any publicity must notify the Director of Communications in writing.

SILLO

SILLO is a literary/arts journal, written and edited by students, featuring prose, poetry, music, and art contributed by members of the College community. It is published at the end of the spring term and distributed to the College Community.

CONFERENCE SERVICES

Located in the Barn Annex, the Conference Services Office is responsible for all rentals of Bennington College's facilities, including housing during non-term periods. During non-term time, including Field Work Term, the College facilities are leased by outside organizations for various programs, conferences, and workshops. These groups rent College facilities and contract for the use of College space during their stay.

During non-term time, students and staff are welcome to make use of Crossett Library, the Meyer Recreation Barn, the Post Office, and the College snack bar during the day. All other facilities and services are unavailable and off limits. During these periods, the campus is closed to anyone who is not a member of or participating in one of the programs.

Any other use of College facilities during non-term time must be approved by either the Provost and Dean's Office in conjunction with the Conferences Services Office or the Conference Services Office.

Depending on availability, students may rent studios in Jennings and VAPA during Field Work Term by contacting the Conference Services Office. Use of such facilities is determined by the Conference Services Office.

DISABILITIES SUPPORT SERVICES

The College provides reasonable accommodations for individuals with disabilities, in accordance with the law. The Dean of Students is the College officer with responsibility to oversee the reasonable accommodation of students with disabilities. Students may contact one of the two coordinators listed below to request accommodations. Students will be asked to provide appropriate documentation of the disability from a qualified professional source to the satisfaction of the college.

Students with a physical disability seeking accommodation should contact:

Eva Chatterjee-Sutton, Associate Director, Office of Student Life, Barn 37

Students with a learning disability seeking accommodation should contact:

Wendy Hirsch, Dean of Studies, Barn 49

EMERGENCY LOANS

The Emergency Loan Fund is administered by the Associate Director of Student Life or designee. Students with academic-related emergency financial needs may borrow up to \$150 per term from this fund on a short-term basis. Students can pick up an application for a loan in the Office of Student Life. Loan requests typically take 24 - 48 hours to process. Loans are available during the academic year only.

FIELD WORK TERM OFFICE

This year, Field Work Term (FWT) begins on January 3 and ends February 18, 2005. Field Work Term has historically been a central part of Bennington's educational program. FWT takes place during January and February of each year. During this time all academic classes are suspended, allowing students the opportunity to travel off-campus and explore professional interest and/or diversify their work experiences. Although FWT experiences vary in form and focus, specific program requirements must be met. For a complete listing of FWT requirements see Field Work Term requirements on page 4.

The Field Work Term Office handles all administrative aspects of FWT. In addition, the FWT Office provides job search support for FWT, summer, and post-graduation employment. Student support services and resources provided by the FWT Office are highlighted below.

Field Work Term Handbook

A Field Work Term Handbook is distributed in each student's mailbox at the beginning of fall term. This handbook explains program requirements, lists resources and takes students step-by-step through the FWT job search process. Students are encouraged to review this guide for updates and changes to FWT, as well as for helpful FWT planning strategies.

FWT Job Listings

The FWT Office arranges FWT opportunities with a range of employers. Throughout the summer, new

positions are developed and past listings are renewed. The majority of these jobs are ready to accept applicants at the beginning of fall term. Additional listings continue to come in during term as well. A database of these positions is available in the FWT Office, on the FWT Section of the Community intranet site Community.bennington.edu, and are now also available on the internet through <http://illiad.bennington.edu/fwt/search.aspx>. A student ID number is required to log onto this site. Jobs can be searched by both job-type and location. There are approximately 1,000 positions listed annually in the FWT Office. Students are also encouraged to create their own FWT opportunities.

FWT Housing Database

The FWT housing database helps students locate temporary, affordable housing during FWT. The database is primarily made up of alumni and parents of Bennington students.

Career Assistants / FWT Workshops

Student Career Assistants have experienced at least one FWT themselves and are trained by the FWT Office to assist other students with FWT planning. Career Assistants lead FWT workshops in student house living rooms throughout the fall term, assist with resume and cover-letter counseling, and provide general job search support.

Job Search Resource Library

The FWT Office houses the Job Search Resource Library, which contains a collection of directories, planning guides, databases and information to assist students with FWT opportunities, summer jobs and post-graduation employment. A sampling of the FWT Office's publications include: online job searching, relocation information, resume and cover-letter writing, interviewing skills, information on careers in various fields, and materials regarding graduate school preparation.

Alumni "Mentor" Network

Forming a network of contacts is an essential part of any job search. The FWT Office helps students build this network through its Mentor Program. Mentors are Bennington alumni who have agreed to assist students in the FWT, summer, and post-graduation job search process. Although mentors may not specifically offer jobs, they are willing to informally advise students on how to best prepare for a career in a specific discipline or simply provide relocation information. Over 600 alumni belong to this program from a wide array of fields and locations.

FINANCIAL AID

The Financial Aid Office in the Barn is open to all students at Bennington. Students can stop by with questions regarding financial aid or alternate financing options. All forms of financial assistance are processed by the office staff. For additional information, students may consult the Financial Aid Handbook which is distributed with a student's financial aid award.

Student Employment

Students who wish to work on campus during the academic year should consult the College intranet website for job listings; hard copies of the job listings are also posted in the Field Work Term and Student Life Offices. Federal Work Study and non-work study job assignments are available.

Before working on campus, students must complete the requisite student employment paperwork (i.e., I-9 form, W-4 form). Forms may be obtained through the Payroll Office. Students may not work more than twenty (20) hours per week during the academic term; this maximum applies to all combined jobs held by a student. Students should be aware that the College does not schedule overtime work for students, whether engaged in one or more than one job on campus. Certain federal restrictions may apply to work hours performed by international students.

Students are required to complete weekly timesheets for all hours worked. It is the students' responsibility to ensure that timesheets are submitted to the Departmental Student Employment Coordinator weekly. The payroll deadlines are published each term in *College Announcements* or students may obtain a list of the payroll dates from the Payroll Office. Students are paid by check approximately twice each month, although the first paycheck may not be received until approximately one month into the term. Paychecks are placed in student mailboxes on campus. If a student loses a paycheck, he/she can have the check reissued by the Payroll Office. The student is responsible for paying the bank fees associated with this service.

FOOD SERVICE

Snack Bar

The Snack Bar is located on the first floor of Commons. Hours are posted at the beginning of each term.

Dining Rooms

There are five dining areas, all located on the second floor of Commons. All meals are served cafeteria style.

Students must present their ID cards at each

meal. At the beginning of each term, each student will have his or her ID card validated as proof of payment for eating in the dining rooms. There is a \$10 fee for replacing lost ID cards. Removing food from the dining halls by either boarding or non-boarding students is prohibited and subject to a \$25 fine.

Meal contracts are mandatory for students living on campus. Nonresident students may contract for the term board plan, lunch only board plan, or they may purchase meals individually or by meal ticket. Guests are welcome but they must have a meal ticket or pay full price. Students may inquire at the Dining Halls Office for more information.

State law prohibits bare feet in the dining halls.

Hours: Monday–Friday

Continental Breakfast	7:00–8:00 am
Breakfast	8:00–9:00 am
Continental Breakfast	9:00–10:00 am
Lunch	1:00–6:30 pm
Saturday–Sunday	
Continental Breakfast	8:00–11:00 am
Brunch	11:00 am–noon
Continental Breakfast	noon–1:00 pm
Dinner	5:00–6:30 pm

HEALTH SERVICES

Health Services is located on the first floor of Commons, and provides health care and health education to students. The staff includes a physician and registered nurses. Office hours are:

Monday - Thursday	9:00 am–7:00 pm
Friday	9:00 am–9:00 pm
Saturday	1:00 pm–9:00 pm

In the event of an emergency when Health Services is closed, students should contact Security at ext. 210. Security officers on duty will assist students in need of urgent consultation with the emergency room at Southwestern Vermont Medical Center or with the doctor on call.

Health Services staff provide physical exams, laboratory tests, and prescriptions for medications. Students with prescription drug plans should present their insurance cards at the time of the office visit. The services of Southwestern Vermont Medical Center in Bennington are used as needed for laboratory tests, x-rays, and emergency care.

Confidentiality

Health Services staff will not discuss a student's illness

or injury with parents, administrators, faculty, or any other person without the student's consent. Exceptions are made in compliance with Vermont state law, when a student is under age 18, and in the event of a life-threatening illness or emergency.

Required Forms

The College requires each entering student to complete a confidential health history and vaccination record and to have a physical examination within one year prior to arriving on campus. The information becomes part of the student's medical record within Health Services and is confidential. The following health requirements must be met and forms must be received by Health Services before a student may register for classes:

1. A completed Bennington College Health Service History and Physical Exam Form; this exam must have occurred no more than one year prior to arriving on campus and must be signed by your physician.
2. A completed vaccination record, required by Vermont state law, documenting that the student has met all Bennington College requirements for vaccination. This form must also be signed by your physician.
3. A signed consent for the provision of emergency care. Note: Students under age 18 must also have their parent(s) sign the consent form.

Any student failing to comply with these health requirements will not be allowed to stay on campus, register for classes, and may be referred for disciplinary action.

Health Insurance

All students participate in a supplemental accident and sickness plan as part of the required health service charge. The plan is underwritten by Bollinger Insurance Company and provides year-round supplemental health insurance coverage for students. For more information about this plan, students may see a staff person in Health Services.

The student accident and sickness plan covers most office visits and laboratory tests performed by Health Services staff. The plan does not cover vaccinations, allergy injections, or medications. Charges for services not covered by the plan will be placed on the student's Bennington College bill.

INTERNATIONAL STUDENTS

The Associate Director of Student Life and the Student Life Assistant are the College's international student advisors, who provide assistance and advice to students

from abroad on matters relating to U.S. Immigration and Naturalization Service regulations, as well as life in Vermont. The International Student Advisors work closely with the Director of Field Work Term regarding matters pertaining to international students' FWT arrangements. Advice is also available regarding practical training after graduation. Students of Bennington College must follow United States immigration regulations and procedures, including completing necessary forms for FWT. The Office of Student Life helps students to register with the Social Security Administration and assists with U.S. tax form preparation.

MAINTENANCE

The Maintenance staff is responsible for the upkeep of the buildings and grounds of the College. If students notice damage to a house or need repairs to their rooms, they can contact the House Chair or call Maintenance, who will make out a work order. If there is an emergency, such as a burst pipe, Maintenance should be contacted directly; if the emergency is after hours, Security should be called at ext. 210.

Shipping

Shipping can provide assistance to students who wish to ship their belongings. Trunks, suitcases, and packages for shipment by UPS must be taken to the Maintenance Plant shipping dock between 8:00 am and 3:30 pm, Monday through Friday. The last two weeks of the term hours are 8:00 am to 4:30 pm. Trunks and suitcases must be securely locked with two address tags on them or put into cardboard cartons. Each carton must be clearly labeled. Free used cardboard boxes are available but the supply is very limited. Payment for UPS in cash or check must be given to Shipping with your package.

Students must do their own packing and are responsible for any damage in shipment due to poor packaging. Each package is insured for \$100 and additional insurance is available by request for \$.35 extra per \$100. UPS will only accept for shipment stereos, speakers, and computers that have been professionally packed in original cartons. For insurance purposes, packaging must be done by a place like Radio Shack in town, a packaging store, or a professional moving company. UPS also requires all bicycles to be dismantled and put in an original carton by a professional bicycle dealer to be covered by insurance.

Shipments by Greyhound can be prepaid or COD. Packages for shipment by Greyhound or Vermont Transit cannot exceed 75 pounds per package and must be delivered to the bus terminal in Bennington by the student.

The College Shipping Office does not use UPS for

overseas shipping due to the large number of requirements and restrictions imposed. **No package weighing more than 150 pounds will be accepted by UPS.**

Further shipping information is available from Shipping/Purchasing at ext. 4621.

POST OFFICE

The Post Office is located in the west end of Commons on the ground floor. Each student and faculty member has a mailbox, accessible from 8 am to 10 pm, seven days a week. Messages to administrators may be given to the Post Office staff who forwards them in the daily intra-campus mail.

Services

The Post Office sells stamps, postcards, envelopes, aerograms, and money orders. Mail may be sent first class, parcel post, or media rate. The Post Office also can certify, register, and insure mail. Overnight or second day delivery is available via Post Office Express, UPS, or Federal Express. United Parcel Service Ground is also available for packages of 30 lbs. or less. COD mail is not available with any carrier. FAX transmissions may be sent or received for a nominal fee.

Hours: Monday–Friday 10:00 am–4:00 pm
Saturday 10:00 am–noon

Letters to students should be addressed as follows:

Student's Name
1 College Drive
Bennington College
Bennington, VT 05201-6003

Forwarding

It is important for administrative purposes that each student leave a forwarding address at the Post Office for FWT and summer forwarding of mail.

Bulletin Board

There is a bulletin board across from the Post Office station where administrative announcements, campus activities, student notices, such as ride offerings and items for sale, may be posted.

PSYCHOLOGICAL SERVICES

Psychological Services for students is located on the second floor of Commons (North Suite) and is open 9 am to 5 pm, Monday through Friday. Therapists are on call for emergencies 24 hours a day. Licensed psychotherapists and a psychiatrist are available to students with personal,

social, and academic problems. Appointments can be made by dialing ext. 4451 or students can leave class schedules in an individual therapist's post office box or at the Psychological Services Office. Students with psychological emergencies may call ext. 210. Security will contact the counselor on call. Students wishing to remain anonymous do not have to give their names to the Security officer. The College and the student health fee cover fees for initial evaluations and short-term psychotherapy. A fee schedule for longer-term psychotherapy and for psychiatric evaluations is available in the Psychological Services Office. Everything told to therapists is confidential within the legal professional guidelines of the state of Vermont.

Student Who Leave a Hospital Against Medical Advice

When a student chooses to leave a hospital AMA, the College cannot accept responsibility for the student's care. If a student leaves the hospital AMA, emergency staff or College personnel will contact the student's family or the person listed as the emergency contact on their emergency card and will assist in making arrangements to provide for the student. The student will not be permitted to return to campus until he or she has received medical clearance.

Urgent Health And Psychological Emergencies

Some urgent health and psychological problems on campus require the involvement of the Offices of the Provost and Dean, Student Life, Campus Security, Health and Psychological Services, and the House Chairperson of the student's residence. When a student appears to be a threat to themselves or the community due to ill health or deteriorating mental status, he or she will be referred for an emergency on-campus psychiatric or physical evaluation. If the student refuses an on-campus evaluation, he or she must go to SVMC's emergency room for an evaluation. If students refuse to be evaluated by a professional, either on campus or in the ER, and staff determine that the situation is unsafe for the student and/or the community, College personnel will call the police for assistance. The Office of Student Life and/or the Office of the Dean will contact parents of students who might be a serious threat to themselves or the community. If the student is emancipated, staff will contact the individual listed on the student's emergency card.

SECURITY DEPARTMENT

The Bennington College Security Department is located

in the small building at the entrance to the main campus, opposite the Barn. The Security Office can be reached by phone by dialing ext. 0 or in the event of an emergency, by dialing ext. 210. Security officers are on duty 24 hours a day, 365 days a year.

College Security officers have full authority granted by Bennington College to enforce the rules and regulations as outlined in the Student Handbook. Security officers are also required to monitor violations of state laws regulating underage drinking and the use of illegal and controlled substances. Firearms and dangerous weapons are not allowed on College property and are immediately confiscated if discovered. Security officers have the authority to detain individuals and request identification and will contact the Bennington Police Department if criminal activity is observed or reported.

Although Bennington College Security officers do not carry weapons or have powers of arrest, they can contact the Bennington Police Department for assistance at any time. The Security Department maintains working relationships with both the Bennington Police and the Vermont State Police. These departments assist the College Security force when requested, but do not normally conduct patrols of College-owned property.

Student Housing Safety

At the beginning of each term, House Chairs receive training to help them deal with a variety of situations that may arise in their houses. Normally, they are instructed in crime awareness and prevention, including rape prevention, first aid, fire safety, and coping with psychological emergencies. Information and updates on safety and security are provided throughout the term in community notices circulated to campus members or posted in houses and academic buildings.

All houses remain open 24 hours a day. Students are responsible for locking all windows and doors in their rooms and should report unknown individuals or suspicious activity of any kind to Security. The general public may attend events on campus that are open to the local community, but their access is limited to the facilities in which those events are held. Overnight guests are allowed in student houses but are limited to six days per month. All students must register their guest(s) with Security, at which time a pass is issued, with the guest required to leave an I.D. at the Security Office. This I.D. is returned when the guest pass is surrendered and the guest departs campus. Students are responsible for the conduct of their guests at all times.

Safety Programs

Campus safety and security are coordinated by the

Security Department. Security officers receive on-the-job training and throughout their careers as Security officers, continue to receive training in pertinent areas. All are trained in first aid, CPR, blood-borne pathogens, and fire safety.

Programs and seminars for students are normally offered throughout each term regarding such issues as personal safety, self defense, rape, date rape, and protection of personal property. Students are informed of on- and off-campus resources for help, including counseling services, health services, and campus safety services.

Responsibility for the safety and security on campus is shared by various offices and personnel. Safety features include the presence of Security officers in radio contact with a dispatcher, the locking of facilities at appropriate times, security alarm systems, and the maintenance of an emergency phone ext., 210, that rings directly into the Security Office.

Ways Students Can Help

Security officers conduct foot and vehicle patrols 24 hours a day, but they cannot cover every room of every building. For Security to be successful, all members of the College community must be security conscious. If students witness a crime or suspicious activities, they should dial ext. 210 immediately and be prepared to provide as much information as possible. Doors, windows, locks, lights or unsafe conditions in need of repair should be reported.

Crime Statistics Report

In accordance with the "Jeanne Clery Disclosure of Campus Security Policy and the Campus Crime Statistics Act," all colleges are required to provide their current students and employees with an annual copy of crime statistics. The Crime Statistics Report is designed as a general overview of safety-related programs and departments that Bennington College provides to its community. Included in the report are statistics for crimes that occurred on Bennington College property during the most recent calendar year as well as the three preceding years and the number of persons referred for campus disciplinary action for criminal offenses and for arrests made for liquor law violations, drug-related violations, and weapons possessions.

Note: The criteria required for the Clery Act differ from the criteria used for campus disciplinary statistics.

The following are the crime statistics on College property for the period of January 1, 2000 through December 31, 2003:

Category	Calendar Year			
	2000	2001	2002	2003
Arson	0	0	0	0
Murder/Non-negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offenses				
Forcible	0	0	0	0
Non-Forcible	0	0	1	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	1
Motor Vehicle Theft	0	0	0	0
Drug Abuse Violations	1	0	0	1
Alcohol Violations	0	0	0	1
Weapons Violations	0	0	0	0

Campus Disciplinary Action

Bennington College is also required to provide statistics for drug, alcohol, and weapons violations that are referred for campus disciplinary action.

Category	Calendar Year			
	2000	2001	2002	2003
Drug Related	2	6	11	14
Alcohol Related	48	40	76	101
Weapons Related	1	0	3	4

Van Policy

During the week, a Red Cross bus transports students to and from the campus to North Bennington and Bennington. Hours of operation are posted in the Security Booth at the beginning of each term. In addition, the College has three vans at its disposal.

One van provides service into town periodically and to nearby Williamstown, MA, on weekends so that Bennington students can use the Williams College library. The other two vans are used for academic or co-curricular events involving members of the College community and is not a private service for any student, faculty, or staff member. Health emergencies have priority over all other activities.

Recognized student organizations may reserve a van for field trips. Organizations must seek approval from the Office of Student Life prior to reserving the van through Security. The expenses of hiring a van driver will be charged to the organization's account. Note: There is a 200-mile limit for trips. If the round-trip is beyond 200 miles, the trip must first be approved by the Executive Vice President. For further information, students may contact the Director of Security at ext. 4250.

Note: Under normal circumstances, students are not permitted to drive the College van.

Emergencies

Security is responsible for activating the emergency system, which responds to all matters of an emergency nature at any time of day or night. Each officer is trained in first-aid and cardiopulmonary resuscitation, and Security should be called immediately in the event of accident or illness.

The emergency number is ext. 210. **This is an emergency number only and should not be dialed for any other reason.** The caller should state the nature of the emergency, the location of the emergency, and his or her name, and should not hang up until advised to do so by the Security officer. A Security officer will respond as soon as possible.

Bennington College Emergency Response Plan

The Bennington College Emergency Response Plan was developed to provide a systematic and comprehensive response to a wide range of emergency conditions that might occur on campus. This emergency response plan outlines the procedures necessary to respond to human needs during a crisis and to attend to the physical, structural or technical repairs needed to restore the facilities to optional functioning. The primary goal of the plan is to respond effectively and efficiently to any crisis, (short term or long term), that affects the safety of the College community throughout the year.

The Emergency Response Plan, based on a team approach, implements the following as procedures: all emergencies are reported to Security. Depending upon the nature of the emergency, Security may investigate the emergency, activate the Emergency Response Plan, or immediately activate the on-call system. Security may act as first responder depending on the urgency of the emergency. The on-call Administrator determines the level of emergency and activates the Catastrophic Response Team as necessary.

All community members are notified that a campus emergency exists by an emergency siren that can be heard throughout the campus. When the siren sounds, dial 5555 from any campus phone for information and instructions.

FACILITIES

Bennington College is situated on 550 acres of rolling countryside. Forty-seven buildings, ranging in style from colonial to contemporary, grace the campus and provide academic and non-academic facilities for students, faculty, and staff.

THE BARN

The Barn was originally the dairy barn of the Bingham farm. It now houses most of the College's administrative offices, including those of the President, Provost and Dean, Dean of Studies, External Relations, Financial Aid, Student Life, Human Resources, and Field Work Term. Faculty offices and classrooms are on the second floor. The Barn annex houses the Bookstore, the Writing Seminars and Conference Services offices; the west wing contains Barn 100 (a lecture hall), the Business Office, and the Duplicating Room. The Barn is open typically each day from 7:00 am - midnight.

Note: Students wishing to display art in the East and West Galleries must request a form from the Office of the Vice President for Planning and Special Programs.

THE BRICK HOUSE

The Brick House, located on Mattison Road in North Bennington, is the home of the President of the College.

COLLEGE HOUSING

The College provides housing for some faculty and staff. There are eight houses in the "Apple Orchard" and four on "Faculty Row." Apartments are located in Shingle Cottage and the Brooder and in some student houses.

COMMONS

The Commons building houses many essential services: The ground floor houses the Health Service, Post Office, Snack Bar, Commons Lounge, Key Room, Laundry Room, and vending machines. The first floor south is occupied by the dining halls and the kitchen; the second floor north houses the Psychological Counseling Service Office, and several other offices. The Director of Dining Services is located on the first floor north.

The Laundry Room is located on the ground floor of Commons just off the loading dock and is open 24 hours a day, seven days a week. In addition to washers and dryers, the laundry room has a vending machine that dispenses detergents and softeners, and a change machine.

Vendors wishing to display and sell items must first request authorization from the Director of Dining Services. Students who would like to display art in Commons must request authorization from the Director of Dining Services.

Students wishing to display art in the Dining Halls or elsewhere in Commons must request a form from the Director of Dining Service.

Note: The third floor of Commons is not open for use and access is not permitted for any reason.

CRICKET HILL

Cricket Hill, located next to the Barn, is the home of the Admissions Office.

CROSSETT LIBRARY

The Edward Clark Crossett Library supports the curricular and research needs of the College. Its collections are carefully selected to reflect this educational priority. The library houses more than 116,000 books, access to over 6,000 full-text periodicals through databases and print subscriptions, over 1,500 videocassettes, and over 27,000 art slides. The library offers a variety of services including Web access to its catalogue and databases, reference assistance, interlibrary loan, and reserves.

Hours: Monday–Thursday	8:30 am–midnight
Friday	8:30 am–10:00 pm
Saturday	noon–10:00 pm
Sunday	noon–midnight

Reference

Reference services include one-on-one research consultation. A reference librarian is generally available for assistance at the following hours:

Hours: Monday–Wednesday	9:00 am–9:00 pm
Thursday–Friday	9:00 am–5:00 pm
Sunday	1:00 pm–9:00 pm

We recommend students confirm these hours each term in case any changes have been made.

Interlibrary Loan

Items not in our collection may be requested through interlibrary loan. The Crossett Library is able to borrow items from nearly 7,000 cooperating libraries. In addition, the College has reciprocal borrowing agreements with Southern Vermont College and Williams College. Timely return and careful use of borrowed interlibrary loan materials ensures the continuation of these privileges.

Circulation and Overdue Fines

The standard circulation period is one month, with the exception of slides (one-week circulation) and videos (24-hour circulation). Materials may be renewed as long as someone else has not requested them. All borrowed materials must be returned at the end of term.

In order to encourage access to the collection, the current fine for overdue materials is \$.25/day for general materials, \$1/day for interlibrary loans, and \$1/hour for reserves. Fines begin immediately after the due date, regardless of notice by the library, and continue to

accumulate until the book is returned. Materials not returned in a timely manner will be billed at their full replacement value plus accumulated fines and processing fees.

Note: Students must have an ID card to borrow materials. All items are the responsibility of the student who borrows them.

DAVIS ALUMNI HOUSE

The Virginia Todahl Davis Alumni House is normally available for the use of Bennington College alumni and parents throughout the year. Set on the edge of the Orchard near Jennings Hall and the Deane Carriage Barn, Bennington's Alumni House has six bedrooms, living room, kitchen and dining area, and two full bathrooms and can accommodate as many as twelve people.

DEANE CARRIAGE BARN

Near Jennings Hall is the Barbara Ushkow Deane Carriage Barn, with performance space, a classroom, and music practice rooms.

DICKINSON

The Elizabeth Harrington Dickinson Science Building contains classrooms, laboratories, faculty offices, a reading room, a greenhouse, and the Computer Center which provides authoring and viewing stations that are equipped with high-end audio and video digitizing and processing capabilities, as well as a range of software supporting the creation of multimedia projects. The Center provides training and support for Macintosh and PC computers. Dickenson is open from 8 am–11:30 pm.

THE EARLY CHILDHOOD DEVELOPMENT CENTER

The Early Childhood Development Center is located just east of the library. It provides practical training for College students interested in childhood development, as well as a preschool education for local children. The program accommodates children from two years old through kindergarten age.

JENNINGS

The large stone building on the north side of the campus was the summer home of the Jennings family. It contains faculty studios, practice and rehearsal rooms, the music library, an electronic music studio, and the Thayer Peck Room. Jennings is open 24 hours a day during the term.

JENNINGS MUSIC LIBRARY

Judith Rosenberg-Hoffberger Memorial Library

The Music Library is the link to exploration of past and present music resources relating to both Western traditions and World Music.

The Music Library houses a collection of scores, recordings, books, and videos on music. Most of these materials are available for borrowing. In addition, there are two listening rooms where students may study various recordings, view music videos, and record their own compositions onto CD, DAT, or cassette tape. These rooms may be reserved for one hour increments.

Hours during the term:

Monday - Friday	9:00 am-5:00 pm
Monday - Thursday	7:00 pm-9:00 pm
Saturday & Sunday	1:00 pm-4 pm

Hours during FWT and summer:

Monday - Friday	8:30 am-4:00 pm
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We recommend students confirm these hours each term in case any changes have been made.

MAINTENANCE PLANT

The Maintenance Plant is located on the east side of campus, southeast of the library. The offices of the Director of Facilities Management and the Head of Housekeeping are located here, as well as shops for the College's carpenters, electricians, groundskeepers, mechanics, painters, and plumbers.

The shipping and receiving dock is located on the east side of the building. Nearby is the central heating plant, which provides heat and hot water to the campus.

MEYER RECREATION BARN

The Meyer Recreation Barn houses an aerobics room, climbing wall, free weights, sauna, and showers. The exercise equipment includes selectorized/cable, cardiovascular, and plate-loaded machines. Oversight of the facility is provided by the Office of Student Life. The schedule for the Recreation Barn is posted on the building.

THE SECURITY BOOTH

Bennington College Security personnel are stationed in the Security Booth near the Barn.

STICKNEY OBSERVATORY

The Rebecca B. Stickney Observatory, located on the west side of campus, houses a classroom, a 16-inch computer-controlled telescope, and accessory observing equipment.

TISHMAN

Located next to Dickinson, the David Tishman Lecture Hall is used for readings, movies, community meetings, and lectures.

UPSTAIRS/DOWNSTAIRS CAFE

The Upstairs Café, located just to the west of the Commons Building, offers students an alcohol-free alternative space for conversation, studying, and performances. The Café offers a variety of soft drinks, coffee, and espresso, fresh baked desserts, nachos, bagels and smoothies. A big screen television and VCR may be reserved for watching movies. Students are encouraged to contribute artwork and murals for display at the Café. The Upstairs Café may be reserved during non-business hours by contacting the Dining Services at ext. 4436.

The Downstairs Café operates as the campus pub. Open Tuesday through Saturday, the Café offers alcohol-free beverages, along with beer, wine, and wine coolers. The Café has a sound system, dance floor, television, foosball table, dart board, and is adjacent to the Café Annex game room. The Downstairs Café may be reserved through CAB for bands, DJ's, open mike or other sponsored events. Food may be purchased from the Upstairs Café for enjoyment in the Downstairs Café. In accordance with the State of Vermont Liquor Control Board's laws and regulations, the Downstairs Café does not serve alcoholic beverages to anyone under the age of 21, or to those who appear to be intoxicated.

VAPA

The Visual and Performing Arts Center (VAPA) houses painting studios, sculpture studios, architecture studios, video studios, ceramics studios with an adjoining kiln, darkrooms, galleries, rehearsal and performance rooms, scene and costume shops, faculty offices, and the College's archives. It is open 24 hours a day during term.

The largest performing spaces on campus are in VAPA: Martha Hill is the dance theater; Lester Martin is the drama theater, with the Tenney Theater nearby; Greenwall Music Workshop is the concert hall. Connecting the three is Newman Court, which is used for various formal and informal gatherings. Usdan Gallery, in which works by students, faculty, and visiting artists are exhibited, is also located in VAPA.

Kinoteca, a high-tech film- and video-screening studio and theatre, has a 48-seat terraced theatre for viewing films and videos.

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NOTES

FIRST PRINCIPLES

- BENNINGTON WILL STAY COMMITTED TO A STUDENT-CENTERED, RATHER THAN AN INSTRUCTION-CENTERED, EDUCATION. AS ONE PARTICIPANT PUT IT, BENNINGTON SHOULD HELP ITS STUDENTS COMPOSE 600 VARIATIONS ON A SINGLE MAJOR. THAT MAJOR IS WIDELY SEEN NOT AS A SET OF SUBJECTS BUT AS A SET OF CAPACITIES AND DISPOSITIONS: REFLECTION, ACTION, RIGOR, EXPRESSION, INDEPENDENCE, COLLABORATION, EXCELLENCE, RESILIENCE, AND AN IMPULSE TOWARD MEANING AND TRUTH.
- BENNINGTON WILL RESPECT TRADITION, BUT WILL NOT BE BOUND BY CONVENTION. ALL LIBERAL LEARNING—FROM PHILOSOPHY TO PHYSICS TO POETRY TO PAINTING—SHOULD BE TAUGHT AS A PERFORMING ART BY TEACHER-PRACTITIONERS WHO TEACH, IN THE WORDS OF ONE, WHAT KEEPS THEM AWAKE AT NIGHT.
- INTELLECTUALLY RIGOROUS DIALOGUE AROUND THE ACT OF MAKING—WHETHER IT BE ARTIFACTS, IDEAS, OR EXPERIMENTS—WILL BE THE COLLEGE'S DOMINANT PEDAGOGIC METHOD AND THE SOURCE OF ITS SPECIAL INTENSITY. THIS METHOD IS CONSISTENT WITH THE NOTION THAT LIBERAL EDUCATION EXISTS NOT TO INSTRUCT STUDENTS IN THE ACQUISITION OF VOCATIONAL SKILLS, BUT TO EDUCATE EACH STUDENT'S PASSIONS.
- WAYS TO EXPAND THE RELATIONSHIP BETWEEN THE COLLEGE AND THE WORLD WILL BE AGGRESSIVELY PURSUED TO CONCENTRATE AND EXPAND THE POTENTIAL FOR INTELLECTUAL EXCELLENCE WITHIN THE COLLEGE AND TO ENRICH THE QUALITY OF PUBLIC LIFE WITHOUT.
- FROM AN ORGANIZATIONAL PERSPECTIVE, BENNINGTON WILL REINCORPORATE AN INSTITUTIONAL PREFERENCE FOR EXPERIMENT, MINDFUL ALWAYS OF THE NEED TO DISTINGUISH FAD FROM FRONTIER. THE COLLEGE RECOGNIZES THAT A PERMANENT POSITION ON THE FRONTIER REQUIRES A CAPACITY FOR RENEWAL THAT IS HARD TO INSTITUTIONALIZE AND EVEN HARDER TO SUSTAIN.
- ABOVE ALL, BENNINGTON CANNOT PREVAIL IF IT TOLERATES MEDIOCRITY OR COMPLACENCY IN ANY DIMENSION OF ITS INSTITUTIONAL LIFE.