

STUDENT HANDBOOK

BENNINGTON COLLEGE

1972 - 1973

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## COMMUNITY ORGANIZATION

Everybody in this small but open community is encouraged, urged, and expected to participate in the issues that arise and the decisions that have to be reached in the running of it. Like most self-governing communities, however, it has found that some basic structure is essential in order to provide effective means of information, discussion, debate, resolution. Bennington's structure and Constitution are unusual, in that they are based on the expectation that some common responsibilities will be assumed by all members of the community--students, faculty, and administration. All participate and have some voice in most questions of college-wide concern. The three constituencies usually meet separately to deliberate and vote on matters affecting their constituency, although the three occasionally meet together in community meeting to discuss issues of general or overlapping concern.

The Bennington College Community Constitution was most recently revised in 1965. It provides for organs of community government and those with emphasis on student government are described below.

### The House and House Committees

It is generally agreed that the student houses, of which there are fifteen on campus and four off campus, are the most vital and viable political units in the community life of the college; for it is here that students live, and it is here that the issues of most direct concern to students are discussed, debated, and voted upon in house meetings.

The House Chairman, elected for a year's term, arranges the agenda and schedules house meetings, presides over them, and has the ongoing daily responsibility of making sure that life in the house proceeds smoothly and in good spirit. In dealing with the problems of house living, it is the Chairman's judgment and discretion which must determine when to advise with the Student Services Office. The House elects an Assistant House Chairman to help with house responsibilities and sometimes to substitute for the Chairman.

### The Student Council

The House Chairmen from each of the student houses plus delegates representing proportionate numbers of off-campus students, together with one member of SEPC shall constitute the Student Council which shall meet at least once every week.

Each term the student electorate shall elect a President of the Council from among the House Chairmen. If a House Chairman is elected President, his house will elect a Chairman to replace him. Each term the Council shall



appoint a Secretary who will be paid from the Student Government budget. The Secretary will not have the right to vote.

It shall be the responsibility of the Student Council: (a) to inquire into and deliberate upon matters of student or college policy arising within the Council or presented to it for consideration by other agencies; (b) to refer such matters, with or without its own recommendation, to the student houses for deliberation and balloting wherever appropriate; (c) to consolidate and publicize the results of elections and votes held in the houses, provided that the delegates shall report both majority and minority votes cast in the houses, and the vote cast shall be binding on the Council; (d) to execute the regulations and conduct the business of the student electorate, employing whatever measures may be necessary and proper to fulfill its responsibilities under the Constitution, provided that while the Council shall have original responsibility for the execution of policies so voted within the limits of the constitution, it shall also have authority to name standing committees and ad hoc committees to carry out various executive functions more effectively; provided further that in establishing such committees the Student Council shall name one of its members as chairman of the committee, choosing the remainder from the student body at large, and the subcommittees so appointed shall make periodic reports to the houses via the Student Council, that they shall be subject to recall by established processes, and upon petition of 15% of the student electorate they shall be required to conduct a public hearing on the policies they propose or have adopted; provided further that the student electorate shall have the power to nominate the members for these subcommittees by petition of 15% of the eligible voters; (e) to appoint a Treasurer for the Student Government according to the procedure stipulated for standing and ad hoc committees; (f) to call student meetings or community meetings in order to discuss issues that in the judgment of the Council require public discussion before they are deliberated upon and voted upon on house meetings; (g) to conduct special elections to fill unexpired terms of officers of the Student Government.

Implementation: Each house shall hold elections for a representative to the Student Council according to the rules of the Constitution, that the New Student Council not necessarily be composed of current House Chairmen; that the new House Chairmen take on Executive, Legislative, and Judicial duties as well as the normal duties of House Chairman.

#### Student Educational Policies Committee

The SEPC is primarily concerned with evaluating the educational aims and policies of the college as students view them. It makes recommendations about aims and policies as well as about individual courses, since each class elects an EPC representative who is expected to hold a discussion about the class once each term and communicate the results of that discussion to the instructor of the course, to the divisional representatives,

and to the President of the College. The core of the committee consists of two representatives of each division, one chosen by the committee itself from among the class reps, the other appointed by the faculty of each of the seven divisions. The committee elects its own chairman from among its members.

The Faculty EPC is one of the most important if not the most important standing committee of the faculty. All matters of academic policy come to its attention for discussion and/or resolution, usually through the faculty meeting. Two members of the Student EPC attend Faculty EPC meetings. The Trustees of the college have an EPC as well.

#### Faculty - Student Committees

Several committees of the faculty and administration have elected or appointed student members sitting with them. These include the Non-Resident Term Committee, which is responsible for selecting the recipients of a number of NRT scholarships made available each year through a variety of sources; the Special Events Committee, which presents guest speakers and provides for evening events for the benefit of the community; the Library Committee; and the Development Committee.

## ADMINISTRATIVE ORGANIZATION

### President

Responsible to the Board of Trustees for the formulation of college policy and its administration.

### Dean of the Faculty

Responsible to the President for the formulation of policy as well as its administration in all matters relating to the faculty of the college, including curriculum planning, the instructional budget, faculty appointments and reappointments, salaries and fringe benefits, sabbaticals, leaves, faculty research funds, faculty committee assignments, the operation of the library and the nursery school, preparation of the agenda for Faculty Educational Policies Committee and faculty meetings, etc.

### Dean of Studies

Responsible to the President for the formulation of policy and its administration in all matters relating to student study including preparation of course materials, establishment and operation of Educational Counseling Committee panels, the academic calendar, course schedules, assignment of academic space, student counseling and advising, registration for courses, student records and transcripts.

### Director of Health Services

Responsible to the President for student health services, including psychiatric counseling.

### Director of the Student Services Office

Responsible to the President for serving all student non-academic needs and constantly seeking to improve the quality of life on campus. Among the office's more specific responsibilities are the following: financial aid; the NRT program; student housing and food services; liaison with student organizations; post-graduate planning; the non-academic college calendar; student employment; voluntary social service programs; summer schools and extra-curricular programs.

### Business Manager's Office

This office is responsible for the financial affairs of the college, some of which are of personal importance to students:

1. Checks for student earnings are paid on or about the 10th of each month for work done in the previous month. Time sheets for work



performed must be signed by the department head and turned in to the Business Office by the department head not later than the first of the month, if they are to be paid by the 10th. Students should be sure to arrange their finances so that they will not need their wages before the 10th. Checks are put into student mailboxes. If a check is lost, it is the student's responsibility to report the loss immediately to the Business Office.

2. Bills for incidental college services, such as freight and express charges, infirmary and dispensary charges, and miscellaneous supplies and services are due when presented. Failure to pay bills promptly may result in the withdrawal of credit privileges. Students with campus jobs who have unpaid college bills will automatically have their bills deducted from their next earnings.
3. Student Health Insurance Claims: Students insured under the Accident and Sickness Reimbursement Plan need not file insurance claim forms if treatment has been received at the college Infirmary. However, when claims are to be made for reimbursement for a sickness or accident which has been treated elsewhere, the necessary forms may be obtained in the Infirmary. The insurance company requires that all medical bills be submitted with the claim form and that claims be made as soon as possible if an accident or sickness occurs.
4. Cashing checks: Checks for not more than \$25 may be cashed in the Cashier's Office every day except Saturday and Sunday, from 11:00 a.m. to 12:30 p.m., and from 1:30 to 4:30 p.m. There are several local banks, and many students have found it convenient to transfer existing accounts or open new accounts in one of them.

#### Librarian

Responsible to the Dean of Faculty for the direction and management of the Library.

#### Director of Admissions

Responsible to the President for the formulation of policy as well as its administration in all matters relating to college admissions.

#### Director of Development

Responsible to the President for planning and administering the development of the college's educational program and physical facilities through fund raising and public information programs. Among the Director's specific responsibilities are the following: supervision of all college publications and of all college information services; scheduling of, and arrangements for all college-sponsored public occasions, such as special convocations,

etc.; maintenance of giving records; management of all college duplication services; supervision over and coordination of all foundation and government programs and proposals; management of the annual and capital fund raising programs; management of the college's New York Office, etc.

#### Director of Alumni Services Office

Responsible to the President for maintaining the Alumni services program and for conducting, in association with the Director of Development, the Annual Alumni Fund program. Also responsible for arrangements for Commencement.

#### Secretary of the College

Responsible to the President and the Dean of the Faculty for matters relating to the college, the Trustees and the faculty, including agendas and minutes of various committees, the full faculty and the Board; faculty housing and offices; college-wide reports and questionnaires. Also responsible with the Director of Business and Finance for staff personnel.

#### Director of Physical Plant

Responsible to the President for the maintenance and improvement of the physical facilities of the college, including the supervision of the maintenance staff. With the aid of the college Housekeeper responsible for the condition of the student houses.



## ACADEMIC NOTES

### The Faculty

Each faculty member has his own office. Most offices are in the Barn, though some are in Jennings, North Suites, and various studios. Appointments with instructors are easily arranged, preferably in person.

If a student wishes to have a guest in a class, he should make sure in advance that the instructor will welcome the visitor and introduce his guest to him before the class starts.

The Art, Drama, Literature and Social Science divisions' secretaries' office is Barn 71 and 71A. The Dance Division secretary's office is in North Suites in Commons. The Science Division secretary's office is in Dickinson. The Music Division secretary's office is in Jennings Hall.

### Counseling

All students working for a degree are required to have a counselor. It is the responsibility of the counselor to be informed about and to assist with the educational progress of the students assigned to him. Each student should keep her counselor informed about the direction of her educational plan, the nature of the academic work undertaken, and any issues that might arise therefrom.

Second and third-year students taking group tutorials usually work with the instructor of the tutorial as their counselor and those who are not taking group tutorials also have some choice in counselor assignment, which is handled by the Dean of Studies' Office. The tutor of the individual senior projects also serves for whatever counseling is needed.

Normally the student has the same counselor for the entire year, but if for any reason the relationship is unsatisfactory, procedures are available for re-assignment without embarrassment.

Counselors have a regularly scheduled hour when they are available to their counselees and in which arrangements may be made for further meetings if desired. At the beginning of the term counseling is usually devoted to reviewing the student's choice of program, and after mid-term and in the last week of the term to reviewing his work for the term. At approximate times, all students will plan their programs for the next term and second and third-year students will formulate their Tentative Plans and requests for Confirmation of Plan with their counselors. Other uses of counseling depend a good deal on the student's individual needs and interests. Many students discuss ideas, problems and concerns; many make arrangements to work on some special projects; others use the opportunity to expand on the work they are doing in courses.

The counselor is normally present when the status of one of his counselees is reviewed by the Educational Counseling Committee.

### Educational Counseling Committee

The ECC is considered an agent of the faculty as a whole in setting and maintaining the academic standards of the college as they relate to each student. It is composed of eight members of the faculty, one from each division elected by the faculty at large, with the Dean of Studies serving as ex officio member and as chairman. Elections are for a three-year term and are staggered so that two and in some years three new members are elected each year. After serving a three-year term, a committee member may request that he be ineligible for re-election until two years have elapsed.

The Committee has the following functions: a) recommending to the faculty a college standard of academic performance; b) advising the Dean of Studies concerning the application of that standard; c) advising with any student personally concerning his or her academic performance and plans; d) sanctioning an individual variation of the college's requirements for the bachelor's degree; e) recommending the award of the bachelor's degree upon the satisfactory completion of the college's requirement for that degree. The operations of the Committee are divided among faculty-chaired panels and the Dean.

The Dean of Studies undertakes the task of periodic review of each student's performance in order to assure that it meets the college's standards of excellence. In cases where there is doubt that these standards are being met, the Dean would bring them to a faculty-chaired panel for review and decision. He is responsible for all correspondence communicating panel decisions to students and/or parents.

The whole Committee meets with the Dean at least once each term to review ECC policy and the academic standards of the college. Recommended changes in policy are submitted to the faculty for decision. The Committee submits a report to the faculty once each term.

Members of the panel study in advance the records of students to be reviewed. A student's record, or folder, contains admissions material, instructor's reports, counselors' reports, NRT reports, and minutes of any previous ECC review.

### Program Planning

Planning each year's program demands the student's most careful consideration. The new student is encouraged to give it a good deal of thought before arrival; tentative choices of courses will be discussed with the counselor before classes begin.

It is generally expected that the student will spend the first two years exploring course offerings in the various divisions of the college, at the same time maintaining some continuity of interest which will lead



toward a choice of major. Unbalanced or over-specialized programs can work to the student's later disadvantage, since the total four-year program is expected to reflect the breadth as well as depth implied in a liberal arts education.

Program difficulties which cannot be ironed out between student and counselor should be brought to the attention of the Dean of Studies.

Program and class cards are due in the Dean's Office by an announced date after the registration period. Inaccurate or missing cards can seriously jeopardize a student's gaining formal credit for classes attended.

### Dropping a Course

A student wishing to make any change of program should first discuss it with his or her counselor. Dropping a course and replacing it with another within the first two weeks of the term is possible without prejudice to the record. After that date, a Change of Program form must be obtained from the Dean's Office on which to explain the reasons for the change. This form must then be signed by the instructor or instructors concerned and by the counselor, all of whom are free to comment on the proposed change. The completed form is then returned to the Dean of Studies, who may question any change of program that reduces the number of courses the student is taking.

### Tutorials

Group tutorials of limited size are available to second and third-year students in a number of fields. In limited numbers, students may request an individual tutorial with a certain faculty member in a specific area not covered by the curriculum offering. The counselor, the proposed tutor and his division, and the ECC must indicate their approval of the request on a tutorial application form available to the student in the Office of the Dean of Studies.

Thesis and project tutorials are offered to juniors and seniors in their major fields, in which case the tutor serves as counselor. Any tutorial is considered as a regular course in the student's total program.

### Extras

These are parts of full courses (such as Dance Techniques) which may be taken with the instructor's permission but for which no credit is given. Students taking an Extra are expected to attend classes regularly.

### Auditing

This is possible but not recommended for new students. Permission to attend a class without expectation of credit will depend to some extent on a student's academic standing and the wishes of the instructor of the class.

### Tentative Plan for Advanced Work

The Tentative Plan is written after careful consultation between student and counselor, usually in the spring term of the second year. In the plan, the student is expected to address the question of range and balance of work during the first two years, acknowledging any important omissions in the program or shortcomings in the areas studied. A plan also describes the preparation for the major being chosen and how this choice fits with future plans. In outlining the program for advanced work, the student should try to indicate the areas of study to be continued. (A student requesting acceptance of any special plan, such as one calling for study away from Bennington, should be sure to incorporate the reasons that justify such a plan and the specific ways in which it will be fulfilled.)

If the faculty of the division in which the student hopes to major accepts the plan, it is then considered by the Dean of Studies or, in problematic cases, by the ECC. Approval by the Dean or Committee is assurance that the student is considered ready for advanced work both in the major field and outside it, on condition that the quality of the work does not deteriorate.

If a Tentative Plan is rejected by a division or by the ECC, it may indicate that the student is not considered capable of doing advanced work at Bennington and may subsequently be asked to withdraw. On the other hand, the record may warrant further time for the student in which to qualify for work to major in the field of first choice or in another one. In such a case, the student will be informed of the reasons for the deferral. If the ECC, in deferring a plan, expresses some doubt about a student's ability to work at the advanced level, the student may return at the possible risk of being asked to spend more time than usual in earning the degree or of once again failing to gain acceptance of a Tentative Plan.

### Request for Confirmation of Plan

Often called the "Senior Plan" to distinguish it from the Tentative Plan, this document is usually written in the spring term of the third year. In it the student is expected to describe the nature of the senior thesis or project and the course program surrounding it, explaining in what way, if any, these deviate from the Tentative Plan. Requests for Confirmation as well as Tentative Plans may always be revised at a later date, if necessary, with the approval of the major faculty and the ECC. Graduation depends on the successful completion of the Senior Plan, as approved by the student's thesis or project tutor, the major division, and the ECC.



The following are the College-wide degree requirements currently in effect:

1. That every student do work of at least one term's duration in four different divisions of the College during the first two years.
2. That every student beyond the first year take at least one year's passing work beyond the introductory level in each of three disciplines, two of which may (but need not) fall within one division of the college.
3. That no student be permitted to undertake more than 22 quarters in a single division.

### Visual Arts

Before Tentative Plan: Normally the prospective major in art will take Visual Arts I during his or her first year, and two studio courses in the Visual Arts in the second. The minimum requirement is four terms of work in art by the end of the second year.

Tentative Plan: By the time the student submits this plan to the division he or she must have demonstrated ability in at least two media. The student will also be asked to submit examples of work and to discuss the plan, in person, with the division. The plan should include at least a year's study of art history or criticism if the student has not taken such a course in the first two years, and continued work in one or two studios in the third year.

Confirmation of Plan: Work in the major requires a project in one or more areas, and studio work in one other than the student's main field.

Requirements for Degree: Successful completion of project and work undertaken in advanced program.

### Dance

Before Tentative Plan: The prospective major in Dance is expected to complete successfully four terms of work in the field, including Structure and Style, dance techniques, composition, Stagecraft, and Music for Dance.

Tentative Plan: The plan should emphasize work in performance, composition, directing, criticism, or a combination of these. Majors should plan to spend at least half of their time in the field. In addition, a dance major will normally complete a year's study of music.

Confirmation of Plan: Since each major is responsible for a piece of independent work in the area of his or her main interest, the final plan should outline intentions in this regard.

Requirements for Degree: Successful completion of work.



## Drama

**Before Tentative Plan:** The prospective major in drama will normally have taken five terms in the field. The minimum requirement is four terms. Work in the reading and analysis of plays, and Stagecraft is required. Studio work in acting, design, or playwriting is taken by students interested in specializing in these areas. Each student takes one term's work in the Research, Rehearsal and Production course in the second year.

**Tentative Plan:** The plan should include the student's area of speciality which might be acting, design, playwriting, dramatic criticism, directing, or filmmaking -- either dramatic or documentary. The plan should emphasize work in performance. Majors should plan to spend at least half of their time in the field, and three quarters during the junior or senior year, when a non-performing elective may be included. The student must have demonstrated ability in his or her area of specialization, as well as willingness to cooperate effectively in group undertakings.

**Confirmation of Plan:** The student should write a developed statement concerning his or her senior project, required in all areas with the exception of acting. In some instances a special composite of the final two years' work in drama or film may eliminate the necessity for the senior project. The project must demonstrate a sound knowledge of theatre process.

**Requirements for Degree:** Successful completion of program and project.

## Music

**Before Tentative Plan:** The normal program for the first two years is Music I and Music II. A prospective major must have demonstrated his or her musical ability and capacity to perform in a sustained and workmanlike way.

**Tentative Plan:** The plan should outline the program for advanced studies, including Music III, and indicate whether advanced tutorials and project will be in composing, conducting, vocal and/or instrumental studies, or a combination of these.

**Confirmation of Plan:** Granted on successful completion of work to date, the approval of final plans, if they differ from the previous plan.

**Requirements for Degree:** Successful performance of project and successful completion of all work in the field.

### Literature and Language

Before Tentative Plan: The usual requirements are two terms of introductory literature, and at least two more terms in literature. Those contemplating a major project in creative writing, and others interested, should take work in prose or verse writing. Those preparing for work in a foreign language should follow the program suggested below. The general requirements are a demonstrated ability in all work in the field to maintain a vigorous, self-reliant approach, and to read with discrimination, to analyze in detail and to write clearly and forcefully.

Tentative Plan: The plan should include a projected program for the next four terms' work and an indication of the kind of major project anticipated. Each plan must include an endorsement by a language teacher regarding the student's ability to read a foreign language or a detailed and satisfactory explanation of the means the student intends to use to acquire such an ability by the time of graduation.

Confirmation of Plan: The request for Confirmation of the Plan should include a detailed description of the student's proposed project, creative or critical, or both. If the project is to be creative, samples of work must be submitted to the Divisional Secretary for approval by an ad hoc committee of the literature faculty. If critical, the project may take the form of one long or several short essays, depending on the best judgment of the student's counselor and the division.

Language Studies Major: The division offers language students broad possibilities for majoring in foreign languages. Language students may, of course, major in literature with emphasis on a specific language. They may also, however, include courses in fields related to the major language, thus constituting a language studies major. This major includes studies in linguistic skills and literary criticism in one foreign language as well as courses of a more general cultural character, such as philosophy, history, anthropology, linguistics, etc. A second language may be substituted for any of the latter.

As the curriculum of the college is equipped to serve some languages better than others, interested students should contact language instructors in order to plan programs. In addition, various possibilities of study abroad during the junior year augment the college offerings. The senior project may be a translation or a critical essay of a literary or cultural nature, written in the foreign language or in English. In case it clearly combines languages with a field outside the Literature and Language Division, it should be regarded as an Interdivisional major.



## Science

A student may choose a field of greatest emphasis from one of the following: biology, chemistry, physics and mathematics. Ordinarily the student will select a supporting field or fields from the remaining three. In some cases, a supporting field outside the division might be pertinent, e.g. psychology, anthropology, architecture, music or art.

**Before Tentative Plan:** A student considering major study with the division should consult with a member of the division appropriate to his or her field of greatest emphasis. In general, by the time the Tentative Plan is submitted, at least two years of courses in the field of greatest emphasis and one year in a supporting field should have been completed or be nearing completion. It is expected that the student's work in the division up to that point will have shown promise of ability to undertake more advanced work creditably.

**Tentative Plan:** The Tentative Plan will be developed by the student in consultation with members of the division in the fields of emphasis. A total of at least eight courses, deemed appropriate by the division, during the four years of College is expected.

**Confirmation of Plan:** The student will have performed successfully in division courses beyond the elementary level.

**Requirements for Degree:** Recommendation by the division calls for successful completion of work taken in the division, as designated in the confirmed plan.

## Social Science

The Social Science Division includes the disciplines of Anthropology, Economics, History, Linguistics, Philosophy, Politics, and Psychology, and deals collectively with matters of budget, personnel and curriculum. Student programs in anthropology and psychology are supervised separately as outlined below.

**Tentative Plan:** Students planning to do their major work in the social sciences should work out a Tentative Plan for Advanced Work by the spring term of their sophomore year. In drafting the Tentative Plan a student should seek the advice of faculty members in the area of principle interest. One of these will sit on the student's review committee; the Division Secretary will appoint a second member to that committee, and (when appropriate) a third member from outside the division. This committee will report to the division, and will reconvene later to consider the student's confirmation request and to conduct a brief hearing on the thesis proposal before actual writing begins.

Students may concentrate their study in one discipline in the social sciences, or they may build a meaningful concentration combining one or more of the disciplines within the division with courses outside the division. The essential requirement is that students wanting to follow a Social Science major work out their plan with two or more members of the Social Science Division and obtain divisional approval of the Plan. The general expectation is that students majoring in the Social Science Division will do half their work in the Social Science Division or in the social sciences together with the related disciplines described in the Tentative Plan.

Confirmation of Plan: Each Social Science Division major is also expected to design and carry out a senior project or thesis. By the spring term of their junior year students will request a Confirmation of Plan for Advanced Work. The request should include a description of the project or thesis and be supported by the tutor or tutors with whom the student will work, and must be approved by the Division.

Requirements for Degree: Successful completion of thesis or senior project, and program outlined above.

Anthropology and Psychology: Students wishing to emphasize anthropology in their curriculum should establish their competence by satisfactory performance of work with those teaching anthropology. Subject to the degree requirements of the college, graduation with emphasis on anthropology will usually include satisfactory completion of the senior project under the supervision of an anthropologist and, in some instances, another member of the college faculty. The form this independent work takes will depend on the individual circumstances of the student.

Students wishing to concentrate in psychology should submit a program of study, compatible with the degree requirements of the college, which will permit their becoming cognizant of the various modes of inquiry characterizing the field. The proposed plan should assure mastery of the data, methods and concepts necessary for the execution of a pertinent senior project demonstrating the student's ability to do independent and sustained work in psychology.

#### Non-Divisional Major

In formulating a Tentative Plan or a Confirmation of Plan for a non-divisional major (one which cuts across or overlaps the lines of divisions or fields) a student submits a plan to the Interdivisional Division.

This Division is composed of faculty members from each division and plays the same role and exercises the same authority that divisions do vis-a-vis their majors. For each student pursuing an interdivisional major, the Interdivisional Division appoints a committee of three ap-



appropriate faculty members who would advise with the student and each other regarding the student's plan for the degree. These faculty members and the student stand in the same relationship to the Interdivisional Division as divisional majors and their instructors do to their divisions. The Dean of Studies and the ECC advises interdivisional majors exactly as with divisional majors.

### Class Work

**Class Attendance:** It is expected and assumed that Bennington students will attend all their classes including beginning and end of term classes. If they must miss a class, the instructor concerned should be so notified. When, in the judgment of the instructor, absence makes it impossible to meet the demands of the course, the student will be dropped, with consequent failure. Substitutions for work missed will be accepted only at the instructor's option.

If a student is detained away from the college, the SSO should be notified and that office will explain the absence to the instructors and counselor. If the student is admitted to the Infirmary as a patient, the Infirmary notifies the counselor, but the student is expected to let the instructors know.

**Tests and Overnight Examinations:** In many courses students are asked to write papers rather than take exams, and these, along with class participation and attitude, furnish most of the evidence on which the instructor will base his report. In science and mathematics and language courses, tests are fairly common. Some instructors give overnight tests -- that is, an assignment given in class to be written overnight or by a certain time on the following day. It is therefore unwise to assume either that papers are the exclusive measure of a student's learning and abilities or that exams are never given at Bennington.

**Late Submission of Written Work:** Written work that is considered essential to a student's accomplishment in a course but which is submitted after the date due will be accepted only if the instructor so chooses. If accepted, it may still be discounted in any degree the instructor decides. In any case, the student is well-advised to discuss any difficulties that are encountered promptly with the instructor.

**Instructors' Reports:** These "comments" are written by each instructor in each course and distributed to each student at mid-term and at the end of term. The student also receives a counselor's copy of each report and is expected to take it to the counselor for discussion. The first copy of the report becomes a part of the student's permanent record in the Dean's Office.

The only ratings that appear on instructor's reports are Passing, Passing in parentheses (meaning marginal work), Not Passing, and To Be Completed.



A student may request, but may not elect, a TBC (To Be Completed) in a course which he or she is otherwise passing and in which, for acceptable reasons, the student has not been able to complete the work. The decision is the instructor's and although TBCs are usually to be made up by the first day of the following resident term, under exceptional circumstances another deadline for completing the unfinished work may be set by the instructor if he explains the reasons why the normal one is not appropriate. If a student fails to make up the work, his or her record will show failure in that course. Occasionally, after consultation with the Dean of Studies, a faculty member may change a TBC to INC.

Under exceptional circumstances, after conferring with the Dean of Studies at the time grades are turned in, an instructor may report an INC as the permanent grade for a course in which he does not expect the student to be able to make up the work. This grade will stand on record.

At the end of each term instructors receive grade cards for each student on which a letter grade\* for the work of the term is entered. If a student requested at the time of her registration to receive a Pass-Fail designation only, the card will be stamped "Pass-Fail only," and this grade will appear on their transcripts. Grades, for those who desire them, are accessible to the student through the Dean of Studies Office at the beginning of the junior year, but students will continue to have accessible their cumulative average at any time.

\*A+ through D- are considered passing grades, and F a failure.

Ratings and grades are due on prescribed dates during each term, even if a student's work is incomplete at that time. It is precisely knowledge that a student is not up to date in his or her work, particularly when coupled with similar reports from other courses, that may signal the need for convening a panel for a review of the student's status.

#### The Non-Resident Term

For nine weeks every winter beginning in January students accept jobs away from campus in a variety of fields. Although every senior is expected to have four acceptable work terms, academic credit, as such, is not given. The students are required to write papers of their experiences as they relate to them personally and academically. The employer, in turn, is asked to evaluate the student's work performance.

For a variety of reasons, economic as well as personal preference of the student, the requirements of the work term are flexible. Students may attend schools or structure study or individual creative projects, as long as the project receives the approval of a counselor, and a qualified supervisor evaluates the work accomplished. This is usually a faculty member.

The NRT Office makes information about jobs available to the students and offers advice, but it is the students' responsibility to arrange for their own interviews.

All students must be occupied for the full nine weeks: at a full-time job, two part-time jobs or one part-time job and a part-time study project. Some students accept volunteer positions. Most want to earn and many must do so to help pay for college expenses. There are some NRT grants available each year which help subsidize about 20 students who, without some financial assistance, would not be able to accept a particularly worthwhile and educationally significant job.

#### Study During the Non-Resident Term

Certain considerations and procedures are to be followed by faculty, students and the NRT Office when independent study is requested in lieu of a job. The student must receive approval from his counselor and from the NRT Office. (Seniors must also have approval from the Dean of Studies). The study proposal should be presented in writing and discussed with the counselor and the NRT Director, who will examine the student's previous NRT record, and if it is agreed that the student can do responsible work on his or her own, the study proposal is accepted. The counselor, or someone else who can properly do so, must agree to evaluate the work at the close of the NRT.

If a suitable study plan is not approved in advance of the NRT, or if it has been decided that the student cannot satisfactorily manage a nine-week term of unsupervised study, then the request or plan is denied and the student is expected to take a job.

#### Study in Absentia

Study away from Bennington which fulfills part of the requirements for graduation is carried out by some students every year. Plans for study elsewhere should be incorporated in the Tentative Plan and must be approved by the student's major division as well as by the ECC.

Approval of a student's plan shall constitute a commitment on the part of the college that if that plan is satisfactorily completed, and the student's work upon return to Bennington is evaluated as satisfactory, the time spent elsewhere will be considered the equivalent of a specified period of residence at Bennington.

A student who has any intention of studying abroad is advised to begin planning well in advance, in consultation with the appropriate language instructor and a faculty member of the division of the major in order to plan a program of study that will meet divisional expectations.



In determining a student's fitness to study abroad, the ECC considers the following:

1. The student's present standing in the College, maturity, and general capacity to carry out the plan.
2. The student's proficiency in the language of the country chosen.
3. The degree to which the work to be done abroad would satisfactorily replace the educational experience available at Bennington.

#### Completing Work For The Degree in Absentia

Completing degree requirements by studying in absentia during the senior year is in most cases academically unwise, and the general rule of the College is that the senior year must be completed in residence. Only in exceptional circumstances may a present or former student who needs no more than two terms for graduation be permitted to fulfill requirements for the degree in absentia.

Applications for such permission should be incorporated in the student's Confirmation of Plan or in an amendment to it, stating why the student cannot continue at or return to Bennington and describing in detail what remains to be carried out under Bennington direction, such as the senior project, and the course of studies proposed elsewhere.

Permission will be granted if the application is approved by the student's major division and the Educational Counseling Committee. The applicant must satisfy the division and the committee of his or her capacity for independent work on an advanced level, and that the program elsewhere will have educational value approximately equivalent to what the student is missing at Bennington.

If permission is granted, a counselor will be appointed to represent the division and the College in further communications with the student, to provide guidance and to certify satisfactory completion of the agreed program to the division and the Educational Counseling Committee. There is a fee for this service.

If any part of the work, such as a senior project, is being done under the supervision of the counselor, an additional fee will be charged.

#### Early Graduation

Normally the work for the degree is completed in four years. If a student wishes to qualify for graduation in less than eight terms, this should be incorporated in the Tentative Plan for Advanced Work. Unless it is endorsed by the student's major faculty, no further action is taken. If it is approved by that faculty, the ECC considers the plan in the light of the following criteria:

1. The amount of work necessary to meet the College's standards for a liberal arts education, as well as competence in a major, is to be fully equivalent to that achieved over the normal period.
2. The quality of work in the major field is to be distinguished, and advanced work outside the major field is to be above average.
3. The faculty in the major field is to judge: first, whether or not the quantity of work in the major will be sufficient if carried out as planned; second, whether or not the quality of the major work to date is distinguished and promises to continue to be so.

Consideration is given to the student's whole accomplishment: the academic record, including the endorsement of the student's major faculty; the Non-Resident Term record; his or her maturity as a person, and the quality of his or her membership in the college community.

#### Transfer Students

Bennington does not automatically assign transfer students status as freshmen, sophomores or juniors but considers them to be entering students without defined status. What level of courses they should take (i.e., beginning, intermediate, or advanced) is decided in consultation with their counselor, taking into account the extent of work they have done elsewhere in relation to the demands of course work here. The transfer student's standing at Bennington, and therefore the prospective date of graduation, are determined by the ECC after a period of time here, usually during the second term and usually in conjunction with a Tentative Plan. Since only those transfer students who can be expected to progress at the usual rate are admitted to the College, a transfer student can normally be expected to graduate in the regular four-year period, but it is well to realize that unforeseen academic difficulties may make additional time here advisable and necessary to earn the Bennington degree.

#### Graduate Work

Many Bennington students go on after graduation to earn advanced degrees. Planning for this starts well before graduation, however. The student should discuss the possibility of graduate work with instructors in the major division for whatever guidance they may be able to give. The student should also consult a recently established graduate school information service in the Student Services Office for further information about entrance examinations and requirements, scholarships and fellowships.

#### Withdrawal and Re-Admission

Any student who withdraws from Bennington to carry out a plan of study, and whose plan has been approved by the Educational Counseling Committee, is assured a place in the College upon return after completing the plan. A student who wishes to request a leave of absence with the intention of returning should submit to the Dean of Studies a letter



indicating those reasons for requesting a leave of absence, the length of time to be spent away, and what he or she intends to do during that time. The Dean's Office, acting in conjunction with the ECC, and when appropriate, the Health Service, will consider the request and inform the student of any expectations or conditions to be met before re-entry. Any student who withdraws under other circumstances and wishes to return must be re-admitted in competition with entering students. It is important that the student who plans to withdraw, whether temporarily or permanently, should so inform the Dean of Studies, in writing, as soon as plans are firmly set.

How much credit will be given toward a Bennington degree for courses taken elsewhere will depend on evaluation, after the student's return, of the work which has been done.

### Plagiarism

Plagiarism is rare at Bennington, but since it occasionally does occur, students and faculty have agreed that a statement concerning it, together with an explanation of the faculty procedure for dealing with it, should appear in this Handbook.

"By plagiarism is meant the passing off as one's own the work of others. This practice is clearly contrary to the educational philosophy and aims of Bennington College. Some students enter college with no sense of the intellectual and moral implications of plagiarism; some, for instance, erroneously think a bibliography at the end of a paper is adequate acknowledgement for any degree of indebtedness and justifies paraphrasing or copying of material. Students who are in doubt about the nature and implications of plagiarism should discuss the problem with their instructors and counselors."

"Whenever plagiarism is discovered or suspected, the instructor speaks to the student, and, unless he is satisfied that further procedure is unnecessary, reports the case to the Dean of Studies. Before deciding on further action, the instructor discusses the case at an ad hoc meeting with the counselor and the Dean of Studies. Procedures within the instructor's choice range from admonition and warning to failure in the course or expulsion from the course. If the ad hoc group considers more extreme action necessary, the case will be referred to a panel of the Educational Counseling Committee, which will act on behalf of the faculty and make a recommendation to the President. A record of cases reported and actions taken will be kept by the Dean of Studies."



## CAMPUS ADMINISTRATIVE REGULATIONS

A community intent on the principle of self-government and respect for individual variations and differences is guided more by principles of sensible and considerate behavior than by elaborate rules and regulations. Bennington does have a number of rules, the enactment and enforcement of which are primarily the responsibility of students. It also has a number of regulations relating to the use of college facilities and the health, safety and convenience of the entire college community, which are initiated and enforced by the administration.

The Administration of the College is charged by the Board of Trustees with primary responsibility for maintaining the financial integrity of the College and protecting the health and safety of the college community. It also bears primary responsibility for insuring that the College's physical plant is maintained properly and used in a reasonable manner intended to facilitate the achievement of the College's educational goals. The following regulations are issued in fulfillment of these responsibilities, and in the hope that they will be recognized as appropriate in the interests of the community.

### USE OF COLLEGE FACILITIES

#### Student Houses

##### Assignment of Student Rooms

Assignment of student rooms to entering students will be made each fall by the Student Services Office. Returning students will choose their rooms in May for the following year, according to a system of priorities set up by the Student Executive Committee. Any change in assignment or choice of rooms must be cleared beforehand through the Student Services Office. Students assigned to double rooms must show consideration to their roommates, especially in regard to visitors.

##### Use of Student Rooms

Each student is expected to use his room in such a manner as not to interfere unreasonably with the use and enjoyment of other college rooms or facilities, and so as not to endanger the health or safety of the community.

##### Use of Public Space in Student Houses

Any use of house public space - living rooms, hallways, card rooms, attics, basements - for other than their original purposes must be approved by the Student Services Office. Living rooms, which are frequently used for classes as well, are not to be used for sleeping, nor are cardrooms or attics. College property may not be removed from the houses or moved from its original location without the permission of the Housekeeper and/or the Student Services Office.

### Loss or Damage to College Property

Students responsible for damage to college property will be charged for its repair or replacement. If individuals responsible for damage to student house property cannot be determined, house members will share the charges for repair or replacement.

### Kitchenettes

Unclean kitchenettes or the accumulation of unwashed dishes, uncontained food, or dirty pet dishes may result in the locking of the kitchenette by the College Housekeeper.

### Personal Belongings

Students are responsible for their own belongings, since the College has no insurance against theft or damage to these. Although students may leave some belongings in their rooms and some in the attic during the winter and summer, according to instructions issued by SSO/Housekeeper at the end of each term, they do so entirely at their own risk.

### Locking the Houses

During the term, houses are locked by the Night Watchmen at 1:00 a.m. each morning and may not be left unlocked after that time. A student who loses a house key will be charged the cost of replacing the lock and duplicate keys. These charges can vary between \$25. and \$100.

### Noise

Noise which unreasonably interferes with the use and enjoyment of college facilities by other members of the college community must be avoided.

### Firearms

Firearms, licensed or unlicensed are forbidden.

### Academic Facilities

#### Classrooms, Studios, Rehearsal Space

With the exception of uses described below, academic facilities may be used for other purposes only by special arrangement with the College Registrar. Classrooms are assigned by the College Registrar; unoccupied classrooms may be used for study at night provided they are left in good order for classes the next day. Because of the possibility of damage done by paint or other materials to walls, floors, and furniture, art students are asked to work in assigned areas, not in classrooms or student rooms, living rooms or cardrooms. Students



may use faculty offices for studying with the permission of the instructors to whom the offices belong. No cooking appliances are to be used by the students in the Barn.

#### Use of Performance Space

Planned community events or performing arts rehearsals take precedence over informal use of Commons Theatre, Barn Theatre, Usdan Gallery, Carriage Barn or the Tishman Lecture Hall. Community events should be scheduled through the Student Services Office. Requests for other use of these spaces should also be made there, except for use during times when classes are scheduled, in which case the Registrar of the College must be consulted.

#### Library

Library books are loaned to students for a loan period, all books being due at end of term. Periodicals are loaned for shorter periods: bound for one week, unbound for 3 days. All library materials are subject to immediate recall if needed for reserve for a course. Books are recalled and must be returned after one week if requested by another member of the community. Regular reserve books may be used in the library for not more than two hours during the day and may be taken out of the library from 10:00 p.m. to 8:30 a.m. Any borrower who loses or damages a book will be charged at a rate determined by the Librarian, plus a \$5.00 service fee.

### SAFETY AND SECURITY REGULATIONS

#### Fire Regulations

The Director of Physical Plant is responsible, in cooperation with the Student Fire Chief and Fire Wardens from each house, for the carrying out of all fire regulations. Any fire, no matter how small, is to be reported to him or to his Assistant, even if the fire has already been extinguished. In the event of a drill, buildings must be cleared as quickly as possible when the appropriate alarm sounds.

Students are urged to supply their rooms with metal wastebaskets and ashtrays.

Smoking is not permitted in Tishman Hall, the Commons Theatre or in the Carriage Barn Pit, where the frequent presence of large audiences makes smoking particularly dangerous.

Because of the extraordinary fire hazard involved, hallways must be kept clear at all times, firescreens must be used when fireplaces are in use and cooking appliances may not be used in student rooms. Candles may not be used in student houses or other buildings on campus without the express approval of the Director of Physical Plant.



### Visitors

Visitors who plan to spend more than a few hours on campus are expected to sign in at Switchboard during the day, at the Night Watchman's Booth after 6:00 p.m. They are not admitted after 11:00 p.m. unless accompanied by a student. Students are expected to take responsibility for the conduct of their guests. The Night Watchman may be called in emergency at any time between 6:00 p.m. and 7:00 a.m. but his role in enforcing the rules and regulations of the community comes into effect only where students or their guests fail to take this responsibility upon themselves. He is authorized to refuse admittance to guests behaving objectionably, whether or not such visitors are accompanied by a student, and he is authorized to ask any unaccompanied visitor to leave the campus.

Although students are free to have guests under such circumstances and at such times as are consistent with student regulations in this matter, no visitor may take up residence on campus. The difference between a resident visitor and a temporary guest will be determined in terms of duration of stay and intention.

The administration reserves the right to bar the presence of any person on campus whose behavior constitutes or threatens to constitute a serious threat to the safety and well being of members of the college community.

### Accidents, Arrests, Emergencies

Any accident or arrest involving a student must be reported immediately to the Student Services Office. Accidents should also be reported immediately to the Health Service, whether or not injury is apparent. Emergencies should be reported to the Student Services Office or the Assistant Director of Physical Plant, or to the Night Watchmen at night. The Health Service can be reached 24 hours a day by dialing 255. If a student is in need of help for himself or for others; (not general information but help of an emergency nature) he may call 442-2000, anytime between 5 p.m. and 9 a.m. and a member of SSO will respond.

### Motor Vehicles

Every vehicle (including motorcycles) used or owned by an enrolled student or a member of the faculty, administration or staff, must be registered promptly through a form issued by the Student Services Office or the Maintenance Department. Unregistered cars will be towed away at the owner's expense. Once registered, the owner or temporary owner of the vehicle receives a sticker to be placed on the left front bumper of the vehicle, driver's side. Driving or parking on lawns, fields, or footpaths is prohibited. The night watchmen and other College employees are authorized to deny the right to drive on campus to any person under the influence of alcohol or drugs, or any person who is a chronic offender of the vehicle regulations.

Parking Regulations

Registered vehicles may be parked, at the owner's risk, in designated lots on campus according to regulations circulated by the Maintenance Department. Parking elsewhere on campus interferes with the access of fire, maintenance and delivery trucks, and for this reason, as well as others, is prohibited. Vehicles illegally parked are subject to immediate towing.

Health Service

see The Health Service under GENERAL INFORMATION

The Library

see The Library under GENERAL INFORMATION

Dining Rooms

Students may not go barefoot in the dining rooms. No meals may be taken to students in the student houses without permission of the college Physician. Dishes, silver and glassware are to remain in the Dining Room except by permission of the Director. also see Dining Rooms under GENERAL INFO.

Pets

Pets have over the years caused considerable damage and annoyance; they also have presented hygiene and sanitation problems as well as health and maintenance problems. There is disagreement within the Community on how to solve the pet problem. A "moratorium" exists at present on the matter and currently pets are allowed providing (as stated in the pet regulations) each House (including college-owned off-campus houses) approves the presence of any animals living in it by a majority vote and providing the suite in which the animal will live accepts it unanimously. Dogs are to be leashed within the center campus, but may be unleashed outside the center campus if in the company of the owner.

Pets continue, then, to be on trial and at the end of the term the situation will be reviewed. (The term "pets" as used here refers to dogs and cats only. Sheep, pigs, turkeys, monkeys, rabbits, goats etc. are not allowed in student houses, or other campus buildings.) Please read also section in Handbook on Fees and Fines.

#### THE COLLEGE AND THE LAW

Students should remember that they continue to be subject to state and federal laws with respect to drugs, alcohol, and automobiles.

The College will, upon request of a student's family, act as temporary court guardian to a student who has been arrested and will also provide advice as to counsel and bail.

#### MISCELLANEOUS PROVISIONS

##### Off-Campus Living

A limited number of upperclass students are permitted to live off-campus each year. Authorization to live off-campus is made by the Student Services Office upon application.

##### Policy on Research and Questionnaires Involving Students

Any class research projects involving Bennington students as subjects must be approved beforehand with the instructor involved and with the Dean of Studies. Any individual or group wishing to engage in off-campus activities related to the College, such as field work, surveys, or organizing, must first consult the Dean of Studies. No questionnaires are to be distributed by outsiders to the college community without the approval of the Dean of Studies.



## FEES AND FINES

College fees for tuition, room and board are payable when due unless different arrangements have been made with the Business Office ahead of time. The College will not reserve places for students whose fees have not been received by due dates. The cost of repairing any damage caused by students, their guests or their pets will be charged to the students. College bills and fines are payable when presented. They must be paid before the student can be recommended for graduation or before transcript requests can be filled by the College.

## ENFORCEMENT

These regulations will be enforced by the Administration of the College, if other Community governing bodies are ineffective. In most instances, enforcement will involve bringing the violation to the attention of the student concerned, explaining its justification and requesting compliance. Where this is ineffective, and depending upon the circumstances, notices of Administrative reprimand, fines, withholding of grades and transcripts, suspension or expulsion may be invoked. In such cases, administrative action will only be taken after written notice has been given to the student of the alleged violation and the proposed administrative action. Within ten days after receiving the notice of violation, the student concerned may request a hearing before a Committee made up of the Dean of Studies, the Dean of Faculty, and the Director of the Student Services Office, and two students to be designated by the Student Council. If no hearing is requested within ten days, or after an appropriate hearing has been held, this Committee shall issue a written statement of penalty to the student concerned setting forth the nature of the violation and the penalty to be enforced. Appeal from such statement of penalty may then be taken within ten days to the President of the College.

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## GENERAL INFORMATION

### The Health Service

The Health Service is located at the east end of Commons on the first floor. There is a nurse on duty at all times while college is in session. The Dispensary is open at certain specified hours seven days a week, but in case of an emergency, service is available at any time. The Health Service phone number is 255 or 285. There is a college physician, and three psychiatric counselors who have office hours five days a week. They are available through the nurse at other times as needed.

The Health Service staff meets with all the new students during the orientation program and later meets the students individually. Services in the Health Service are mostly free to regularly enrolled students. There is no charge for Infirmary care nor for medications ordered by the college physician for acute illnesses. The first three visits a student may have with a counselor are without charge; subsequent visits that semester, depending on circumstances, may be charged for.

Some form of insurance is recommended for all students and is obligatory for those on financial aid. The plan presently used by the college is specifically designed for the college age group and, while less expensive than some other forms of insurance, is generally adequate. It does not, however, cover conditions existing prior to college admission.

Students should know that the Health Service staff holds in confidence the information given them by the students. Family, faculty, and other administrative officers are not consulted without the student's consent.

In addition to being available for first aid treatment of injuries, the Health Service expects to provide consultation and help with any medical or psychiatric problem, referring students, if necessary, to specialists in gynecology, orthopedics, surgery, psychiatry, etc. Information about dentists, oculists, etc. can be obtained through the Health Service staff. The staff is available for advice and help with problems of weight, adjustment, sex, etc. The staff administers routine allergy shots and immunizations for travel. The doctor is available for medical checkups and physical examinations required for graduate school applications, and often, for summer and NRT employment. The Health Service staff has a definite interest in public health problems, such as tuberculosis, venereal disease, planned parenthood, and has a responsibility for the safety of the community in such matters as accidents on campus, maintenance of health standards in the dining hall and student houses and with regard to drug usage. The staff will arrange for Red Cross First Aid courses and would like to encourage participation in the New Hampshire-Vermont Red Cross Blood Bank program. Annual t.b. skin testing and x-rays are done as recommended by the American College Health Association.



The Health Service urges cooperation in the following matters:

1. Prompt reporting of automobile accidents on or off campus, whether or not the student is apparently injured. This is in addition to notification of the Student Services Office and, in the case of the Health Service, requested in order that proper attention can be given to any condition that shows up subsequently.
2. Early attention to acute ailments that might profit by immediate treatment (i.e. sore throats) both for the sake of the student and to protect roommates and others from possible contagion.
3. Response to the announcements for t.b. skin tests, since t.b. is a public health problem.
4. Prompt reporting of any animal bite since, in addition to the need for medical attention, the physician is required by law to report such incidents to the proper authorities in order that the animal be observed for a certain length of time. (It is difficult to report anonymous bites--please note the animal. Is the dog licensed?)
5. Calling attention to any hazards observed on campus or in classrooms so that they may be corrected.
6. Making constructive suggestions for continued improvement of the Service.

### The Library

The Edward Clark Crossett Library contains approximately 64,000 volumes and receives about 500 current periodicals. Records and tapes of poetry readings and plays are available in the listening room. Music recordings are in the Jennings Hall Library. A seminar room and a typing room are available, which may be used as study rooms after the main part of the library is closed in the evening.

It is the aim of the library to make its resources easily and clearly available. Books are signed out by the students themselves, with the exception of books on Reserve for class use. Each student is responsible for the books taken out in his or her name. Students are urged to read the information sheets which the library prepares and distributes. The library staff is always ready to assist in the use of the library, in the search for specific data, and in the solution of bibliographic problems.

Reserve books must be used in the building during the day. At 10:00 p.m. they may be taken out for overnight use. They must be returned promptly when the library opens the following day. Some books with orange cards circulate for only three days. Books may be renewed if they are not needed by someone else.



Red notices are sent to recall books needed for the Reserve shelves for class use, or, after the book has been out one week, to recall it for another reader who has requested it. In either case, the book should be returned immediately. There are no fines for overdue books. It is hoped that students will respect the needs of other members of the community and return books promptly when no longer needed or when they are recalled. Besides returning books promptly in response to red cards, all students are expected to return all books at the end of each term. Books remaining unreturned at the end of the term will be billed to borrowers at cost plus a \$5.00 non-refundable service charge for each title.

The library is open 92 hours a week during the academic terms:

Monday - Thursday	8:30 a.m. - 11:00 p.m.
Friday - Saturday	8:30 - 6:00 7:00 - 10:00
Sunday	12:00 noon - 10:00 p.m.

#### Presence On And Absence From Campus--Sign-Out

If a student intends to be away from the campus for twenty-four hours or more, use of the sign-out system is strongly recommended because it sometimes happens that an emergency arises in which a parent or the college needs to reach a student. The sign-out system involves indicating on an envelope form (at Switchboard or the Night Watchman's Booth) the time of departure and expected time of return. The student may also indicate (on a form to be placed inside the envelope, then sealed) the address where he or she can be reached while away. Should the student's plans or destination change while away, the Student Services Office emergency phone (442-2000) may be phoned at any hour after office hours, to change the sign-out information. During the day Switchboard should be notified of changes.

Should a student fail to return on time or be inexplicably absent for a significant period of time, the Student Services Office will take necessary steps to find the student. However, it should be clearly understood that the college cannot take responsibility for the whereabouts of its students. Students and their parents are therefore urged to come to some understanding about the use of the sign-out system.

#### Publications

All publications (with the exception of Silo, which falls under the control of the literature faculty) are edited by the Assistant to the Director of Development for Publications and Public Information and his editorial assistant. This includes, in addition to the student and faculty oriented publications, magazines and brochures aimed

at prospective students, alumni, donors and prospective donors, prospective NRT employers and friends of the college.

The College Catalogue is published each year and is made available to students, faculty, administration, friends of the college and alumni, schools, libraries and prospective students.

College Week is published every Tuesday during the resident terms and contains information of interest to all members of the community. It is edited by the Editorial Assistant. (Notices for insertion must be delivered to the Publications Office by noon on Friday.)

Quadrille is published four times regularly during the year. It is designed to reflect the views and opinions of students, faculty, administration, alumni, trustees, parents of students and friends of the college. It is distributed to all the constituencies and has a circulation of about 9,000.

Silo, Bennington's student magazine, is issued twice a year and sold at a nominal price on a national basis. It is managed and edited by Bennington students, with the help of a faculty advisory committee, but it seeks to represent the work of young artists everywhere. In its pages can be found prose, poetry, art, and music. Students are urged to submit their work to Silo and to apply for membership on the Board at the start of each spring term. (Silo takes its name from Bennington's round cornerstone, the silo base at the main quadrangle entrance to the Barn.)

A Galley in mimeographed form is published when a member of the community wants to express an opinion in writing on some issue of current concern. It has neither an editor nor an editorial policy although there must be due effort to avoid situations of personal libel or slander. All contributions should be left in the Galley mailbox at Switchboard or given to the person in charge of the Mimeograph Room in the Development Office. The original of the Galley must be clearly signed by its author(s) but the printed Galley can go out under a nom de plume if desired.

#### Student Houses and Rooms

The college provides each student with a bed, mattress, and pillow; a desk and chair; a bookcase, bureau, and mirror. There are no wall or ceiling lights in the rooms. Each student is responsible for the college property in the room and is expected to treat it with care. The cost of repairs or of replacement will be charged to the student. Students take care of their own rooms (housecleaning equipment is available in each house). No change of rooms may be made without permission from the Student Services Office.

All furniture removed from rooms must be immediately stored by the student in designated place (attic in old houses and storeroom in new houses).



Nothing may be left in the hallways at any time, even momentarily. At the end of the term (fall and spring) the student is responsible for returning the furniture to the room. The student will be charged \$10.00 for failure to return all furniture removed from the room. If beds are dismantled the spring as well as the bedframe must be stored. Springs may not be used on floors.

Personal possessions are the student's own responsibility, and the college carries no insurance on loss or damage to student's property.

Keys to student rooms may be obtained in the Maintenance Building as per printed schedule. A student is charged \$10.00 for loss of a key.

Few room assignments may be changed during the resident terms, especially in the fall when no one room is empty. If there are compelling reasons for changing a room or a roommate, these reasons should first be discussed in person with the Student Services Office. Room-choosing for upperclassmen takes place in May, according to a system of priorities.

Each house has a kitchenette equipped with refrigerator and hot plate plus a few utensils. However, all students in residence are charged board fees for meals in the college dining rooms and are not expected to use the kitchenettes for regular preparation of meals.

Living rooms are for general use (many are used as classrooms). Students are not permitted to sleep in the living rooms (or the attics), and living room furniture should not be shifted around (including the rolling up of rugs) without permission of the Housekeeper. Each member of a house will be charged a share of the cost of repairing or replacing lost house furniture if responsibility for the damage or loss cannot be determined.

Hallways must be kept clear at all times, as required by the college's fire insurance policy. Each house has a pay phone.

Houses are locked each night by the Night Watchman at 1:00 a.m. and students should be sure (for their own safety) that they stay locked during the night. A student returning to campus after 1:00 a.m. signs for a house key at the Night Watchman's Booth and is responsible for its return; should the key be lost, the student is charged the cost of replacing the house lock and duplicate keys. The Night Watchmen inspect each house on fixed rounds throughout the night.

Students must dismantle their rooms twice a year, in December and June. Student possessions may be left in (locked) closets and top bureau drawers during the winter, but nothing other than furniture may be left in the house during the summer, when summer programs take place on campus and house repairs and painting are done. Students may store tagged cartons and trunks in the house attic at their own risk. Most of the local cleaners will store woolen articles (including rugs) at minimal cost. Students who withdraw can arrange to have their belongings shipped by the college if they have been properly packed and marked.



Dining Facilities

There are six dining rooms on the second floor of Commons. All meals are served cafeteria style.

Breakfast	8:00 - 8:30
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Lunch	12:30 - 1:30
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Dinner	6:00 - 6:45
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Sunday - Breakfast 10:00 - 11:00 and Dinner 4:00 - 5:00

The Snack Bar, near the Commons Lounge, is open each weekday from 9:00-11:30, 12:30 - 6:00, and 7:00 - 11:00. On Sunday, when only two meals are served in the dining rooms, the Snack Bar is open from 12:00 - 4:00 and 6:30 - 11:00.

Post Office Facilities

The college's post office is a federal sub-station, with four incoming and four outgoing deliveries each day except Saturday and Sunday. The schedule for the sale of stamps, money orders, parcel post, etc., is 8:00 a.m. - 5:00 p.m. Monday through Saturday. Each student has an individual mailbox. Anyone wishing to distribute material to boxes must first consult the Postmistress. The bulletin board wall in the Post Office is under its control. All notices must be initialed by the Postmistress.

Switchboard and Phone Facilities

The Switchboard operates from 7:00 a.m. to 11:00 p.m. every day. From 11:00 p.m. to 7:00 a.m. the Night Watchman takes all calls but does not put them through to students, referring emergency calls to a member of the administration. The Switchboard does not make any toll calls for students and accepts collect calls only in case of emergency. Toll and collect calls go out only on pay phones, of which there is one in each house and one in Commons.

Bookstore

The Bookstore at Bennington College is located in the Barn. The proprietor is Thomas Foster. The store carries all textbooks required for college courses, recommended books, and books of general interest to the College community. In addition; the store handles art supplies, stationary and a selection of sundries.

Hours: 8:30a.m. - 5:00 p.m. weekdays.

Evening and weekend hours will be announced.

### Opportunities For Employment On Campus

Many campus jobs are open to students, through the SSO office. Specific information about jobs is issued separately.

### Transportation

There is a bus station in Bennington from which there are six buses to New York City every day. The trip takes about 4 hours. There is bus service between Williamstown and Boston but no public transportation between Williamstown and Bennington. There is bus transportation to Boston from Bennington via Pittsfield (4 hours). There is also bus service from Bennington to Albany, Pittsfield, Brattleboro and Montreal. The closest railroad stations are in Pittsfield and Albany. Albany has a commercial airport, Bennington a private one.