

BENNINGTON COLLEGE

STUDENT HANDBOOK



1994—1995

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.

BENNINGTON'S TRADITIONAL COMMENCEMENT STATEMENT

Cover photograph by Cynthia Locklin

BENNINGTON COLLEGE

S T U D E N T H A N D B O O K

1994—1995

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THE BOOKSTORE

The Bookstore serves the Bennington College community. In addition to course books, the Bookstore carries art supplies (the most complete line in the Bennington area), school and office supplies, personal care items, candy and snacks, greeting cards, book bags, sweatshirts, T-shirts, and other insignia items. The Bookstore will make every attempt to stock items requested by students. The Bookstore accepts MasterCard, Visa, American Express and personal checks, but does not extend credit. If a check is returned because of insufficient funds, a \$15.00 fee is assessed. Check privileges will be revoked if a second check is returned. Course books may be returned until the end of the third week of the term when a course is dropped. Books may be sold back all year, but the best time is at the end of each term.

The Bookstore is open from 9:00 a.m. to 5:00 p.m., Monday through Friday. Extended hours are posted at certain times as needed.

SECURITY

Security officers are on duty seven days a week, twenty-four hours a day to provide protection and assistance to all members of the College community and to protect College and personal property. In addition, Security enforces non-academic rules and regulations established by the College. Security personnel regularly make rounds of all College buildings and patrol the campus in cars. Upon request they will open a student's room but only for the student who occupies the room. More detailed information regarding campus security is available from the Director of Security.

Guest Policy

Students are welcome to have visitors on campus but must register them (limit of two per student at any one time) at the Security Booth. All visitors (including alumni and former students) must sign in at the Security Booth and receive a visitor's pass. Visitors are required to provide an ID with birthdate (college ID, state driver's license or passport) and are issued a visitor's pass.

Visitors are not allowed to take up residence on campus, and overnight and day visits are limited to six days per month. All guests are required to be signed in by their hosts. Any request for an extension of the six-day limit should be directed to Security. Alumni may sign themselves in and may sign in one guest. All regulations apply to alumni and their guests. Students and alumni are responsible for the conduct of their guest(s) at all times.

Any guest violating the policy will be required by Security to leave immediately. If a complaint is registered by anyone, Security will require the guest to leave.

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 called 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.

Other Telephone Numbers

If a call to Security is not an emergency, use ext. 235 or 291.

CAREER CENTER/FWT OFFICE

In addition to overseeing the Field Work Term (FWT) program, the Career Center assists students in clarifying their career goals, choosing a major, learning about the world of work, developing job search strategies, and applying to graduate and professional schools. Resume writing, interviewing, and job search workshops are offered on a continual basis. The Career Resource Library, in Barn 44, contains a variety of reference materials, including occupational information, employer brochures, general career planning materials, directories, graduate and professional school catalogs, job postings, and information on examinations such as the GRE, GMAT, LSAT and MCAT.

Field Work Term

One of the major responsibilities of the Career Center is helping students prepare for a meaningful FWT and evaluating students' participation in the program. Each year over 1000 job/internship positions in a variety of career fields are posted through the office. In addition, professional career counselors are available to counsel students about finding appropriate positions for the FWT and to provide ongoing support and resources for students and employers throughout the year. The Career Center newsletter is published regularly during the fall term to alert students to job and housing opportunities and to provide other useful information. In addition, JOBWIRE, published weekly in *College Week*, lists new FWT opportunities as we receive them. **FWT Orientation Workshops**, along with resume preparation, interviewing and job search workshops, are scheduled throughout the term. A copy of the *Guide to the Field Work Term* handbook is available to all students, and contains information on policies and procedures, as well as listing resources available to assist students with finding rewarding FWT placements. Successful completion of a Field Work Term (30 hours per week during January and February) is required for each full year a student is enrolled at the College.

Term Employment and Summer Jobs

Federal Work-Study, regular term employment jobs, and short-term positions, are listed in the Career Center. Interested students should review the listings immediately, since these jobs are quickly filled. Time Sheets and contracts for Federal Work-Study jobs are processed in the Financial Aid Office. Summer jobs and special programs are also posted each spring.

Alumni Mentor Program

This is a program for students to meet with successful alumni in his/her field of interest. This program provides a link between the academic and professional worlds. The Career Center has a list of alumni who have volunteered to speak with students about their career fields and career plans.

Career Counseling/Job Placement Assistance

The Career Center can help with career questions by seniors looking for help in finding a job after graduation or first-year students confused about which career field to enter and anything in-between. Students can make an appointment to see a counselor or just drop by the office.

THE BUSINESS OFFICE

The Business Office, which is responsible for billings and collections, will answer questions regarding student accounts, medical insurance premiums, and student pay-roll checks.

Payment of Bills

Students should be aware that payment of all charges for tuition and fees is due on October 31 in the fall term and April 30 in the spring term. Failure to meet these due dates may result in the loss of priority in classes and housing for the subsequent term. Furthermore, no student may enroll in a subsequent term unless all previous term bills 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 up to \$25 per day in Barn 19. Hours are Monday through Friday, 11:00 a.m. to 12:30 p.m., and 1:30 to 4:00 p.m. Between 3:00 and 4:00 p.m. checks over \$25 can be cashed. The return of a check for insufficient funds may result in the loss of an individual's check-cashing privileges.

THE 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 8:00 a.m. to 10:00 p.m., Monday through Thursday, and from 8:00 a.m. to 7:00 p.m. on Friday, Saturday, and Sunday. Messages to administrators may be given to the Post Office Manager 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, third class, book rate or parcel post. The Post Office also can certify, register, insure, and express deliver your mail. United Parcel Service is also available for packages of 30 lbs. or less.

Hours:	Monday - Friday	10:00 a.m. - 3:00 p.m.
	Saturday	10:00 a.m. - 12:00 noon

Letters to students should be addressed as follows:

Student's Name
Bennington College
Bennington, VT 05201-6001

Forwarding

It is vitally 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 student notices, such as ride offerings and items for sale, may be posted.

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.

Shipping

Shipping provides 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 7:30 a.m. and 3:00 p.m., Monday through Friday. Trunks and suitcases must be securely locked and should have two address tags on them. Each carton must be clearly labeled.

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 requires all bicycles to be dismantled and put in an original carton by a professional bicycle dealer to be covered by insurance. **No package weighing more than 150 pounds will be accepted by UPS.**

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.

Shipments can be made from the College to Alaska, Hawaii, Puerto Rico, and all of Europe, by UPS. UPS will accept for shipment only 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.

For further shipping information call Shipping/Purchasing at ext. 206 or 262.

THE SWITCHBOARD

Messages can be left for students through the Student Voice Mail Message Center, 802-442-5401, ext. 613, at any time. In the case of an emergency, Security should be contacted at ext. 235.

VAN SERVICE

There is daily van service from the campus to North Bennington and Bennington. Hours of operation are posted in the Security Booth at the beginning of each term. On Saturday and Sunday the van travels to Williamstown so that Bennington students can use the Williams College library. The van is also used for athletic trips and may be reserved to transport students to special events in the surrounding area, if they do not interfere with regular runs.

The van is for all members of the College community and is not a private service for any student, faculty, or staff member. When the van is being repaired, students must make other plans for transportation. Health emergencies have priority over all other activities. **Note: There is a 50-mile radius limit for trips. If the destination is beyond 50 miles, other arrangements should be made. For further information contact the Director of Security at ext. 240.**

COMMUNICATIONS

Quadrille

Quadrille, Bennington's alumni magazine, contains articles on alumni, current students, current and former faculty, and events at the College. It is distributed to all alumni, students, faculty, parents of students, and friends of Bennington. The Communications Office welcomes suggestions for articles and features from all members of the College community. Students can help defray expenses for the publication of the alumni magazine with a contribution of \$15.

College Week

College Week is Bennington's weekly calendar of events and list of community announcements. All members of the resident community receive *College Week*, as well as local alumni and subscribers in the Bennington area. (Subscriptions are available at \$5 per term.) Anyone may submit notices for publication by Tuesday at 5:00 p.m. for the issue covering the week beginning with the following Saturday. Information must be typed or clearly printed on *College Week* forms, available in the Communications Office (Barn 7). Advertisements and solicitations are not accepted.

Publicity

The Communications Office will send releases about individual students' accomplishments to local and hometown media throughout the year. **Please note:** If you do not want any publicity, let the Director of Communications know in writing.

Community Notices

Community Notices are mimeographed notices issued to announce schedule changes, emergencies, and calendar events which were not submitted in time to be included in *College Week*. Those wishing to issue a Community Notice should type the information on a stencil, deliver it to the Duplicating Room for reproduction, and distribute the completed notices.

Galleys

Any member of the College Community wishing to express an opinion on an issue of community concern may publish a galley. It needs to be typed on a stencil and must be submitted to the Director of Communications who will review it for libelous material. The original galley manuscript must be signed by the author, but the printed galley may appear with a *nom de plume* or without a signature. After the galley is approved, it must be delivered to the Duplicating Room. The Duplicating Room staff requires two days' advance notice to mimeograph a galley. **Please note:** Galleys are not community notices; for instructions regarding community notices, see section above.

Silo

Silo is a literary/arts journal written and edited by students, which features prose, poetry, music, and art contributed by members of the College community (including alumni). It is published once a term and sold in Commons and the Bookstore. Copies of *Silo*, both current and back issues, are available through the Communications Office, which oversees the production of the publication.

HOUSING

All Bennington College undergraduate students are required to live in College housing unless they receive written 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 fifteen student houses on the Bennington College campus. Twelve are colonial style, built in the 1930's; three are of contemporary design. Each of the fifteen houses accommodates approximately thirty students in single and double rooms. In addition, students may be housed in Welling Town House located in North Bennington. All first-year students are assigned to double rooms with a roommate.

Generally, the design of all the houses is the same. In each, there is a shared living room with a fireplace and a kitchenette. Most of the older houses have apartments occupied by faculty members. All of the houses are coed, as are the bathrooms. Students residing in College housing are provided with a bed, mattress, bureau, desk, chair, mirror, and window shade. If any of these items is missing upon a student's arrival, he or she should notify Maintenance, ext. 244.

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

Housing Office

The Housing Office is a part of the Office of Student Life. Its purpose is to place students in rooms and houses where they will feel most comfortable and to assist students with any residency problems that may arise.

The Student Housing Committee helps the Housing Office formulate procedures, priorities, and policy for room drawings and allocations. It acts as an appeal board in cases of dispute and/or violations of house rules, meeting as necessary with the Housing Coordinator. The Housing Committee consists of the Associate Director of Student Life, the Housing Coordinator and three members chosen from among the House Chairs. Housing Committee decisions may be appealed in writing within five days to the Director of Student Life whose decision is final.

Room/House Changes

All housing changes, including room changes within a house, must be approved by the Housing Coordinator. If arrangements are made to change rooms, students must return their original key to the key room and sign out for a new room key. Failure to do so may result in a fee of \$50 at term's end if the old room key is not returned. **Housing changes will not be permitted after Long Weekend of each term except in extreme circumstances and with the permission of the Director of Student Life.**

Room Assignments

Because of the many variables that determine room assignments at Bennington, we are providing the following summary of housing/room assignment policies. **In all cases, It is the responsibility of the student to meet all required deadlines for housing or to inform the Housing Office of any changes in requests.**

Eligibility for Off-Campus Housing

Students who have attained the age of 24 as of the first day of classes of any given term are eligible to live off campus. All other students are required to live on campus.

Abroad Program. The Housing Office will automatically place a student returning from a Bennington abroad program in the house in which the student resided during his or her last term at Bennington (if space is available according to the student's class status), unless other requests have been made prior to their return. Students planning to attend a Bennington abroad program should leave their housing preferences for the returning term with the Housing Coordinator before they leave. **Note: Students returning from abroad programs are not guaranteed their former rooms. Additionally, abroad program students are given rooms after current students of the same class status within the house have been placed in rooms of their choice. If space is not available in the house where the student last resided, he or she will be placed in any available space on campus.**

In the case of a student who was authorized to live off campus at the time of departure for an abroad program, he or she will retain this status upon return to Bennington. Should the student wish to return to campus housing, it is the responsibility of the student to notify the Housing Office no later than **November 1**.

Re-entering Students. Students who were on leave or considered withdrawn by the Office of the Dean of the College are assigned rooms according to class status after all assignments of currently enrolled students of the same class have been made.

It is the responsibility of students to notify the Housing Office by **May 1 for fall term** and **February 1 for spring term** of their three (3) preferences for housing, and if they wish to live with a particular individual. Juniors or seniors requesting a single space after the **May 1 or February 1** deadline will be placed in the housing pool and will be offered any available space on campus.

Any re-entering student who will be 24 years of age before the first day of classes each term will have the option of living on or off campus. The student must notify the Housing Coordinator of his/her decision when he/she is readmitted. **Note: Any student who has been granted a leave of absence and then decides to return without taking the leave of absence should notify the Housing Coordinator as soon as possible. There is no guarantee that the student will retain his/her former room or house.**

Counseled-Out Students. When the Housing Office receives official notification from the Office of the Dean of the College that a student has been counseled out, the student is considered officially withdrawn and is immediately ineligible for any College housing. Should a student appeal the decision and be readmitted, he or she will be offered an available space (single or double) on campus as of the date of the final appeal decision.

It is the responsibility of students who have been counseled out to remove their belongings from their rooms. This must be done by February 15 whether or not an appeal is pending. If the Housekeeping Department is required to remove and pack the contents of a room, the student will assume the cost of labor and shipping charges.

Visiting Students. Students in this category are placed according to their class status (determined by the Office of the Dean of the College). Visiting students should contact the Housing Office 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.

Postbaccalaureate/MFAs. Graduate students who want to live on campus will be offered available singles after all seniors and juniors are housed. After the August 1 or February 1 deadline, they will be offered any available space on campus.

Students seeking off-campus housing may consult the off-campus apartment board in Student Life, 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.

Special/Part-time Students. The College does not normally provide housing for special or part-time students. Students seeking off-campus housing should consult the off-campus apartment board in Student Life, the bulletin board in the Post Office in Commons, the *Bennington Banner*, *The Advocate* and the *Pennysaver* newspapers to find accommodations.

New Students

Entering students 23 years of age or younger are required to live in college housing. Any entering local student (living within a 25-mile radius) who is independent of his/her parents and has already established his/her own residence will have the option of living on or off campus. Any entering student who will be 24 years of age or older before the first day of classes has the option of living on or off campus. The Admissions Office will notify the Housing Coordinator of the student's decision when he/she completes the Financial Responsibility Form.

Aided by a Housing Questionnaire that each new student completes before coming to Bennington, the Admissions Office and the Housing Office try to pair entering students with compatible roommates and to assign them to houses in which they will feel comfortable.

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 an effort to get along with their assigned roommate. Room changes can only be considered up until Long Weekend.

Most new students will be assigned to doubles. Roommate changes can be made only after obtaining permission from the Housing Office. No roommate change requests will be granted based on race, religion, sexual preference, national origin or for other discriminatory reasons.

Entering students who are 22 years old or older shall be considered for single status housing if space is available and after all seniors, juniors and Post Bac/MFAs have been placed.

The College does not place males and females together in rooms unless a request is made by both students, and both students speak to the Housing Coordinator. The College does not require parental permission for males and females to be placed in the same room.

When a student is left without a roommate in a double room, he or she may be assigned to another double by the Housing Coordinator. If this move is from one house to another, the student may maintain residency in the first house for the following term.

If a student has a roommate who leaves or withdraws (for example, between terms), the remaining student should, if he or she wishes to remain in the same room, actively search for someone to share the room. If a roommate has not been found after one week, the Housing Coordinator may place anyone in the room who needs the space. Students are expected to accept a new roommate. Any appeals

must be addressed to the Housing Coordinator within 48 hours of receipt of notice of a roommate. The Housing Coordinator has the authority to refer any appeals to the Housing Committee.

Specifics for Assignments to College Housing

Priority for available rooms—singles and doubles—is established by a combination of factors: class status, residency, lottery results, and house consensus.

Class Status. Class status is determined by term (e.g., a second-term junior is a sixth-term student), with the higher term having higher priority. Transfers are usually assigned to double rooms for one term until their status has been determined by the Dean of the College.

Residency. A student establishes residency in a house by having lived in the house for a term. Length of residency is determined by the number of consecutive terms a student resides in a house.

House Chairs. Those students elected as House Chairs in the previous term may be granted elevated status by their house for the upcoming term that they will be serving. Elevated status has priority only over other members of the same class and term. A House Chair is granted a single room if there is an available one in the house after juniors and seniors within the house have been placed. If a House Chair, who has attained single room status, resigns from the position of House Chair, he/she will lose elevated status and thus his/her room.

Approximately four weeks before the end of each term all on-campus houses hold meetings for the purpose of assigning rooms within the house for the upcoming term. In order to help maintain house character, the wishes of house members are considered in assigning students to rooms. The following list of priorities for room assignments applies to all campus housing unless an exception is granted through a hearing by the Housing Committee.

For students wishing to remain in the same house:

1. Priority among students within a house is given by class. All students of the same class, including transfers, have equal priority in the houses once residency has been established.
2. Within each class, all else being equal, students in their second term have priority over those in their first.
3. Despite residency, no sophomore will be assigned a single unless he or she has participated in the "Sophomore Single" lottery and such housing is available as determined by the Housing Office.
4. All students in singles may change to other singles opening up in their houses according to class priority and in some instances lottery number.
5. If students wanting the same room have equal priority, the Housing Coordinator will decide who gets the room based on their lottery number.

For students who want to change houses:

A lottery is held in the Housing Office to decide priority of those who wish to change houses. This is decided by class priority and lottery number. Anyone who does not participate in the "Change of House" lottery cannot be guaranteed a different room on campus.

For first-year/new students who want singles their sophomore year:

At the end of their first year, first-year students in doubles participate in a campus-wide lottery in the Housing Office to determine priority for the remaining singles.

Some sophomores may be eligible for singles depending on the availability of rooms. If a sophomore wants a single room, he or she must participate in the "Sophomore Single" lottery which is held at the end of their freshman year. Placement for single rooms takes place in two stages:

1. Sophomores are sorted by lottery number within each house and placed in available single rooms if they wish to remain in the house only if no upperclass student has requested the single.
2. If single rooms remain available, sophomores are then sorted by lottery number only and placed in the available rooms with as much attention to their wishes expressed in the lottery as possible.

Those who must remain in double rooms will ordinarily be placed in their former rooms with the same roommate. If they wish to change houses they must participate in the "Change of House" lottery. If they want a different roommate, they should contact the Housing Coordinator, who will try to accommodate them.

Juniors who want to remain in the same house but change rooms may do so if the room is available, and if no resident senior or resident junior with higher priority wants the room. If another resident junior with the same priority wants the same room, the student is given the room by a decision of the Housing Coordinator based on their lottery numbers.

Juniors who want to move into a single room in another house may do so if the room is available, if no on-campus senior wants the room, and if no resident junior wants the room. If juniors with equal priority want the same room, the student with the lowest lottery number obtained in the "Change of House" lottery will be given the room.

Seniors wanting to change rooms within the same house may do so if the room is available and if no other resident senior with more priority wants the room. If another senior with equal priority (residency, class) wants the same room, the decision is made by the Housing Coordinator based on their lottery numbers.

If a senior wants to move to a single in another house, he or she may do so if the room is available and if no resident senior or junior wants the room. If two seniors want the same room, the room will be given to the student with the lower number obtained in the "Change of House" lottery.

Married students may be eligible to live off campus. Requests must be made through the Housing Office before November 1 for the spring term and May 1 for the fall term. The following verification must be presented: a copy of the marriage certificate and a copy of the lease for a local house or apartment.

Restrictions

1. Although juniors and seniors have priority for singles, they are not permitted to transfer their housing status to other students.
2. If for any reason a student with single status is placed in a designated double as a single, it is expected that the student will move if a single should open up in that house during the first full three weeks of the term.
3. Sophomores and first-year students remaining alone in doubles must choose a roommate or move into another double with someone else.

4. Students are rarely removed from the rooms they occupy. They may be moved, however, if a first-year student is alone in a double or if a sophomore without single status is alone in a double.
5. Housing status cannot be transferred.

Finally, any additional placement of students for the following term is made by the Housing Office in accordance with normal priorities and policy. **Note: No one may change rooms without the permission of the Housing Coordinator. Failure to obtain permission may result in disciplinary action.**

Lotteries

Each term, the Housing Office holds a lottery for those who want to change houses, including Welling Town House. At the end of the spring term, a lottery is held for students who will be returning as sophomores and would like singles.

Change of House Lottery. This lottery is held for any student who wants to change houses for the following term. Priority is given by class and lottery number for the available spaces.

Sophomore Single Lottery. During May, first-year students who will be sophomores in the fall term and wish to be assigned to single rooms must participate in the "Sophomore Single" lottery. The Housing Office uses this number along with house priority as a factor in determining which sophomores will be assigned to available single rooms.

Welling Town House

Welling Town House is generally reserved for juniors and seniors, and an effort will be made to place them first in available rooms. If a student is interested in moving into Welling Town House from another house on campus, he or she must participate in the "Change of House" lottery. Anyone who is over 22 years old, regardless of class status, may also be placed in the house by request only and availability of space, after all interested juniors and seniors have been placed.

Students living in Welling Town House are required to be on the board plan.

Services to Welling Town House and Off-Campus Residents

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

All students living in Welling Town House and off campus must come to the campus if they wish to be treated by either the College Health Service or Psychological Counseling Service.

Complaints

Students who have complaints about rule violations in their houses should address those complaints to their House Chair. The house members should make every attempt to resolve disputes to ensure tranquility among its members. If serious violations occur, or continue to occur, the Housing Coordinator should be notified.

House Government

Coffee Hours. Issues of direct concern to students can most effectively be discussed and voted upon in house meetings, generally held every Sunday evening at Coffee Hour. Presided over by a House Chair, Coffee Hour is an informal gathering of residents in each house. It is a time for students to discuss house and campus mat-

ters. Each house develops a system of assigning students the task of preparing the Coffee Hour refreshments each week.

Complaints. The Housing Committee has adopted the following procedure for removing a student from a house if there are excessive complaints from house members:

1. Initial complaints in the house are made to the House Chair, who uses his or her discretion to decide how the complaint will be handled initially.
2. **First Official Warning.** If complaints persist, the House Chair gives the individual(s) a verbal warning. This warning is to be recorded in the Housing Office by the House Chair immediately. The Housing Coordinator, informs the individual(s) that if a second warning is issued, he or she will be placed on housing probation for the remainder of the term.
3. **Second Official Warning.** The House Chair notifies the Housing Committee about the incidents. The Committee sends a letter to the individual(s) informing them that they are now on Housing Probation for the remainder of the term. They are told that if a third warning is issued there is a possibility of being removed from the house. If the individual(s) wishes to dispute this, they are informed that they may attend the next Housing Committee meeting. Other involved house members may attend the meeting if they wish to.
4. **Third Official Warning.** The House Chair notifies the Housing Committee that a third warning needs to be given to the individual(s). The Housing Committee then informs the individual(s) that they must be present at the next Committee meeting. At this meeting the Committee votes on whether or not the individual(s) will be removed from the house.
5. If the individual(s) are not able to attend the Committee meeting, they must give the Committee adequate notice. Failure to do so will result in forfeiture of their right to appeal the Committee's decision.
6. In the event that the individual(s) resides in the same house as a Committee member, that member will abstain from voting.
7. All Housing Committee decisions may be appealed in writing within five days to the Director of Student Life whose decision is final.

Telephones

Each house has two green phones for intra-campus calling and one pay-phone for calls off campus. Students may have a private phone installed in their room at their own expense and should contact NYNEX at 1-802-658-7200. NYNEX will install the jack in students' rooms, and students will be billed directly by NYNEX for this fee.

Animals on Campus

For the safety of all members of the College community, the presence of animals on campus is carefully regulated.

Students living in College housing may have fish as pets. All other animals are prohibited. The only exceptions are animals belonging to faculty/staff who live on campus. Animals found in houses or on College property in violation of the pet policy will be taken to the local animal shelter. This may also result in disciplinary action for the student responsible.

Keys

1. Each student is given one key to his or her room.

2. All room keys must be returned at the end of term. If the key room is not open when the student wishes to return the key, the key should be returned to the Security Booth.
3. Failure to return a key will result in a \$50 charge for replacement of the cylinder.
4. 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 to the key room along with a Room Change Authorization Form from the Housing Coordinator, and a new room key obtained. Failure to do so may result in a fee of \$50 at term's end.

Appliances

Refrigerators; electric, kerosene or gas heaters; hot plates; coffeemakers; and other heavy-use appliances are not permitted in the houses. If an 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 service.

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 should be put in the walls with nails, tacks, 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 or her room or to any feature of that room. Any student who violates a rule or regulation relating to housing may be removed from College housing and be 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. **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 Maintenance staff.**

Painting

All room painting shall be done only by the Maintenance Department. Students should submit requests to have their rooms painted to Maintenance. Only approved colors available to the Maintenance Department will be accepted. Room painting is completed according to the painters' schedule and requires that the student vacate his or her room for approximately 24 hours.

Damages

At the beginning of each term students are given a Room Inspection Form to document any present damage to the room. This protects a student from being charged for damages for which he or she is not responsible. This form should be filled out accurately and returned to the Maintenance Department within 24 hours. Failure to do so means that the occupant will assume all damages assessed for that room. Painting and repairs of any kind may be done only by the College Maintenance Department. Students who repair their own rooms/or common areas will not be relieved of damage charges. **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, and the right to appeal is forfeited.

Damage Charges:

Phone booth repainting	\$125.00
Room repainting	250.00
Door repainting	50.00
Wall repainting	75.00
Hole in wall without repainting	50.00
Hole in wall with repainting	125.00
Repair nail holes (per hole)	10.00
Broken windowpane	25.00
Broken storm window	50.00
Screen replacement	45.00
Window shade replacement	15.00
Door wash	15.00
Furniture replacement	retail value
Extra cleaning	20.00 per hour
Lamp shade replacement	retail value
Recharge fire extinguishers	100.00
Fire prevention equipment	100.00
replacement (smoke detectors, exit signs, etc.)	
Stair spindles (per spindle)	25.00
Key charge (for not returning key at end of term)	50.00
Key replacement	5.00
Furniture moving charge	50.00
Mirrors	40.00
Phone Jacks (damaged)	Materials and Labor
Room set-up	50.00

Room Checks

Room checks will be conducted at least twice each term. Notice is given to students before the mid-term check. The resident will be billed for any damages found. No holes should be put in the walls—no staples, nails, or tacks. If the room is left in disorder at the end of term, there will also be a cleaning charge. 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: If there is damage to a student's room, the occupants of the room are also subject to the College's disciplinary procedures.**

The Director of Security or designated Security Officer will accompany the Head of Housekeeping and Housing Coordinator on room checks. He or she 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. The occupant will be given 48 hours to correct the problem unless it is of such nature that immediate action should be taken and the hazard removed by the Director or designee. When the 48 hours have elapsed, the Director of Security or designee will reinspect the room. If the problem has not been corrected at this time, the occupant will be subject to disciplinary action.

Common Areas

If common areas are damaged or require additional cleaning by maintenance, the cost for repairs will be charged to all members of the house. If those responsible for damages do not come forward or are not identified by house members, the cost will be collected from the responsible party(ies), and/or house members. Also, if additional cleaning is needed beyond normal housekeeping duties, the house will be charged. Living rooms are for public use; living rooms, empty card rooms, and attics shall not be used for overnight sleeping. Academic functions, rehearsals, and readings are permitted with house approval. College property may not be removed from its original place. Painting is not allowed in house living rooms, hallways, bathrooms, or other common areas. Oil and/or acrylic painting is allowed only in VAPA or other designated studios.

Safety Regulations

No burning candles are allowed in the houses, and no tapestries, fabrics, or other hangings may be hung 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.)** 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 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, but the College may enter without consent.

End of Term

Because the houses must be maintained and repaired and are often rented to outside groups, students must remove their belongings from their room for FWT and the summer. Rooms 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 room set-up fee of \$50.

At the end of each term, the Office of Student Life arranges with a local storage company to store student belongings. The company picks up the belongings and returns them to campus at the beginning of the following term. The Housing Office has information regarding storage fees and details.

For FWT:

1. All desks, bureaus, and dressers must be emptied.
2. In some houses belongings may be left in closets, **but this must be approved by the Housing Office.**

For the Summer:

Rooms in every house must be completely emptied. Security will store student bicycles under Barn 1.

[Important: 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 College property. Belongings left by students no longer in attendance will be donated to local charities.]

STUDENT LIFE AND GOVERNMENT

House Chairs

Student self-government is particularly evident in the student houses, each of which is managed by two chairpersons elected by members of the house to act in appropriate ways to ensure that the life of the house proceeds smoothly and safely and to be responsive to student inquiries and concerns of a more campus-wide nature. House chairpersons are elected in the fall or spring by their respective houses to serve for the following year. Normally, anyone who has attended Bennington College for a year is eligible to serve. Students who wish to serve as House Chairs cannot be on academic or disciplinary probation. The responsibilities of the House Chair are:

1. Scheduling house meetings (primarily Sunday night Coffee Hour); conducting the process of residents' room selection, and informing the Housing Office of results; ensuring that elections of student committee representatives take place; representing the house at the weekly meetings of the House Chairs and reporting the minutes of the meetings to house members;
2. Ensuring that life in the house conforms to the expectations of the house and serves the well-being of its members by making sure that house rules and regulations are understood and obeyed, to maintain the character and "spirit" of the house;
3. Coordinating in-house recreation and leisure-time activities;
4. Being available to house members to arbitrate disagreements, help with problems, or facilitate meetings between students and appropriate faculty members or administrators;
5. Being familiar with emergency procedures and basic first aid, including serving as fire marshals;
6. Informing the Office of Student Life and/or the Psychological Counseling Service of medical or psychological problems of house residents that may necessitate skilled intervention;
7. Reporting unexplained student absence to the Office of the Dean of the College;
8. Reporting significant damages to the house to Student Life, or to Security;
9. Serving as a liaison with the Security Department and the Maintenance Department as necessary to provide for the needs of the house or its residents;
10. Participating in training workshops before the beginning of the fall and spring terms;
11. Serving on standing committees of the House Chairs, or ensuring that those positions are filled by individuals who are not House Chairs, but who have expressed an interest in serving on a particular committee, and who are judged to be good candidates by a House Chair vote. A committee member who is not a House Chair must be prepared to attend any House Chair meeting which is pertinent.

Chairperson of House Chairs

The House Chairs meet on a weekly basis. This Committee elects as its Chairperson one of its members who has already had at least one term's experience as a House Chair. The Chairperson, who should be familiar with the academic and administrative structure of the College and who may not be on academic or disciplinary probation, has the following responsibilities:

1. Scheduling the meetings of the House Chairs, setting the agenda, and presiding

- over its discussions;
2. Bringing issues up for discussion, and inviting guests;
 3. Ensuring that positions on standing committees whose student membership is drawn from the House Chairs or by members voted as delegates by house chair vote are filled;
 4. Acting as a liaison with the Director of Student Life who meets with the House Chairs Committee on a regular basis to exchange views and discuss unresolved problems affecting the houses.

Standing Committees of the House Chairs Committee

The House Chairs Committee provides from its own ranks students to serve as members on the following committees:

Housing Committee. The Housing Committee assists the Housing Office in formulating procedures, priorities, and policy for room drawings and allocations. It acts as an appeal board in cases of dispute. The three members are elected by the House Chairs from among their own membership, or from their designees. The Committee elects its own chairperson and meets as necessary.

Health Committee. The House Chairs elect four of their members to serve on the Health Committee. The Committee works with Student Life to monitor the quality of medical and psychological services on campus. Its members may conduct surveys of student opinion as a basis for offering recommendations for improvements in the health care system at Bennington. Students who have complaints about College health care should make their complaints known to a member of the Health Committee.

Food Committee. The House Chairs appoint two of their members to be on the Food Committee. This committee works with Food Services, providing recommendations for the improvement of food preparation and service.

Other Committee Positions. The House Chairs Committee appoints two of its members to the Facilities Committee and the Safety Committee, and four members to the Library Committee. These committees are described in the Administrative Organization section of this handbook.

Recreation Committee

The Recreation Committee is made up of one representative from each house elected in the beginning of each term; and off-campus representatives as appointed. The Chair of the committee is elected for a year in a campus-wide vote. The Recreation Committee is responsible for organizing and sponsoring student events with funding allocated by the Office of Student Life.

Film Society

The Film Society is composed of elected student representatives and is responsible for ordering entertainment films and some supplementary course films. Prior to ordering these films the Film Society distributes a questionnaire to students and faculty asking what films people would like to see.

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.

COMMUNITY OUTREACH OPPORTUNITIES

Social Services

United Way of Bennington County and others: The United Way (442-4947) is the umbrella organization that can put prospective student volunteers in touch with many community groups such as the Southwestern Vermont Medical Center; Hospice of Bennington Area, Inc.; Bennington Area Arts Council; Sunrise Family Resource Center; and the Bennington County Humane Society. In addition, the public schools can always use interested volunteers to support the academic programs and provide assistance with extracurricular activities.

Bennington Tutorial Center. The Bennington Tutorial Center has operated since 1971 as a private, non-profit institution offering individualized instruction to children and adults who need educational services not provided by other community facilities.

Big Brothers/Big Sisters of Bennington County. Big Brothers/Big Sisters seeks to provide special friendships between adult volunteers and boys and girls primarily from single-parent homes. Interested students can receive more information from the Office of Student Life or contact Big Brothers/Big Sisters directly.

Project Against Violent Encounters (P.A.V.E.) This agency provides support services to survivors of sexual assault and domestic violence. Students wishing to work as volunteers are welcome to contact the office.

Arts

Bennington County Choral Society. This is a community organization dedicated to the presentation of choral music. Singers rehearse on Monday evenings at Mount Anthony Union High School. Regular attendance is required. Major works presented in recent performances: Bach's *St. John's Passion*, Mendelssohn's *Elijah*, Handel's *Messiah*, and Orff's *Carmina Burana*.

Sage City Symphony. This is a community-based symphony orchestra which has one of the most extensive commissioning series in the country and performs traditional and contemporary repertoire in four annual concerts in various southern Vermont locations.

American Legion Band. This is a community-based band which meets Thursday evenings in the American Legion Hall. The Legion welcomes volunteers.

Oldcastle Theatre Company: An outstanding professional theater company in Bennington performing a variety of productions.

Park-McCullough House: An elegant 35-room Victorian mansion, with period furniture, antique clothing, and a stable full of old carriages. It sponsors concerts, exhibits, and regular tours. Friends of Park-McCullough are involved in archival work and research.

Environmental

Mount Anthony Preservation Society (MAPS).

Nature Conservancy Regional Chapters.

FACILITIES

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

CROSSETT LIBRARY

The Edward Clark Crossett Library houses more than 116,000 books, 600 current periodicals, microfilms, videocassettes and some 2,000 art slides. Its primary purpose is to support the curricular needs of the College; its collection is small, but growing, and it is carefully selected to reflect the educational priorities of Bennington College. It has particular strengths in the visual arts and in theater. The library offers a variety of services including an on-line catalogue, reference assistance, interlibrary loan, computer searching, and reserves.

Hours:	Monday - Friday	8:30 a.m. - midnight
	Saturday	10:00 a.m. - midnight
	Sunday	noon - midnight

Reference

The library staff provides individual advice and assistance in planning library research and using library materials. Reference service is available weekdays, and some evenings.

Reserves

Books and articles are frequently placed on reserve by faculty members for class assignments. These materials may be obtained at the circulation/reserve desk and used for two hours in the library. Students may reserve materials for use at specific hours and may also take them out overnight.

Database Searches

Students may take advantage of databases on CD-Rom. On-line searching is available in consultation with the library staff. These services provide access to information in a broad range of subject areas.

Interlibrary Loan

Through a national computer network (OCLC) the library is able to borrow items not in our collection from more than 13,000 cooperating libraries. A reciprocal borrowing agreement also exists with Southern Vermont College and Williams College.

Circulation and Overdue Fines

The standard circulation period is one month, with the exception of many art books (7-day circulation), slides (24-hour circulation), and videos. Books may be renewed as long as they have not been requested by someone else. In order to encourage the fair distribution of our collection, the library imposes a 25-cents-per-day fine for overdue books (higher for reserve books). Although three overdue notices are sent out to request the return of these materials, the fine begins to accumulate immediately after the due date and continues to grow after the last of the notices if the book has still not been returned.

Note: Bennington students must have an ID card to borrow books.

COMMONS

The Commons building is a social center of the campus and also houses many essential services. The first floor houses the Health Services, Post Office, Snack Bar, Commons Lounge, Key Room, Laundry Room, and vending machines. The second floor south is occupied by the dining halls and the kitchen; the second floor north houses the Psychological Counseling Services Office, the Director of Security, and several other offices. The Director of Food Services is located on the first floor north. The third floor of Commons is home to dance space, the student radio station, and a faculty studio.

The Laundry Room is located on the first 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.

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; Dean of the College, Development, Student Life, Admissions, Financial Aid, Business, and Career Center/FWT. Faculty offices, and classrooms are on the second floor. The East Wing of the Barn houses the Bookstore and Student Life; the West Wing contains Barn 1 (a lecture hall), the Office of Communications, Summer Programs Offices, and Duplicating Room.

DICKINSON

The Elizabeth Harrington Dickinson Science Building contains classrooms, laboratories, faculty offices, a reading room, the New Media Center, and a greenhouse.

TISHMAN

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

VAPA

The Visual and Performing Arts Center (VAPA) houses painting studios, sculpture studios, ceramics studios with an adjoining kiln, darkrooms, galleries, rehearsal and performance rooms, scene and costume shops, and faculty offices.

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.

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, and an electronic music studio.

DEANE CARRIAGE BARN

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

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.

THE MAINTENANCE PLANT

The Maintenance Plant is located on the east side of campus, southeast of the library. The offices of the Director of the Physical Plant 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.

THE CAFÉ

The upstairs Café, student managed since 1991, offers an alternative space for quiet conversation, student performances, poetry readings, and visiting artists. It has an espresso bar and healthy foods, as well as a big screen color television and VCR, which can be reserved and used by anyone during Café hours. Students are encouraged to contribute artwork and murals.

The downstairs Café is available for registered student parties which are authorized by the Office of Student Life.

THE SECURITY BOOTH

Bennington College Security personnel are stationed in the Security Booth near the Barn. The Director's office is located on the second floor of Commons.

FACULTY AND STAFF 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 Longmeadow, Cricket Hill, Shingle Cottage, and the Brooder, and in most student houses.

THE BRICK HOUSE

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

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.

SPORTS FACILITIES

For students interested in sports, the College maintains a soccer field, an outdoor volleyball court, an outdoor basketball court, four clay tennis courts, and a Fitness Center located next door to the Student Café. Students can check out volleyball equipment, basketballs, etc. from the Fitness Center. The surrounding area provides many opportunities for hiking, rafting, camping, swimming, and horseback riding. Ideas for programs should be directed to the Office of Student Life. Many students also take advantage of the Recreation Center in town, which has two weight

rooms, an indoor swimming pool, a game room, sauna, baseball diamond, several outdoor squash courts, and a fitness course. There are also local, privately owned health clubs which students are welcome to join.

RULES AND REGULATIONS

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, 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 results in damage to, or destruction of, College property.*

I. Student Self-Government

Under normal circumstances, students at Bennington College govern themselves. Each student house is managed by chairpersons elected by the members of the house 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 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 are guidelines which the College wishes to emphasize with respect to student behavior, either individual or group. All other provisions of the

Handbook also regulate student behavior and also constitute the basis for student discipline.

These definitions are to be construed broadly according to the significance of their terms. Where specific examples of violations are provided, these 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 of the College community 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. Threats, intimidation, physical or verbal abuse, harassment, or discriminatory behavior with regard to age, sex, religion, affectional/sexual preference, handicap, race, or color are prohibited. 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 42.)
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 either a student's room or a faculty member's office without authorization 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 students 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 p.m. 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. Use or possession of any controlled substance or illegal drug on College premises or at College-sponsored functions.
9. 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.
10. Improper use of safety or fire fighting equipment, such as fire extinguishers, smoke detectors, or exit signs.
11. 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.
12. 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.
13. Acts of fraud or attempted fraud committed by forgery, alteration or use of College documents, records, identification, or by other means.

14. 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.
15. Theft or property damage. Theft, vandalism, misappropriation of, 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).
16. Withholding information about and/or possession of stolen property on College premises.
17. Failure to comply with the directions of College officials, including College security officers, acting in accordance with their duties.
18. Violation of College policies or rules (including house rules) concerning entry and use of College facilities, sale or consumption of alcoholic beverages (see Alcohol Policy section of this Handbook), smoking, use of vehicles, or use of identification cards.
19. 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 ground that criminal or civil charges involving the same incident have been dismissed or reduced. The pending of an appeal of a conviction shall not affect the application of the rule.
20. 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.
21. Failure to appear as a named witness at Judicial, Sexual Harrassment, or Administrative Review Committee hearings, after being given written notice by a College official.
22. 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.
23. Violating the terms of any sanction imposed by College disciplinary bodies in accordance with these tenets.
24. Repeated violations of College rules and regulations.

IV. Disciplinary Process

Students and their House Chairs are expected to bring infractions against community standards to the attention of the Director of Student Life or his or her delegate, who may either settle the problem by negotiation or by referring a formal complaint and any additional information about it to the Judicial Committee, Administrative Review Committee, or Sexual Harassment Hearing Committee. In addition, of course, infractions against federal, state, or municipal laws are subject to College disciplinary action as well as to the legal processes mandated by public authorities, and 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 violation guest policy violations, violations of the College's rules concerning pets, violations of safety and fire regulations, violations of guest policy, 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 has the power to 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 Director of Student Life who may initiate College disciplinary action. Written appeals for parking violations may be made to the Safety Committee via the Vice President for Finance and Administration.

B. The Director of Student Life

The Director of Student Life or his or her delegate receives complaints brought against a student or students by any member of the community. When investigating a complaint, the 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 Director or his or her delegate may settle a controversy by negotiations with the parties in a case, provided only that the settlement is acceptable to all of them.

When the 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 to either the Judicial Committee or Administrative Review Committee for hearing. The Director of Student Life or his or her delegate has the power 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 Director may take any appropriate action including, but not limited to, immediate suspension from the College. The Director should report any such action in writing 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 Director of Student Life 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 Director shall decide, at his/her sole discretion, to which judiciary body the case will be directed. Once the Director of Student Life has decided which body 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 judicial body of the referral. In the case of Judicial referrals, the Director of Student Life 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 Director of Student Life or his/her delegate is responsible for investigating the complaint on behalf of the College, presenting the results of that investigation to the appropriate judicial body and for presenting the charges, evidence, witnesses, and the case for the College at all hearings. The Director of Student Life also serves as liaison to the College's legal counsel in all disciplinary matters.

C. The Judicial Committee

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

The Judicial Committee consists of seven persons: The Chair of the Judicial Committee who has the power to vote only to settle ties; three members and four alternates from the student body; and three members and two alternates of the faculty, administration, or staff, two of whom must be faculty members, and all five of whom are chosen by the Dean of the College according to his or her best judgment of their appropriateness and their availability for the position. Student Judicial Committee members cannot run for or serve on this committee if they are on academic or disciplinary probation. Four persons, including the Chair, constitute a quorum to act on administrative business of the committee, but the Chair or his or her delegate, two students and two non-students must be present at any hearing on any charge brought against a student. If the Chair steps down or cannot serve, the Committee will elect an Acting Chair from the current student committee members who will serve as Chair for the remainder of the term. In the event of a conflict of interest, the Committee will replace member(s) with alternate(s). If a member of Judicial misses two scheduled hearing meetings without the authorization of the Chair, that member will be dismissed, and an alternate will serve in his or her stead. If confidentiality is broken by a member of the Committee, he or she will be dismissed from the Committee, and an alternate will serve in his or her stead. Repeated violations of College rules and regulations by a member of the Committee may result in dismissal from the Committee.

The Judicial Committee should normally hear any case referred to it in no less than three and no more than eight working days from the date of referral. Hearings are normally held at any time from the first to the last day of classes of each term. All members of the community are expected to be available during this period. 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 Judicial Committee will impose any penalty for any offense it thinks appropriate, which may include but is not restricted to verbal or written censure, community service, disciplinary probation, housing probation, a fine, expulsion from College housing, suspension from the College, or expulsion from the College. The decisions of the Judicial Committee are final unless appealed in writing within five days to the Administrative Review Committee.

The Judicial Committee shall use procedures as adopted by the Administrative Review Committee. Failure to comply with a penalty imposed by the Judicial Committee is in itself an offense and will automatically be subject to further disciplinary action by the Judicial Committee.

If the person bringing a complaint to the Judicial Committee fails to appear at the hearing without prior notice to the Committee, the complaint may be dismissed. If the person against whom a complaint has been made, after proper notification, fails to appear at the hearing of the Judicial Committee without prior authorization of the Chair of the Committee, he or she waives his/her right to appear, and the case will proceed as scheduled.

D. The Administrative Review Committee

The Administrative Review Committee shall hear: (1) appeals from the rulings of the Judicial Committee; (2) any offense referred directly to it by the Director of Student Life after consultation with the Chair of the Judicial Committee and a member of the Administrative Review Committee; or (3) any offense referred to it by the Director of Student Life from cases requiring immediate action.

The Administrative Review Committee consists of three members: the Vice President for Finance and Administration, the Dean of the College, and a faculty or staff member appointed by the President, or substitute(s) appointed by the President. Decisions are carried by a majority vote. It has the right to affirm, modify, or set aside a penalty imposed on a student. It shall determine its own procedures. The information presented and the deliberations entered into by the Committee are expected to be confidential.

When it acts as an appellate body, 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 it 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.

When the Administrative Review Committee has received a case, it should normally hear the case in no less than three and no more than eight working days from the date of referral. 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, community service, a fine, expulsion from College housing, suspension from the College, or expulsion from the College. Failure to comply with a penalty imposed by the Administrative Review Committee is in itself an offense and will automatically be subject to further disciplinary action by the Administrative Review Committee.

Hearings are normally held at any time from the first to the last day of classes of each term. All members of the community are expected to be available during this period. If the person bringing a complaint to the Administrative Review Committee fails to appear at the hearing without prior notice, the complaint may be dismissed. If the person against whom a complaint has been made, after proper notification, fails to appear at the hearing of the Administrative Review Committee without prior authorization of the Committee, he or she waives his/her right to appear. In the case of an appeal, the appeal is dismissed. If it is one of original jurisdiction, the case will proceed as scheduled.

E. Review by the President

The President or, in the President's absence, his or her designee will review the following cases:

1. All cases in which suspension or expulsion is imposed or upheld by the Administrative Review Committee;
2. Any other case in which an appeal is filed from a decision by the Administrative Review Committee.

The President shall review any such decisions in such manner as he/she shall determine at his/her sole discretion. With respect to the President's review, 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.

F. Disciplinary Procedures

1. **Initiation of Charges.** The Director of Student Life or his or her delegate 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 Director of Student Life 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 days of receipt of the complaint.
3. **Notice of Hearing.** The Judicial Committee Chair or the Chair of the Administrative Review Committee sends written notification of charges and hearing date and time to the person(s) charged. Students are required to return the Acknowledgement of Receipt Form by the date specified. Students charged may bring witnesses or an advisor from within the College community to the hearing and are required to name them on the Acknowledgement of Receipt Form. Such advisors or witnesses in no case shall be legal counsel.
4. **Hearing Procedures.** All hearings are private. The Chair of the Committee presides. The Director of Student Life or his or her designee 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 Committee, he/she waives his/her right to appear, and the case will proceed as scheduled. The student charged and the complainant are offered the opportunity to present their own witnesses and to question one another's witnesses. A written disciplinary history of the person charged will be presented by the Director of Student Life or his/her designee to the Chair of the Committee at the end of the hearing; a copy of the history is also given to the student charged. At the close of the hearing, all parties and witnesses shall be excluded during deliberations of the Committee.
5. **Notice of Decision.** A written notification of the decision of the Committee is sent to the student. This letter includes sanctions (if any) and explains the appeals process. Certain sanctions require parental and academic counselor notification and/or documentation in the student's transcript. (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 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 Dean of the College. Appeals of Administrative Review Committee decisions must be made in writing within five (5) days to the President of the College, whose decision is final.
7. Statistics detailing the number and nature of all Judicial and Administrative Review Committee cases will be made available to the College community at least once a year.

V. Sanctions

The following sanctions for violations of standards of student conduct may include, but are not limited to:

- A. **Restitution.**
- B. **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.
- C. **Community Service.** This is supervised work in College offices, buildings and grounds, residences, or with outside agencies. Parents and the student's academic advisor will be notified of the decision.
- D. **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. Parents and the student's academic advisor will be notified of the decision.
- E. **Housing Probation.** The student is issued written notice that further violations would constitute grounds for loss of College residency privileges. Parents and the student's academic advisor will be notified of the decision.
- F. **Housing Suspension.** 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 College housing without prior written permission from the Director of Student Life. Students suspended from College housing will be responsible for the total term charges for room and board. Students suspended from College housing must vacate his/her room within 48 hours, or a period of time specified by the College, and may not return to their house or College Housing without prior written permission of the Director of Student Life. Parents and the student's academic advisor will be notified of the decision.
- G. **Housing Expulsion.** Housing privileges are denied for the remainder of student's time at the College. Students expelled from College housing may not stay overnight without prior written permission from the Director of Student Life. Students expelled from College housing will be responsible for the total term charges for room and board. Parents and the student's academic advisor will be notified of the decision.
- H. **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 Dean of the College 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 Vice President for Administration and Finance. 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. The student's parents and academic advisor will be notified of the decision.
- I. **Immediate, Temporary Suspension.** In the event of serious misconduct, the Director of Student Life or his or designee may require that a student leave campus prior to formal disciplinary proceedings. Such action will be taken when the Director 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 Director of Student Life, or within a specified time determined by the Director of Student Life. The student's parents and academic advisor will be notified of the emergency suspension.

1. **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 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 Vice-President for Finance and Administration. 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. The student's parents and academic advisor will be notified of the expulsion.

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. 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. 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. **The use or possession of candles in any campus buildings is strictly prohibited. They will be confiscated by Security when found.**
3. Hallways in student houses must be kept clear at all times.
4. Fire screens must be employed whenever fireplaces are in use.
5. Only extension cords approved by the Safety Committee and available through the College Bookstore may be used. Three-way plugs and oil paints 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. For old houses the maximum number is 200; for new houses the number is 100.

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, faculty, or staff members of Bennington College and operated on the College campus must be registered with Security. A parking sticker is provided free of charge 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 may have their cars towed.

Speed Limits

No vehicle shall be operated at a speed above the posted speed on the speed limit signs.

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, and driving across lawns.

Parking

1. Fire lanes must be kept clear at all times.
2. Vehicles must be parked only in areas to which they are assigned. (See Motor Vehicle Regulations handout.)
3. A fine of \$2.50 will be assessed for all motor vehicle violations. Fines must be paid within twenty-four hours of issuance of the ticket. A late fee of \$2.50 will be added to fines not paid within twenty-four hours. Appeals should be addressed to the Safety Committee and must be made in writing within five days after receipt of the ticket.

COLLEGE POLICY ON ALCOHOL AND DRUGS

ALCOHOL POLICY

1. The following policy statement is designed to (1) be consistent with the state and federal law; (2) stress moderation, safety, and individual accountability for those who choose to drink lawfully; (3) work toward a college atmosphere that is free of pressure for those who choose not to drink; (4) prevent alcohol abuse and its effects; (5) provide information and education for all community members; and (6) provide confidential advising and counseling for those with special needs related to alcohol use and alcoholism.

II. Summary of Vermont State Laws

A. Criminal Offenses

1. **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 2 years.
2. **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.

B. Civil Social Hospitality

A social host who furnishes alcoholic beverages to a guest who is apparently intoxicated, and it is foreseeable that the guest will thereafter drive a motor vehicle, or a social host who furnished alcoholic beverages to a minor, may be personally civilly liable for resulting injuries.

C. 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.

D. 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 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.

III. College Regulations Regarding Alcohol and Parties

Social activities within the College community are an important part of the total educational experience. The College Alcohol and Party Regulations are intended to encourage lawful and responsible decision-making and attitudes.

A. Alcohol Regulations:

1. Only persons of legal drinking age under Vermont state law (21 years of age) may consume alcoholic beverages on College property. The use of a false ID or falsifying one's ID is a violation of College policies and state laws.
2. Food and non-alcoholic beverages must be available at every function where alcoholic beverages are available.
3. Publicity and posters for College functions may not mention alcohol or imply that it will be available. Publicity and posters are not permitted for private parties which promote or mention alcohol or imply that it will be available.
4. Admittance to events at which alcohol is served is limited to the College community and invited guests.

5. With the exception of parties attended by fewer than 10 people held in individual rooms, alcoholic beverages may not be served at any event on College property except under the auspices of the College's catering permit through the Director of Food Services. Student events where alcohol will be served must also be registered with the Office of Student Life at least 72 hours in advance.
6. Kegs of beer or beer balls are prohibited from College residences.
7. Consumption of alcoholic beverages out-of-doors or possession of an open container of alcoholic beverages out-of-doors on the Bennington campus is prohibited except at registered outdoor parties which can only be sponsored by the College's catering service.
8. Consumption of alcoholic beverages is prohibited in any classroom setting whether in a College building or elsewhere.
9. Operating a motor vehicle while under the influence of alcohol is prohibited.
10. Alcohol may not be sold directly or indirectly at parties held in individual student rooms.
11. Violations of any of the above policies may result in disciplinary action up to and including suspension and/or expulsion. Participation in alcohol education and/or rehabilitation programs may also be required.

B. Party Regulations:

1. All parties (with the exception of parties attended by fewer than 10 people held in individual rooms) at which alcoholic beverages are consumed must be registered with the Office of Student Life 72 hours in advance. Party plans must include party location, theme, planned attendance, amount of alcoholic and non-alcoholic beverages and food to be served. The Office of Student Life may require changes before allowing registration of a party.
2. If the College determines that special custodial service is required following a party, the sponsors of the party will be billed for that service and for any damages to College property.
3. Student party sponsors are responsible for the condition and behavior of their guests, but the College assumes that all individuals will act responsibly.
4. Adherence to the law regarding the consumption and distribution of alcoholic beverages is the obligation of each individual student and guests.
5. The College assumes no responsibility arising out of consumption of alcoholic beverages or for injuries or damages resulting from such consumption.

IV. Violations of the Alcohol and Party Regulations:

Any violation of the Alcohol and Party Regulations may be referred to the Director of Student Life for disciplinary action.

DRUG POLICY

- I. The College is committed to the health and well-being of its students. Therefore, only lawful and prudent use of any drug is allowed. 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.

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.

When College Security reports indicate behavior which violates College rules and regulations, and/or threatens the health, safety or welfare of the College Community, the consequences of these actions will be in accordance with standard disciplinary procedures of the College.

II. Summary of Vermont State Laws on Drugs and Drug Paraphernalia

- A.** 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.
- B.** 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, heroin, or other depressant, stimulant, or narcotic drug, a person may be imprisoned for up to three years and/or fined up to \$75,000; for selling LSD or other hallucinogenic drug, a person may be imprisoned for up to three years and/or fined up to \$25,000. For selling cocaine or heroin, a person may be imprisoned for up to five years and/or fined up to \$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.

III. College Regulations Regarding Drugs

- A.** The College prohibits possession, use, or transfer of any controlled substance and/or drug paraphernalia as defined in the statutes of Vermont. Violations may result in disciplinary action (maximum penalty of expulsion).
- B.** The College cooperates with local and state law enforcement agencies in the investigation and prosecution of illegal drug use and distribution.
- C.** Anyone named in police and/or security reports as being involved in the illegal use/abuse of alcohol or drugs or whose behavior indicates drug or alcohol abuse may be required to meet with the Director of Student Life.

The Director of Student Life may require an assessment process (through an outside referral 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 directly or through their appropriate insurance coverage. If dependency is confirmed, the student may be required to seek treatment as soon as possible.

- D.** Federal regulations permit revocation of federal student aid to anyone prosecuted and convicted of a drug offense.

IV. Support Services

The College's alcohol rules and regulations describe general expectations for behavior within a community dedicated to education and personal growth. In accordance with these objectives, Bennington College provides drug and alcohol information, education, and counseling to meet individual needs and to assist at crisis points.

- A.** 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.

- B. The educational, counseling and referral services of the Psychological Service and Health Service 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.
- C. Use of Psychological Services and/or the Health Service for drug abuse is confidential. Individual privacy will be respected unless otherwise required by law.
- D. The Psychological Counseling Service has information on 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.

SMOKING POLICY

Because smoking is injurious to health, and involuntary smoke is a cause of disease in non-smokers, this policy has been developed to provide employees, students, and visitors with a healthy environment. The College has adopted a Smoking Policy in compliance with Vermont law.

Smoking is prohibited in the following buildings:

1. Barn
2. Library
3. Dickinson
4. Tishman
5. Carriage Barn
6. Early Childhood Center
7. Jennings
8. VAPA
9. Student Café

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) in student houses. Smoking is prohibited in Commons except in the Center Dining Room.

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). Because epidemiologic evidence does not incriminate casual contact as a cause of HIV infection, the College generated 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, as long as the individual can fulfill the requirements of the position.
5. The Health Service expects that all students will notify them of 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 immunocompromised individuals.
6. There will be ongoing education on campus about HIV infection to prevent and control disease. Similarly, information about support services for medically affected individuals will be made available, either on campus or by referral to outside organizations.

POLICIES AND PROCEDURES GOVERNING SEXUAL HARASSMENT

I. 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 unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual; or
3. 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:

1. 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;
2. touching or grabbing a sexual part of a person's body;

3. touching or grabbing any part of a person's body after that person has indicated, or it is known, that such physical contact was unwelcome;
4. continuing to ask a person to socialize when that person has indicated he/she is not interested;
5. displaying or transmitting sexually suggestive pictures, objects, cartoons, or posters if it is known or should be known that the behavior is unwelcome;
6. continuing to write sexually suggestive notes or letters if it is known or should be known that the person does not welcome such behavior;
7. 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;
8. 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;
9. 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.);
11. derogatory or provoking remarks about or relating to a person's sex;
12. 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, or appear to abuse, this power. Those who abuse, or appear to 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 responsibility 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.

II. 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.

III. 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 subject 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.

Important 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 office. 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 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 Week, 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. The mediation request must be filed in writing to the Dean of the College or the Vice President for Finance and Administration; or if the case involves student-to-student harassment, to one of these two administrators or to the Director of Student Life. For cases involving complaints against a member of the senior staff of the College (the Deans; the Vice President for Finance and Administration; the Vice President for Development and Alumni Relations; the Directors of Student Life or Communications), and for cases involving complaints against any member 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 Dean of the College 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 Dean of the College, the Vice President for Finance and Administration, or the Director of Student Life may take such interim emergency measures as he or she sees fit pending the outcome of a complaint pursued through mediation.

- D. Once a mediation request is filed with one of these College officials, he/she shall investigate the complaint and 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 official 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 official 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 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 record will be kept in the confidential Sexual Harassment file kept by the Vice President for Finance and Administration.

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 Personnel and Programs, and others as deemed necessary by the Vice President for Finance and Administration.

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 Dean of the College. This file will be accessible to the Dean of the College, the Assistant Dean, and others as deemed necessary by the 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 Dean of the College, 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 person 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 twelve 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 Finance and Administration or an alternate chair chosen from the Committee by the President. In cases where a non-faculty employee is accused of sexual harassment, the Vice President for Finance and Administration will be excused and an alternate chair chosen from the Committee by the President will preside. 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 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 Hearing Decision. The Chair of the SHHC will appoint an investigator who will investigate the charges and make a written report to the Committee. 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 and may submit a written response by the date specified. The complainant will be notified of the date and time of the hearing and will be given a copy of the written response, if any, made by the person charged. 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. All procedures will be tape recorded. 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 and the complainant 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. Notice of Decision. If sexual harassment is found by the Committee, a written notification of the Committee's recommendation is sent to the person charged and the complainant and to the Dean of the College in the case of faculty members or students, the Vice President for Finance and Administration 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 concludes 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 Vice President for Finance and Administration who will review the case and who may implement, modify, increase, or suspend the sanctions recommended by the Committee and will send a decision letter to the employee. A copy of this letter will also be sent to the members of the SHHC and the complainant. The staff member may appeal the Vice President's decision within ten working days to the President.
- 2. In those cases where the Committee concludes 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 Dean of the College who will review the case and who may implement, modify, increase, or suspend the sanctions recommended by the Committee and will send a decision letter to the student. A copy of this letter will also be sent to the members of the SHHC and the complainant. The student may appeal the decision of the Dean of the College within ten working days to the President.
- 3. In those cases in which the Committee concludes 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 Dean of the College who will review the case and will then recommend to the President the implementation, modification, increase, or suspension of the sanctions recommended by the Committee and will send a copy of his/her written recommendation to the faculty member, the complainant and the members of the SHHC. The President will review the case and may implement, modify, increase or suspend the sanctions recommended by the Dean of the College and will send a decision letter to the faculty member. A copy of this letter will also be sent to the Dean of the College, 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 Finance and Administration.
- 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 Finance and Administration, the person's supervisor, the Director of Personnel and Programs, and others as deemed necessary by the Vice President.
 - 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 Dean of the College. This file will be accessible to the Dean of the College, the Assistant Dean, and others as deemed necessary by the 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 Dean of the College, 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.

POLICY CONCERNING THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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 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 Dean of the College 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 Dean of the College.

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 Dean of the College at Bennington College 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 Dean of the College listing the item or items of interest. Records covered by the Act will be made available within forty-five 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 recom-

mendations 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 problems informally with the Dean of the College. The 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 Dean decides to refuse to amend the education records of the student in accordance with the request/s/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 Dean of the College 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.

ADMINISTRATIVE ORGANIZATION

ADMINISTRATION

The Board of Trustees

The Board is legally and fiscally accountable for the institution. Among the Board's most important responsibilities are: selection of the President, granting of degrees, setting of fees.

Bennington's Board has various standing committees through which it conducts its work. Those Committees are: Educational Policy and Facilities; Administration, Budget, and Finance; Development; and the Committee on Trusteeship. There is an Executive Committee which is composed of the Board officers, the Committees' chairs and the previous Chair of the Board.

The chief executive officer, the President, is responsible for the day-to-day management of the College; this is not the responsibility of the Board. However, Trustees are kept fully apprised of management so that, as the ultimate custodians of the institution's well-being, they can exercise their responsibility to make policy decisions in an informed and timely manner.

The President

Acting under authority granted by the Trustees, the President exercises general supervision over the operations of the College. The President has the responsibility and the power to take any lawful action required for the welfare and good order of the institution.

Dean of the College

The Dean of the College is responsible to the President for the formulation and supervision of policies 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 Early Childhood Center, the preparation of the agenda for faculty meetings, and other duties.

The Dean is also responsible for the management of all matters relating to the academic operations of the College including the preparation of the academic calendar, publication of the curriculum, assignment of students' advisors, scheduling of courses, assignment of academic space, planning registration of courses, maintaining student records, and providing transcripts and academic recommendations for students.

The Vice-President for Finance and Administration

The Vice-President for Finance and Administration is responsible for the operations of most of the non-academic areas of the College including the Business Office, Financial Aid Office, Personnel Office, Food Service, Maintenance, the Post Office, Security, Summer Programs and Rentals, Duplicating, and the Switchboard.

Dean of Admissions and the Freshman Year

The Dean of Admissions and the Freshman Year is responsible for the recruiting and enrollment of new students; programs aimed at integrating curricular and co-curricular activities; and institutional research.

The Vice President for Development and Alumni Relations

The Development Office is responsible for annual, capital and special fundraising from alumni, parents, friends, foundations, and corporations; the alumni relations program, and many special events on and off campus. The Vice President also provides staff support to the Trustee Development Committee.

Director of Communications

The Director of Communications is the official spokesperson for the College, handling inquiries from the media and providing information to the general public. The Director of Communications also oversees all publications for the College. The office provides communications support to faculty and administrative offices.

Director of Student Life

The Director of Student Life administers the non-academic policies and regulations of the College as they apply to students. The Director also oversees the College's Health Service.

COMMITTEES**Facilities Committee**

The Facilities Committee represents the College community in matters concerning the physical facilities — both buildings and grounds — of the College; it is the vehicle through which the Community participates in the shaping of its physical environment. In particular, proposals for structural changes or additions to buildings (including architecture and architects, design and siting, and general maintenance)

nance), and significant changes in landscaping or use of College properties should be considered by the Committee in the planning stage. Proposals or requests concerning facilities may be brought to the Committee by any member of the College community. The Committee's authority is advisory; the sense of the Committee concerning proposals brought before it (including the Committee's approval or disapproval) will be conveyed to the Dean of the College, the President, or the Trustees as appropriate. The Committee provides a forum for discussion among all Community constituencies of issues and questions concerning facilities; it does not give final approval of proposals brought before it, nor does it have authority to determine allocation of College funds.

The Committee includes: up to seven members of the faculty (including the chair), the Director of Maintenance, Vice President for Finance and Administration, Director of Student Life, student representatives chosen from among house chairs, and other members of the community as deemed appropriate by the Dean of the College and the Committee. Meetings are open to the community.

Library Committee

The Library Committee assists in the formulation of acquisition and holdings policy and advises the Director of the Library on the management of library services and resources. The committee includes four members of the faculty, four students, and the Director of the Library.

Safety Committee

The Safety Committee is responsible for recommending rules and policies to ensure the health and safety of the community. The Committee has the authority to make policy recommendations related to general safety as they may occur in the day-to-day operation of the College. Examples of safety matters are: protection of individuals, fire equipment systems, the condition of the physical plant, motor vehicles and parking, pets, group emergencies, and adherence to state and federal building codes. The Committee consists of a representative from the Business Office, Maintenance Department, Student Life Office, faculty, and two students.

NOTES

Bennington College was founded on the principles:

That education is a process continuing through life and persists most effectively throughout the important years of adulthood when one has acquired the habit of educating oneself;

That a principal aim of the College should be to accustom its students to the habit of engaging voluntarily in learning rather than of submitting involuntarily at certain periods to formal instruction;

That such educational self-dependence can be developed most effectively if the student works at tasks which have meaning, significance, or interest to him or her;

That continuing education, self-initiated, is likely to take place most surely where the student has attained expertness, or a sense of mastery, in some few fields of enduring interest or use rather than acquiring smatterings in a great many fields;

That external disciplines such as compulsory class attendance, competitive and publicly awarded grades and prizes, periodic written examinations on formalized blocks of knowledge, and numerical accumulation of credits to earn degrees interfere seriously with incentives and internal disciplines related to the student's own developing purposes and interests;

That direct experiences—planning, organizing, manipulating, constructing, and investigating—in cooperation with book learning and the acquisition of knowledge are valuable means for developing permanent interests pursued without the necessity of external compulsion;

That tools of learning, such as statistics and the use of English, to have meaning as well as to be most economically mastered, should as far as possible be connected immediately or in the process of learning with the ends of uses for which they are instruments rather than acquired wholesale as separate disciplines related but vaguely to a possible distant use;

That there is a wide variation between persons and in the same person at different times as to the subjects or problems which, having meaning, will consequently engage the person in active learning which leads to understanding; that, therefore, programs of the College should at all points allow for individual variation;

That intellectual development cannot and should not be isolated from the development of the whole personality, and that as far 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;

That the College, jointly with other educational agencies, should accept responsibility for cultivating in its students by all available means attitudes of social responsibility, cooperation, and participation, rather than aloofness; that it should promote a sympathetic but objective and realistic understanding of the world of your own day as well as a sense of perspective derived from understanding the past; an attitude of suspended judgment towards the strange and the new, and tolerance towards persons and customs alien to the student's own experience.