

BENNINGTON COLLEGE

STUDENT HANDBOOK



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Bennington regards education as a sensual and ethical, no less than an intellectual, process. It seeks to liberate and nurture the individual, 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 towards 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 nature of free citizens, dedicated to civilized values and capable of creative and constructive membership in modern society.

BENNINGTON'S TRADITIONAL COMMENCEMENT STATEMENT

BENNINGTON COLLEGE

STUDENT HANDBOOK

1989—1990

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ACADEMICS

ACADEMIC ADMINISTRATION OF THE COLLEGE

The Dean of Faculty

The Dean of Faculty is responsible to the President and the faculty 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, the Faculty Personnel Committee, and the Academic Council and other duties. Faculty-related problems that cannot be resolved through divisional offices or the Dean of Studies should be taken to the Dean of Faculty.

The Dean of Studies

The Dean of Studies is responsible to the President and the faculty for the management of all matters relating to the academic operations of the College including preparation of the academic calendar, publication of the curriculum, operation of the Educational Counseling Committee, assignment of students' counselors, scheduling of courses and assignment of academic space, planning registration for courses, maintaining student records, and providing transcripts and academic recommendations for students who leave the College.

Assistant to the Dean of Studies

The Assistant to the Dean of Studies assists the Dean of Studies in executing the duties of the office. Generally, the Assistant confers frequently with faculty members and students about the practical implications of the educational policies of the College, communicates with students' parents, and performs a large number of administrative functions. These include assigning students to counselors, reviewing students' plans for possible action by the Educational Counseling Committee, and scheduling Educational Counseling Committee meetings.

The Registrar

Under the general supervision of the Dean of Studies, the Registrar deals with matters pertaining to the registration of students in courses and tutorials, the allocation of classroom space, the collection and distribution of faculty members' reports on their students and counselees, and the maintenance of comprehensive records of students' work. The Registrar may also provide verifications of students' enrollment, and prepares a wide range of statistical reports required by the College and by public and private educational agencies.

The Recorder

Under the general supervision of the Dean of Studies, the Recorder prepares certified academic transcripts (formal records of students' college work) for their use in applying for admission to other educational institutions.

ACADEMIC ORGANIZATION OF THE COLLEGE

Divisions

The curriculum of the College is sponsored by seven academic divisions under the general supervision of the faculty of the College acting in most cases through the Academic Council. In turn, each of the divisions sponsors work in specific disciplines:

Dance: Choreography; Design; Improvisation; Audio/Visual

Drama: Performance; Design; Production

Literature and Languages: Foreign Languages; Literature; Writing

Music: Acoustics; Chamber Music; Composition; Electronic Music; Instrument Building; Instruments and Voice; Black Music Composition (notational), Improvisational; Ensembles; History and Aesthetics; Performance

Natural Sciences and Mathematics: Biological Sciences and Premedical; Mathematics and Computers; Physical Sciences

Social Sciences: Anthropology; Early Childhood Development; Economics; History; Philosophy; Politics; Psychology

Visual Arts: Architecture; Art History; Ceramics; Drawing; Graphics; Painting; Photography; Sculpture

Class Levels

Within the College, courses are classified as introductory, intermediate, or advanced. Generally, introductory courses are open to all students; intermediate courses are open to second-, third-, and fourth-year students; and advanced courses are open to third- and fourth-year students.

Tutorials

Third- and fourth-year students may request an individual or group tutorial with a faculty member knowledgeable in a specific area not covered by the scheduled curriculum offerings and for which the student has enough background to make the tutorial feasible. The student's counselor, proposed tutor, the tutor's division, and the Educational Counseling Committee must approve the tutorial. Applications for tutorials are available in the Dean of Studies Office. A tutorial is considered a regular course in the student's total program. It is rare for a student to be granted more than two tutorials in one term.

Non-Divisional Courses

On occasion, the College has offered courses outside the regular structure of the academic divisions. At present the only such courses are those in "Written Composition," which are open to students who wish to improve their skills in

writing English prose. No more than two of these courses may be taken for College credit, and they do not carry credit as courses in Literature or meet the College's academic distribution requirements.

EDUCATIONAL EXPECTATIONS OF THE COLLEGE

Academic Counseling

Academic counseling is an integral part of a Bennington education. Because the College's academic structure is unusually flexible, every student is assigned an academic counselor; student and counselor meet to discuss course choices, confer about work in progress, discuss unexpected problems and future plans, interpret College expectations, discuss Field Work Term prospects and achievements, and converse about any other matters of shared concern. In addition, counselors may represent their students before the Educational Counseling Committee or the Office of the Dean of Studies when their educational accomplishments are under review, and at the end of the term they write brief assessments of students' progress.

Faculty members are academic advisors. Personal problems and concerns of a psychological nature should be referred to the Psychological Counseling Service.

The Educational Counseling Committee

The Educational Counseling Committee (ECC) is a body of the faculty representing all divisions. The members of the ECC are appointed by the Dean of Faculty in consultation with the Dean of Studies to oversee students' academic plans and progress. They meet in "panels" to review students' Tentative Plans, to review their requests for Confirmation of Plan when students' academic standings are in doubt, and to recommend candidates for graduation. (See section on Plans for more information.) The ECC has final authority in matters affecting student programs and plans. A student who reasonably believes that he or she has been wrongly dealt with by a panel of the ECC has the right to appeal its decision to the whole ECC, whose decision will be final.

Reviews of Student Work by the Dean of Studies

In addition to the reviews of student programs conducted by the ECC, the Dean of Studies monitors student progress. The Dean may approve a student's plan on behalf of the ECC when it does not seem to present any problems. Within general guidelines established by the ECC, the Dean may also question students about their programs, approve changes of program, place students on academic probation when their work is unsatisfactory, and remove them from probation when they meet the expectations of the College.

Probation

Any student whose work is not satisfactory, who has not obtained timely approval for a Tentative Plan or Confirmation of Plan for Advanced Work, or whose records suggest that he or she may not be able to graduate from the College, may be placed on academic probation by the ECC or the Dean of Studies. A student who is placed

on academic probation for any reason must overcome the problems that have led to his or her probation within one term after being notified of his or her probationary status. A student who fails to do so to the satisfaction of the ECC and the Dean of Studies may be required to withdraw from the College. The College may at its discretion allow a student a consecutive term on probation. Because of the serious implications of placing students on probation, the College notifies their parents of probationary status when permitted by law.

For students receiving financial aid from federal, state, and institutional sources, federal regulations require that they maintain satisfactory academic progress. This means that any student receiving financial aid must pass at least four courses per term and have a Tentative Plan for academic work acted upon by his or her academic division or by the Educational Counseling Committee (ECC) by the end of the fourth term (for sophomore or junior transfer students, this action must be taken by the end of the second term at Bennington). A Confirmation of Plan must be acted on by the ECC by the end of the student's sixth term (for transfer students, this action as scheduled by the ECC). Please refer to the Financial Aid Handbook for more details.

ACADEMIC PROGRESSION

Although Bennington College does not demand that its students take any particular courses, it does maintain certain general criteria that its prospective graduates are expected to meet. Students who plan to graduate from Bennington College **must**:

1. carry a normal course load per term of four courses or "quarters";
2. successfully complete at least one course in each of four divisions during their first two years at the College;
3. obtain acceptance either as a divisional major or as an interdivisional major during the fourth term. Requirements for each division and the interdivisional major are discussed after the section on plans;
4. pursue at least one year of satisfactory work beyond the introductory level in a discipline outside their major area(s);
5. successfully complete one Field Work Term for each full year in attendance at the College.

In addition:

1. Work at other institutions of higher education may, with the approval of the division(s) and the ECC, be accepted as part of the Bennington program; decision on transfer credit is made by the ECC when the plan(s) are presented for approval;
2. no student is permitted to take more than twenty-two or less than fourteen quarters in the major area;
3. **a student may have passed the requisite number of courses in a division but still not be deemed able to pursue advanced work in that division; in such cases the student will be advised to seek another major,**

and/or will be advised that one or more extra terms are necessary for graduation, or will be required to withdraw from the College.

Tentative Plan

During the fourth term students are required to submit a Tentative Plan for advanced work for their final two years of study. The plan, prepared in consultation with the student's faculty counselor, incorporates the student's education during the first two years and indicates the focus of study to be undertaken in a single major area. The major area may be confined to disciplines within a single division or may cross divisional lines. Students who intend to study abroad or at other institutions for a period of time will define such intentions in their plan. In effect, a Tentative Plan comprises a review of past study, a statement of educational purpose, and a list of proposed courses of study.

Any college work a student has completed before enrolling in Bennington should be included in the Plan for evaluation during the ECC's review.

If the faculty of the division in which the student hopes to major accepts the plan, it is then considered by the Dean of Studies and the Educational Counseling Committee. If the plan is rejected by the division and/or the ECC, it may indicate that the student is not at that time considered capable of doing advanced work in the chosen field. In such cases the student will be advised to seek another major and/or will be advised that another term's work is necessary, or the student will be required to withdraw from the College.

Confirmation of Plan

During the sixth term, students are required to prepare a Confirmation of Plan in which they present projected course work, tutorials, and a senior project or thesis proposal. The Confirmation of Plan is submitted first to the appropriate division and then to the ECC in much the same way as the Tentative Plan, and if satisfactorily carried out, is regarded as fulfillment of the requirements for the bachelor's degree.

Change of Plan

A student who wishes to make any changes in the plan after either of the above has been approved must submit a Change of Plan form to the division of the major field of study, to the Dean of Studies, and to the ECC.

Scheduling of Submission of Plan

All students who enter as freshmen are required to submit a Tentative Plan during their fourth semester at Bennington and a Confirmation of Plan during their sixth semester. This plan will be acted upon by a division of the College or the Interdivisional Committee of the ECC, and a recommendation will be made to the Dean of Studies who will notify the student in writing. Divisions, in acting upon student plans, will also communicate directly with the student in respect to the particular program of work in that division. Copies of all such correspondence will be kept in the student's folder in the Dean of Studies Office.

Two-year transfer students must submit a Tentative Plan no later than Long Weekend of the second term in residence at the College.

All Tentative Plans and Confirmations of Plan must be submitted to the appropriate division (or to the Dean of Studies Office in the case of inter-divisional plans) by Long Weekend of the term in which they are due, to allow adequate time for divisions and the ECC to act on them before the end of that term.

DIVISIONAL REQUIREMENTS

Dance

Before Tentative Plan: Prior to becoming a Dance major a student is expected to have completed, by the end of the sophomore year, three core classes in the Dance Division. (All core courses except those offered in Design require students enrolled in them to take a quarter of technique, but technique classes may not be substituted for core classes.) Two of these core classes should be in Dance Composition. In addition, sophomores who are contemplating majoring in the division are expected to show their own choreography in Dance Workshop.

Tentative Plan: The plan should emphasize work in Composition and Performance, with supporting work in Design, Music, or Improvisation. Majors should plan to spend at least half their time in Dance. A major is required to complete an independent project during three of the last four terms. A major takes five technique classes a week and participates in other student works.

Confirmation of Plan: Approved on successful completion of work to date as previously specified. The Confirmation of Plan also allows for a more detailed planning of the final year.

Requirements for the Degree: To graduate as a Dance major, a student is expected to complete three independent projects and to have taken "Music for the Dancer" and a course in Design.

Drama

Before Tentative Plan: By the time of submitting a Tentative Plan, a prospective major should have taken a minimum of four courses in Drama, including "Introductory Stagecraft" or "Introduction to Design." Every student enrolled in a course in Drama must also complete one laboratory (practical work for a production) during that term. Prospective Drama majors should review the division's expectations with one or more members of the division faculty before the beginning of the sophomore year. All prospective majors undergo in-class review of their work by the full Drama faculty.

Tentative Plan: Students major in Performance, Design, or Production. Each major requires that a student work in a combination of particular disciplines appropriate to the specific major chosen, with a secondary emphasis in a discipline outside those mandated by the primary interest. Majors should plan to spend at least half of their time in Drama. Each student must have demonstrated

ability in the area of specialization and a capacity for cooperating effectively in group endeavors. Details of the division's expectations for each major are available from the Drama secretary in VAPA.

London Program: Attendance in the division's fall term in London is offered during alternate fall terms. It is open to all students in good standing whose Tentative Plans have been accepted by the division and by the Educational Counseling Committee. (Others may apply, but will be given lower priority.) In devising their plans, students should list "London Program" in the appropriate location in their lists of projected courses.

Confirmation of Plan: The student should present a statement explaining his or her senior project, which is required in all areas except Acting. In some instances a special composite of the final two years' work in Drama may eliminate the necessity for a senior project as such. The project must demonstrate a sound knowledge of the process of the theatre.

Requirements for Degree: Successful completion of the program and the project described in the student's plan.

Literature and Languages

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

Tentative Plan: The plan should include a projected program for the next four terms' work and an indication of the kind of major project anticipated.

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

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

The senior project may be a translation or a critical essay of a literary or cultural nature, written in the foreign language or in English. In the case where the course of study clearly combines languages with a field outside the Literature and Languages Division, it should be regarded as an interdivisional major.

Requirements for Degree: Successful completion of the work undertaken, a demonstration of proficiency in the use of the language as craft, and familiarity with a significant body of literature.

Music

Before Tentative Plan: The Music Division offers courses in original composition, instrumental and ensemble performance, and Black Music. All students intending to major in the division should acquire a basic knowledge of music theory and performance, even those whose primary interest is aesthetics and criticism. Such knowledge may be acquired through "Introduction to Music" or various tutorials. Students intending to concentrate their studies in Black Music are required to take the courses "Introduction to Black Music" and "Black Music II" as well as engaging in both harmonic and rhythmic studies.

Tentative Plan: The Tentative Plan should outline the student's program for advanced work in the third and fourth years and indicate whether the advanced studies will emphasize composing, performance, conducting, or aspects of Black Music. The senior project should be described in as much detail as possible at this time. Students emphasizing composition should include a substantial amount of performance in their project, and students emphasizing performance should include some original compositions as part of their senior project. Students emphasizing Black Music will devote a substantial portion of their senior project to work from the literature (Ellington, Coltrane, etc.) either in performance or in analysis.

Confirmation of Plan: Granted on successful completion of work to date as previously specified, and on the approval of a final plan in the event that it differs from the plan already submitted.

Requirements for Degree: Successful completion of course work and senior project.

Natural Sciences and Mathematics

A student may choose a field of greatest emphasis from one of the following: Biological Sciences, Physical Sciences (Chemistry and Physics), and Mathematics (including Computers). Ordinarily the student will select a supporting field from within the division. In some cases, a supporting field outside the division may be pertinent, e.g., psychology, anthropology, architecture, music, or art.

Before Tentative Plan: A student considering major study in the division should consult with a member of the division appropriate to the field of emphasis. In general, by the time the Tentative Plan is submitted, at least four courses in the

field of greatest emphasis and two courses in a supporting field should have been completed or be nearing completion. It is expected that the student's work to that point will have shown promise of ability to undertake more advanced work successfully.

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

Confirmation of Plan: Granted upon successful completion of work to date.

Requirements for Degree: Recommendation for the degree depends on successful completion of work taken in the division, as designated in the Confirmation of Plan.

Social Sciences

The Social Sciences Division includes the disciplines of anthropology, early childhood studies, economics, history, philosophy, politics, and psychology. Each discipline has its special techniques and procedures that serve to shape investigation, but the division is committed to graduating students whose competence is not restricted by narrow disciplinary categories. In collaboration with faculty members, students design their own programs in keeping with their interests and capabilities. Successful completion of a major in the Social Sciences includes work on the advanced level involving serious engagement with two or more disciplines and a senior project or thesis. As a general rule, the Division expects students majoring in the Social Sciences to take approximately half of their courses and tutorials within the Division, but in some cases work in a second field outside of Social Sciences may be accepted in fulfillment of this expectation.

Before Tentative Plan: All candidates intending to major in Social Sciences are expected to have completed satisfactorily one term of either "Work in Society" or "From Hobbes to Marx" prior to acceptance of their Tentative Plans. In addition, they should have pursued intermediate work in at least two of the division's seven disciplines. (Work in interdisciplinary courses beyond the introductory level will be considered as the equivalent of work in one of the disciplines involved in a course.) Transfer students may be permitted to waive some of these requirements but should consult with appropriate faculty members before they devise alternative programs.

Tentative Plan: Before drafting their Tentative Plans, students should seek the advice of faculty members in the areas of their principal interests. In devising their statements of purpose, they are expected to articulate organizing principles for their education that reflect something beyond career goals and to develop programs of study that are well designed to carry out their educational objectives. Each Tentative Plan requires two sets of signatures from division members teaching in the fields involved, the first indicating that they have reviewed the plan

as a plan and the second that they believe that the student will be able to carry it out. After obtaining these signatures, the student submits the completed plan to the division's Plans Committee, which reports its recommendation regarding the plan to the Division. The completed plan is due in the Division Secretary's office by Long Weekend of the student's fourth term in college.

Confirmation of Plan: The Confirmation of Plan is a statement of the student's program of study, including projected course work and a concise statement of the senior project or thesis. It should indicate how well the plan is serving the individual's education. The Confirmation of Plan should be submitted to the Plans Committee by Long Weekend of the student's sixth term of study.

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

Visual Arts

Before Tentative Plan: Normally the prospective major in Art will take "Introduction to Studio Art," which requires one term of studio work in a three-dimensional medium and one term of work in a two-dimensional medium, during the first year, and four one-term courses in Art during the second year.

Tentative Plan: By the time a student submits his or her Tentative Plan to the division, he or she must have demonstrated ability in at least two visual media. Every sophomore who plans to major in Art is expected to participate in a review of student work in both media. In addition to documenting how the student has met divisional and distribution requirements, a Tentative Plan must include a written account of educational experiences in the past and those planned for the future.

Before graduating, a Visual Arts major must have completed one year of work in "Introduction to Studio Art," one year of work in art history, and a least fourteen quarters of studio work. Within this general framework, every student is required to choose two areas of concentration from the following fields: sculpture, painting, graphics, ceramics, photography, and architecture. With faculty sponsorship, a student may elect drawing as a discipline.

Confirmation of Plan: The Confirmation of Plan indicates courses to be taken during the fourth year of study and outlines projects in two or more areas, which will be exhibited to the community in the senior exhibition held each year in June. Every junior and senior is expected to participate in reviews of student work in both areas of concentration.

Requirements for Degree: Successful completion of the projects undertaken in the advanced program.

Interdivisional Degrees

A student who wishes to major in two disciplines, each from a separate division, may prefer to graduate as an interdivisional major. This student should discuss his or her Tentative Plan with one or more faculty members representing the relevant disciplines in order to understand the expectations for advanced work in each of them; the plan will represent the considered judgment of the student and of the faculty sponsors as to what will make an appropriate program. The student is also expected to pursue work in a third discipline that is not part of either of his or her half-majors. The basis for approval of an interdivisional plan is a demonstrated ability to perform at an advanced level in each of the two disciplines, which is attested to by the signatures of two faculty members from each of the appropriate disciplines. (When a discipline is taught by only one faculty member, the student is required to secure the approval of a faculty member from the same division whose work is most germane to his or her interests.)

The sponsors of a student's plan constitute an ad hoc advisory committee that takes the place of the division or divisional committee that supervises divisional majors. Like divisional plans, interdivisional plans are reviewed by a panel of the Educational Counseling Committee; all four sponsors of an interdivisional plan are invited to meet with the ECC to discuss the plan. Confirmations of Plan as well as Tentative Plans require the signatures of two faculty sponsors from each of the two divisions and are reviewed by a panel of the ECC.

An interdivisional major requires the completion of two senior projects, each of a term's duration, one in each area of the major. In cases in which a student's pursuits combine two areas of concentration, the student may substitute a single year-long project for these two projects.

The College recognizes that occasional changes in personnel occasioned by sabbaticals, leaves, or departures may make changes in faculty sponsors unavoidable between the time a Tentative Plan is drafted and the time a student requests Confirmation of a Plan for Advanced Work. When a plan comes before the Educational Counseling Committee for review, the committee will assume that the first signer for each field of study will be the faculty consultant for the student's senior project in that field and the second signer will serve as a reader if the project takes a written form.

Field Work Term

The Field Work Term (FWT) is an eight-week, non-resident work period extending from the beginning of January to the end of February. By providing students with the opportunity to gain experience and grow through challenges encountered in professional settings, the FWT complements academic studies and helps students to refine the choices they may make about a career. For first- and second-year students, whose academic aims and skills may be undefined, the FWT program is designed to support the academic program and to help clarify or confirm a prospective major interest. Special efforts are made to help third- and fourth-year students find work directly related to their major interests.

Successful completion of an FWT consists of a minimum of thirty hours of work per week for the eight-week FWT period each year a student is in residence at Bennington. Four successfully completed FWTs are required for graduation,

except for those students who enter as transfers or take leaves. After completion of the FWT work, the student must write a brief evaluation of the winter work experience. This report, coupled with the employer's evaluation, is reviewed by the FWT staff and the student's counselor, who comments on the appropriateness of the activity in relation to the academic plan. All these reports, including the final approval, form part of the student's cumulative academic record. FWT experience may be used for graduate school applications and future employment references.

In either the junior or senior year, but not both, a student may request approval for independent study to be pursued in lieu of employment. Applications for independent study are carefully reviewed and must have the support of the project's sponsor, the faculty counselor, and the FWT Director.

THE PLANNING AND EVALUATION OF STUDENT WORK

Program Planning

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

Registration

New students, transfer students, and former Bennington students who have been away for one or more terms are expected to register at the beginning of the term in which they matriculate. All other students are expected to register at the end of the term prior to the term for which they are registering. After the first two weeks of the term, changes in program may be made only with the written consent of the counselor and instructor involved.

New and reentering students must obtain program and class cards from their counselors. Returning students should obtain these cards from the office of the Dean of Studies. Students should plan their programs with their counselors, who will then sign the program cards. Students should then meet with their prospective instructors during the office hours set aside for registration in order to obtain the instructors' consent to admitting them to courses they have chosen. They should use these meetings to determine whether they are truly interested in a course and whether the course is offered at a level compatible with their abilities. In some cases, divisions will admit students to introductory courses without requiring them to meet with faculty members.

Only when a student has secured signatures on all of his or her class cards, and submitted them to the registrar, together with a program card signed by the counselor, is the registration complete. Students who do not complete their registrations on time are subject to fines for late registration and may not be able to receive credit for courses in which they participate. The late registration fee is \$25; \$4 additional is assessed for each day of normal term time in which registration is uncompleted. The assessed days include any Saturday of registration, but do not otherwise include weekend days.

Evaluation of Academic Work

Student work at Bennington is evaluated by means of written reports submitted to the Office of the Dean of Studies, with carbon copies to the student and counselor, at the middle and the end of each term. These narrative evaluations, known on campus as “comments,” summarize an instructor’s view of a student’s progress and are the basis upon which the Dean of Studies and the ECC judge the student’s readiness to continue at the college. Every faculty member writes his or her own kind of “comment,” but each is expected to communicate the level of achievement a student has already reached and to define further accomplishments to which he or she may suitably aspire. For this reason, and because the end-of-term comments make up the largest part of a student’s academic record when he or she seeks to transfer to another institution, applies to graduate school, or supplies a prospective employer with academic credentials, students should make a point of examining them closely and discussing them with their counselors.

Credit for Academic Work

In sending academic transcripts to other institutions, Bennington awards four units of credit for each quarter a student has successfully completed, but it does not provide arithmetical equivalents for letter grades or average them in order to establish a student’s status within the College. Neither does it judge a student’s readiness to remain at the College or to begin advanced work by a mechanical consideration of how many courses the student has passed or failed. Rather, counselors, divisions, the Dean’s office, and the ECC assess the past performance and future prospects of Bennington students by close readings of all of their instructors’ comments, which are kept in the Office of the Dean of Studies and referred to by eligible faculty members whenever a student’s status is under review. (Students may inspect these records, known on campus as “folders,” in the Dean’s office.) **A Division or an ECC panel may determine that a student who has passed all of his or her courses at a marginal or unpromising level of achievement will not be permitted to remain at the college as a candidate for graduation.** The decision of the body is final, subject only to a student’s right to appeal the decision of an ECC panel to the whole ECC, whose decision shall be final.

Transfers and Transfer Credits

Bennington does not automatically assign a transfer student status as a freshman, sophomore, or junior, but considers the student to be entering without defined class ranking. The transfer student’s standing and therefore prospective graduation date are determined by the Educational Counseling Committee after the student has spent a period of time here, usually during his or her second term at Bennington and in conjunction with a Tentative Plan for advanced work.

Credits for course work transfer students undertook before they came to Bennington are evaluated by the ECC during its consideration of their Tentative Plans, and transcripts of the courses pursued elsewhere must be on file in the Office of the Dean of Studies before it can act. The credit the ECC awards will depend not only on the number of courses a student has taken and his or her performance in them but also on the level of the student’s work at Bennington and the relevance of the courses taken to the student’s projected degree program.

Academic Difficulties

Any student who finds him- or herself in academic difficulties in any course should make a point of discussing the problems with the instructor as soon as possible. The student should also bring the problem to the attention of his or her counselor, whose knowledge of the College may be a source of help in meeting the difficulty before it threatens the student's academic standing. The student may also discuss these difficulties with the Assistant to the Dean of Studies.

TIME AWAY FROM BENNINGTON

Leaves

A student who wishes to leave Bennington for any reason but who also wishes to be guaranteed readmission at a later date must submit a written request for a leave of absence to the Office of the Dean of Studies by the end of preregistration during the term preceding the term for which the leave is proposed. (In addition, departing students will be asked to fill out a Leave/Withdrawal questionnaire, available from the office; but the filing of the questionnaire does not suffice to establish the terms on which a leave may be granted). Requests for leaves should indicate the reasons for requesting leave and the length of time the student expects to be absent; they should also anticipate any academic work the student intends to pursue during his or her time away from the campus. The Dean's Office will consider the request and inform the student whether the request has been granted and, if so, any conditions or expectations to be met as a condition of returning.

Withdrawals

Any student may withdraw from the College at any time, but that student has no right to readmission following withdrawal. Students who have withdrawn from the College and wish to return should apply for readmission to the Dean of Studies. Applications for fall term admission should be made by **May 1** of the preceding spring; applications for spring term admission should be made by **November 1** of the preceding fall.

Deposits

Students who withdraw from the College after the first day of the month preceding the month in which they would normally return will forfeit the deposits they have made to hold a place in their class.

Study at Another Institution

A student who is interested in studying at another institution should begin planning for it well in advance after consulting with faculty members at Bennington who can best evaluate the character of programs of study elsewhere and advise how the courses they offer may be coordinated with the student's Bennington major. Anyone interested in studying elsewhere should incorporate his or her prospective courses in the Tentative Plan, which will be reviewed by

the appropriate division and the ECC; the division and the ECC will indicate the probable effects of the work elsewhere on the nature and timing of the Bennington degree. In the absence of an approved Tentative Plan, a student who arranges to study at another institution should submit a formal request for a leave of absence in order to protect his or her opportunity to return to Bennington.

Completion of Work in Absentia

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

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

If permission is granted, an academic counselor will be appointed to represent the division and the College in further communication with the student, to provide guidance, and to certify completion of the agreed program to the division and the ECC. There is a fee for this service. If any part of the work, such as the senior project, is being done under the supervision of the counselor, an additional fee will be charged.

Early Graduation

Normally students require eight terms of work in order to qualify for graduation, but those who have demonstrated exceptional competence may qualify for an earlier graduation. To do so, a student must indicate his or her intended date of graduation in the Tentative Plan or Request for Confirmation of Plan, which will be reviewed by the major division and by the Educational Counseling Committee. A plan must show how the student will meet the College's standards for a liberal education as well as its standards for the major, and his or her record must give evidence of distinguished work in the major field and above-average work in other areas of study.

ACADEMIC REGULATIONS

Class Attendance

Class attendance constitutes part of the expectations for the successful completion of course work. In the event that a student must miss a class, he or she should notify both the instructor and the Office of the Dean of Studies. In the event of a personal emergency the student should notify the Office of the Dean of Studies; if a student is treated in the Infirmary, the Health Service will notify the Dean of Studies Office. In both of these cases the Dean's Office will in turn notify the student's instructors and counselor, and the Student Services Office. It is the student's responsibility to initiate a conference with the instructor to discuss making up the work missed.

Plagiarism

Plagiarism is the passing off the work of others as one's own. This practice is clearly contrary to the educational philosophy and aims of Bennington College and is absolutely prohibited.

Whenever plagiarism is discovered or suspected:

1. The instructor speaks to the student.
2. If the instructor is satisfied that the suspicion is unfounded, no further action is taken.
3. If the instructor finds that the student has plagiarized, he or she discusses the case with the academic counselor and the Dean of Studies before deciding on further action. The instructor may then take action ranging from admonition and warning to expulsion from and/or failure in the course.
4. If the academic counselor, the Dean of Studies, and the instructor determine that more stringent action is necessary, the case will be referred by the Dean to a panel of the ECC. The panel of the ECC will act on behalf of the faculty and will make a recommendation to the President. The penalty imposed may include but is not limited to suspension or expulsion from the College.

Work Not Completed During the Term

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

To Be Completed (TBC): A student who is unable for medical or emotional reasons to complete the work of a course during the term in which it is offered may petition the instructor and the Dean of Studies to allow him or her to complete the course.

1. The student must then confer with both the instructor and the Dean of Studies (or the Assistant to the Dean) to explain the request, and must also submit that request in writing to the Dean.
2. The student must arrange with the Health and/or Psychological Services, or with his or her private physician or therapist to submit a written statement (to the Dean of Studies) recommending additional time to complete the work.
3. The student must fill out a TBC form (to be obtained from the Office of the Dean of Studies), and take it to the instructor for the instructor's recommendation and signature; it is the responsibility of the student to return the form to the Office of the Dean.

The Dean will grant a TBC status in a course only after these three steps have been completed, and only with the agreement of the instructor, and only if the student requests the TBC before the end of the term in which he or she is registered in the course. Work granted TBC status will be due at the beginning of the following term, unless the student, instructor and the Dean make other arrangements at the time of the request for the TBC is granted. This deadline also holds for those students who either withdraw or take a leave in that following term.

Permanent Incomplete: Students who are unable for medical or emotional reasons to complete the work of a course during the term may qualify for a permanent rating of "Incomplete." Permanent ratings of "Incomplete" record the fact that a student began work in a course and was literally unable to complete it; they are usually given because a student is incapacitated, as for example by an injury that prevents him or her from completing a quarter's work in Dance, and they will be approved by the Dean of Studies only upon receipt of an instructor's explicit recommendation and a supporting statement from the Health and Psychological Services. Students who anticipate being unable to complete a course for other than medical or emotional reasons should consider withdrawing from it under the normal procedures for a change of program; but they should note that if they withdraw from a course after Long Weekend the instructor may record them as dropping it failing or dropping it passing.

THE 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 Dean of Studies Office 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 Dean of Studies Office.

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 Studies at Bennington College has been designated by the College to coordinate the inspection and review procedures for student education records, which include admissions, 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 Studies 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 recommendations associated with admissions, 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 Studies, of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the Dean of Studies who, within two weeks after receiving such requests, will inform students of the date, place and the time of the hearings. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the students' expense.

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.

OTHER ACADEMIC PROGRAMS

Bennington Abroad Program

Academic arrangements for studying in a Bennington Abroad Program are handled like those for work at Bennington. A student who plans to study abroad is expected to discuss his or her program with his or her counselor and with relevant instructors. Each student's program of study abroad is subject to review by the Educational Counseling Committee as part of its consideration of Tentative Plans for Advanced Work and Requests for Confirmation of Plan. Students who propose to study abroad must have a Tentative Plan approved by the Division and ECC before they can be accepted into the programs.

Graduate Programs

The College currently offers Master of Fine Arts degrees in Dance, Drama, Music, and Visual Arts. In each case, a two-year program of study is individually structured in consultation with a faculty counselor.

Principles guiding the design of MFA programs include emphasis in a major discipline; the pursuit of independent work over the Field Work Term; one quarter of work each term outside the major Division; and the completion of a major project in the last year of study. Each Division can only accommodate a small number of MFA candidates; instruction is based on tutorials, seminars, and workshops.

Particularly qualified students may be awarded fellowships. Responsibilities of fellows may include teaching under supervision of a faculty member or general assistance with undergraduate instruction.

Postbaccalaureate, Premedical, and Allied Health Sciences Program

The College offers a postbaccalaureate program in premedical and allied health sciences to students who have completed a bachelor's program and return to college to pursue a career in science or to apply to professional schools. The program offers preparatory work for medical, veterinary, dental, optometry, osteopathy, paramedical, biological, and other health-related graduate schools.

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

July Program

The July Program is Bennington's four-week annual summer program for high school students. Typically about 250 sophomores and juniors from around the country and abroad participate in a program structured after Bennington College's curriculum and philosophy, and taught by faculty appointed by the July Program Director. A number of July Program participants later attend Bennington.

Any student who wishes to obtain information regarding employment in the July Program, or to obtain information for a prospective July Program student, should contact the July Program Office in Barn 4. The July Program employs Bennington students as Resident Advisors (apply in early March), as summer office workers (apply March/April), and in some courses as teaching assistants (inquire any time before April).

SERVICES

ADMINISTRATIVE STRUCTURE

Student Services

The Office of Student Services provides programs and services to enhance development outside the classroom. It is our philosophy that maximum personal growth occurs when your in-class and out-of-class experience complement each other.

The Office provides general information, support, and acts as a resource service for students with a broad range of programs, services, and learning experiences in the following areas: student activities; housing; athletics; new student orientation; non-academic space; international students; and the student handbook. Responsibilities of the staff range from problem solving, advice and referral to special events, from student orientation to advising student groups, and special needs programming.

The Office provides 24-hour emergency coverage for students and works closely with the House Chairs and Student Council. The staff often acts as the ombudsperson for students having difficulties and assists with problem solving. Staff are available on a daily basis to aid students in any way possible. Questions and ideas are welcome.

International Students

The Associate Director of Student Services is the College's official foreign student advisor, who provides assistance and advice to students from abroad on matters relating to the U.S. Immigration and Naturalization Service regulations. The Associate Director works closely with the Director of Field Work Term regarding matters pertaining to the international students FWT arrangements. It is necessary that students and Bennington College follow U.S. immigration regulations and procedures; this includes completing necessary forms for FWT. The Office of Student Services helps students to register with the Social Security Administration and encourages them to become active as members of student committees or organizations.

HEALTH SERVICES

The Health Service is open from 8:00 a.m. until 11:00 p.m., Monday through Friday, and from 12:00 p.m. until 8:00 p.m. on weekends when the College is in session, with the exception of holidays. A nurse is on duty when the Infirmary is open. In the event of an emergency when the Health Service is closed, students should call the Emergency Ext. 210 and the College emergency procedures will be put into motion.

A College physician is available five days a week during clinic hours. Appointments with the doctor can be arranged either through the nurse on duty or the Health Service secretary. Students who are unable to keep an appointment should call the Health Service (Ext. 220) or leave a note on the door. Students who

need to be seen by a doctor when the physician is not in attendance should contact the nurse on duty during Infirmary hours at Ext. 220 or call the Emergency Ext. 210 when the Health Service is closed.

The Health Service is staffed by four physicians. In addition to providing clinics Monday through Friday at the Infirmary, the physicians may be consulted by the nurse on duty or the emergency services coordinator through their answering service.

Laboratory work is available through the Infirmary. However, when emergency lab tests or x-rays are required, or in case of serious illness, the student is referred to the nearby Southwestern Vermont Medical Center. Students under age eighteen should be aware that their parents will be notified of an emergency illness. In all other cases, the College physician will determine whether to notify parents.

Entering students are expected to have a general examination before admission and to submit a report of a negative T.B. skin test or chest x-ray taken within a year. Before initial attendance at Bennington, students should have their immunizations up to date, including tetanus and rubella. (Each student will have his or her record reviewed in the fall, and any missing items will have to be provided by the student.)

When authorized by the Health Service physician, a special-duty nurse is available to attend to some medical cases at the Infirmary after hours.

Health Insurance

The College requires students to participate in the Student Health Insurance Plan or to show proof of alternative medical coverage. The College plan covers most routine costs of diagnostic tests, medical consultations, and medications.

Medical Records

The College requires each entering student to complete a confidential health history and physical examination prior to matriculating. All immunizations must be current and documented. The information becomes part of the student's medical record and is absolutely confidential. Any student failing to comply with this policy will not be permitted to enroll.

PSYCHOLOGICAL COUNSELING SERVICE

The Psychological Counseling Service, located in Commons (North Suites), is open from 9:00 a.m. to 5:00 p.m., Monday through Friday. Students may call the secretary to make an appointment from 10:00 a.m. to 2:00 p.m. daily at Ext. 284. In the event of a psychological emergency, a therapist can be contacted through security at Ext. 210.

Confidentiality is strictly maintained. Contact with a student's family, faculty, or administration occurs only in a life-threatening situation or at the student's request.

The first two visits each term are free. Fees for extended visits are charged through the College Health Insurance Plan or other insurance plans. Check with the Psychological Services Office to obtain a fee schedule for long-term services.

FINANCIAL AID

The Financial Aid Office in Barn 41 is open to all students at Bennington; students are welcome to stop by with questions regarding financial aid, as well as assistance with alternate financing options. All forms of financial assistance are processed by the office staff—including Bennington Grants, SEOG, Pell Grants, State Grants, Stafford Student Loans (formerly GSL), College Work Study and PLUS loans. For additional information consult the Financial Aid Handbook.

Students with emergency financial needs may be able to borrow from the Emergency Loan Fund. It should be noted, however, that students should plan to arrive on campus with enough money to see them through the first four to six weeks of each term. After that they should rely on campus earnings.

Financial Aid Appeals Committee

Any student who has applied for financial assistance has a right to appeal decisions regarding the determination of the financial need. Students who experience a dramatic change in their family's financial circumstances should speak with a member of the Financial Aid staff.

If students wish to appeal, they should submit a written request to the Financial Aid Appeals Committee stating specifically the basis for the appeal. All statements should indicate the amount of additional aid requested. Deadlines for appeal requests are September 30 for fall term and March 20 for spring term.

Student Employment

Students who receive work allocations (either College Work Study or Regular Employment) as part of their financial aid award should investigate the job listings in the Student Placement Office. Before working on campus, however, students must complete the requisite paperwork. (Students will receive further information in their boxes when they arrive on campus.)

Students are paid by check several times each term. (Consult *College Week* for each term's schedule.) Students should get into the habit of submitting time sheets on a weekly basis. **It is the students' responsibility to ensure that their time sheets are submitted by the payroll deadline.**

FOOD SERVICES

Dining Rooms

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

Certain dining areas may be reserved for meetings during meal hours by consulting with the food service secretary. (The new dining room has modules near the west windows which may also be used for reserving meeting space.)

Students must present their ID cards at each meal. At the beginning of each term, each student will have a colored sticker affixed to his or her ID card as proof of payment for eating in the dining rooms. Removing food from the dining halls by either boarding or non-boarding students is prohibited and subject to a \$25 fine.

Meal contracts are mandatory for students living on campus. In exceptional circumstances, upon the recommendation of the student's physician and the approval of the College's Health Service, the student may be exempted from the meal plan. Off-campus students may purchase meals individually, or on a full or partial contract. Guests are welcome but they must have a meal ticket or pay full price. Inquire at either the Business Office or at the Food Service Office for more information.

State law prohibits bare feet in the dining halls.

Hours: Monday—Friday:

Breakfast: 8:00-9:30 a.m.

Lunch: 12:00-1:30 p.m.

Dinner: 5:30-7:00 p.m.

Saturday—Sunday:

Brunch: 11:00-12:30 p.m.

Dinner: 5:30-7:00 p.m.

Snack Bar

The Snack Bar is located on the first floor of Commons. Hours are posted at the beginning of every term and in *College Week*.

THE BOOKSTORE

The Bookstore is privately owned and primarily 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, cigarettes, candy and snacks, greeting cards, tote bags, sweatshirts, T-shirts, and other insignia items. The owners of the Bookstore will make every attempt to stock items requested by students.

The Bookstore accepts MasterCard, Visa, and personal checks, but does not extend credit. If a check is returned because of insufficient funds, a fee is assessed. Check-cashing privileges will be revoked if a second check is returned.

Course books may be returned until the end of the third week of the semester. A book buy-back by a used-book company takes place at the end of each semester.

The Bookstore is open from 9:00 a.m. until 5:00 p.m., Monday through Friday, and on Saturdays during Parents Weekend and Graduation.

SECURITY

Security officers are on duty seven days a week, twenty-four hours a day to provide protection, aid, 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.

Guest Policy

Students are welcome to have visitors on campus but must register them (limit of two per student) at the Security Booth. Visitors are required to provide an ID, (College ID, state driver's license or passport) and are issued a visitor's pass. Visitors are not permitted to take up residence on campus and visits are limited to three days. If a complaint is registered by anyone, Security or the administration will require the guest to leave. Students are held responsible for the conduct of their guests at all times.

Emergencies

Security is responsible for activating the emergency system, which responds to all matters of an emergency nature at any time of the 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 extension 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 immediately.

Other Responsibilities

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; in the case of an emergency, they will enter a student's room.

Other Telephone Numbers

If a call to Security is not an emergency, the extensions to use are 235, 353, and 291.

STUDENT PLACEMENT OFFICE

The Student Placement Office provides job listings for the Field Work Term, on- and off-campus term employment, summer and permanent jobs. Placement staff members assist students with résumé writing and career planning and answer questions related to job hunting and placement.

Field Work Term

The major responsibility of the Field Work Term/Placement Office is finding positions for the Field Work Term and evaluating students' participation in the program. The Office maintains a large and varied job bank, counsels students in preparation for the FWT, and provides resources and support for students and employers throughout the year. *FWT News* is published regularly during the fall term to alert students to job and housing opportunities and to provide other useful information. FWT orientation occurs during orientation week, and workshops continue throughout the fall. Successful completion of a Field Work Term is required for each full year a student is enrolled at the College.

Term Employment

Both College Work-Study and Regular term employment job offers are listed in the Placement Office. Short-term jobs are also listed. Interested students should review the listings immediately upon arrival. Time sheets and contracts for College Work-Study jobs are processed in the Financial Aid Office.

Summer Jobs and Study

Summer jobs and summer study programs (including volunteer internships) are listed each spring term. *Job News* is published to alert students to outstanding opportunities and to provide general job information.

Postgraduate Placement

The Postgraduate Reading Room is in Barn 52. Job listings, graduate school catalogues, test registration forms, and other pertinent information for graduates are available there. *Grad News* lists permanent employment openings and contains general information of interest to seniors and graduates. *The Network*, an index of Bennington alumni who have agreed to discuss their careers with recent graduates, is also available for student use.

THE BUSINESS OFFICE

The Business Office, which is responsible for billings and collections, will answer questions regarding tuition and room/board payments, medical insurance premiums, and student payroll 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 to classes and housing for the subsequent semester. 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 may be found in the packet mailed to you 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 p.m. to 4:00 p.m. The return of a check for insufficient funds will automatically cancel 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 will forward 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, fourth class, book rate or parcel post. The Post Office also can certify, register, insure, and special delivery your mail.

Hours:	<i>Monday - Friday</i>	10:00 a.m. - 3:00 p.m.
	<i>Saturday</i>	9:00 a.m. - 12 noon

Letters to students should be addressed as follows:

Student's Name
Bennington College
Bennington, VT 05201

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 after being initialed by the Post Office Manager. Announcements that are not initialed will be removed.

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 should contact the House Chair, 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

Maintenance provides assistance to students who wish to ship their belongings. Trunks, suitcases, and packages for shipment by Greyhound, UPS, or Rapid Air Transit must be taken to the Maintenance Plant shipping dock between 7:30 a.m. and 3:00 p.m., Monday through Friday. Trunks or suitcases must have two address tags on them; each carton must be clearly labeled.

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

Rapid Air Freight Company in Albany, New York, will come to the College to pick up shipments at the Maintenance loading dock. Maintenance will notify them to do so when enough packages have accumulated to make the pick-up worthwhile. Packages must be sent COD and delivery is made within a few days.

Questions and information regarding shipment to foreign countries should be directed to (518) 434-6250.

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 and speakers that have been professionally packed in original cartons. Packaging must be done by Radio Shack, etc., or a professional moving company.

THE SWITCHBOARD

The College switchboard is located in the North Suites in Commons. Though their principal function is to route calls, the operators take emergency messages from off campus; in the case of an urgent message, Student Services will be notified. Telegrams arrive through the switchboard.

International Calling

International students may have calls placed by the switchboard to phones overseas. The student will be billed by the Business Office.

COLLEGE VAN SERVICE

The College provides van service daily from the campus to North Bennington and Bennington. Hours of operation are posted in the Security Booth Office at the beginning of each semester. On Saturday and Sunday the van travels to Williamstown so that Bennington students have the opportunity to 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.

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 alternative plans for transportation. Health emergencies will have priority over all other activities.

Note: *There is a twenty-five-mile radius limit for trips. If the destination is beyond twenty-five miles, other arrangements should be made. For further information contact the Director of Security at Ext. 240.*

PUBLICATIONS

Quadrille

Quadrille, Bennington's quarterly 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 Publications Office welcomes suggestions for articles and features from all members of the College community.

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 Wednesday at noon for the issue covering the week beginning with the following Saturday. Information should be printed on *College Week* forms, available from the Publications Office or from the faculty secretaries. Advertisements and solicitations are not accepted.

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 to mailboxes.

Galleys

The Galley is a form of expression traditional to Bennington, and galleys have been used to address many different kinds of issues. Any member of the College community wishing to express an opinion on an issue of community concern may publish a galley. It should be typed on a stencil and submitted to a member of the Publications staff. While galleys neither have an editor nor follow an editorial policy, any publication distributed by the College must be reviewed 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 approval by the Publications Office, the galley should be delivered to the Duplicating Room for reproduction. The author is responsible for distributing the notice to mailboxes. The Duplicating Room staff usually requires two days' advance notice to mimeograph a galley.

Job News

Job News is published by the Student Placement Office during the spring term and primarily provides information about summer employment opportunities, and study programs. *Grad News* is typically published once during the fall term and more often in the spring. Material of interest to current seniors or recent graduates is included.

FWT News

FWT News is published by the Student Placement Office during the fall term to provide students with information about the Field Work Term jobs, housing, and FWT policies and procedures.

Silo

Silo, an arts and letters magazine, is edited by students and includes prose, poetry, music, and art from contributors from the College community.

HOUSING

All Bennington College undergraduate students are required to live in College housing unless they participate in the off-off campus lottery and receive authorization to move off campus. Students who do not participate in the lottery will be expected to pay for room and board and will not receive a refund if they choose to move off-off campus.

There are fifteen student houses on the Bennington College campus and Welling Town House (off-campus). Twelve are colonial style, built in the 1930s; three are of contemporary design. Each of the fifteen houses accommodates approximately thirty-five students in single, double, and triple rooms. All freshmen are assigned to double or triple rooms.

Generally, the plan for all the houses is the same. In each, there is a shared living room with a fireplace, a kitchenette, and a storage area. In the older houses, the attic is used for storage; in the new houses there is a storage room on the ground floor. Some of the older houses have apartments occupied by faculty members. All of the houses are co-ed, 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 have the responsibility to report unknown individuals or suspicious activity of any kind to Security, Ext. 235.

Housing Office

The Housing Office is a part of the Office of Student Services. 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 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 and/or violations of house rules, meeting as necessary with the Housing Coordinator. The Housing Committee consists of five members chosen from among the House Chairs, the Director of Student Services, Associate Director of Student Services and the Housing Coordinator. Only the five members chosen from among the House Chairs have voting rights, except in the case of a tie vote, when the Housing Coordinator votes. Housing Committee decisions may be appealed in writing within five days to the Director of Student Services whose decision is final.

Room/House Changes

Housing changes will not be permitted after Long Weekend of each term, except in extreme circumstances. These decisions will be made by the Housing Committee. In cases where medical or psychological requests are made, the Housing Coordinator will consult with the Director of Health Services or the Director of Psychological Counseling for a recommendation before a decision is made.

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.

Abroad Program: Students returning from Bennington abroad programs (Paris/Great Britain/Germany) are eligible for College housing, and the Housing Office will automatically place a student 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.

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 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 the student who was authorized off-off status at the time of departure for an abroad program, he or she will retain this status. 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**.

Abroad program students who wish to reside in independent off-campus housing the following term must notify the Housing Office by **November 1** to participate in the lottery for authorization to live in independent off-campus housing. Students will be notified by **December 1** of their eligibility for independent off-campus housing.

Note: *The Housing Office cannot grant off-off status to any student who has not participated in the housing lottery and received authorization for independent off-campus housing. Students who do not participate in the off-campus lottery will be placed on a waiting list and will be granted authorization only if space becomes available.*

Reentering Students: This category applies to all individuals who were on leave or considered withdrawn by the Dean of Studies Office. These students 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 **August 1 for fall term** and **February 1 for spring term** of their three (3) preferences for housing, or if they wish to live with a particular individual. Juniors or seniors requesting a single space after the **August 1 or February 1** deadline will be placed in the housing pool and will be offered any available space on campus.

Students who are reentering and wish to reside in independent off-campus housing must notify the Housing Office by **November 1 for spring term** and **May 1 for fall term** to have their names included in the lottery for authorization to live in independent off-campus housing. Students will be notified by **June 1 for fall term** or **December 1 for spring term** of their eligibility for independent off-campus housing.

Counseled Out Students: When the Housing Office receives official notification from the Dean of Studies Office 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, double, triple) on campus as of the date of the final ECC 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 Dean of Studies Office). 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/Special/Part-time Students: The College does not provide housing for students in these categories.

Students seeking off-campus independent housing may consult the off-campus apartment board in Student Services, the bulletin board in the Post Office in Commons, the Bennington Banner, or the Pennysaver newspapers to find accommodations in the North Bennington/Bennington area.

New Students

Aided by a Housing Questionnaire that each freshman 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: smoking/non-smoking, allergies, music preference, preference for noisy or quiet house. Students living in double and triple rooms are expected to make an effort to get along with their assigned roommate(s).

All new students will be assigned to doubles or triples. 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 twenty-two years old or older shall be considered for single status housing if space is available and after all currently enrolled seniors and juniors have been placed. This also applies for requests for independent off campus housing.

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 or triple room, he or

she may be assigned to another double or triple either by the Housing Committee or 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.

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 semester until their status has been determined by the Educational Counseling Committee or the Dean of Studies.

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 inhabiting a house.

House Chairs: Those elected 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; he or she does not have priority over juniors or seniors. If a House Chair who has attained single room status resigns from the position of House Chair, he or she will lose elevated status and thus their 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 on-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 may sign up for an available single unless he or she has been given the right to a single by the participation in the “Sophomore Single” lottery and 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:

1. A lottery will be 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 will participate in a campus-wide lottery in the Housing Office to determine priority for the remaining singles. Roommates will draw as pairs; the lower number drawn (giving highest priority) will decide priority for singles so that neither student is left without a roommate.

Some sophomores are assigned to singles; some are not. 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:

- a. 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.
- b. 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 desire a different roommate, they should contact the Housing Coordinator, who will attempt to accommodate them.

Juniors who wish to remain in the same house but change rooms may do so if the room is available, and 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 if the room is available, no on-campus senior wants the room; and 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 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.

Restrictions

1. Although juniors and seniors have priority for singles, they are not permitted to transfer their housing status to other students.
2. Sophomores and first-year students remaining in doubles must choose rooms and roommates or the Housing Office will assign one to that space.
3. Students are rarely removed from the rooms they occupy. They may be moved (as a last resort) if a freshman is alone in a double or if a sophomore without single status is alone in a double.
4. Housing status cannot be transferred.

Finally, any additional placement of students for the following term will be 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.

Lotteries

The Housing Office holds three lotteries each term for: a) those who want to change houses, b) freshmen who will be returning as sophomores and want singles, and c) independent off-off campus housing.

Off-Off Lottery: Since all students must live in College housing, the Housing Office holds a lottery to determine who may live off-off campus. Priority is given by class status, then by lottery number.

Only those students who participate in the off-off lottery and receive authorization from the Housing Office to live off-off campus will not be billed for room and board. The quota for off-off campus authorization is determined each term by the Business Office and the Student Services Office.

Students who are granted authorization to live off-off campus through the lottery must notify the Housing Coordinator by the assigned date each term to accept off-off status. Failure to do so means you will be assigned a space on campus, and room and board charges will remain on your bill. In addition, anyone granted off-off authorization cannot hold a space on campus. If a student wants to return to College housing, he or she must contact the Housing Coordinator who will assign him or her to any available space on campus after all other students have been placed.

Sophomore Single Lottery: During May, freshmen who will be sophomores in the fall term and wish to be assigned to single rooms must participate in the sophomore single lottery. Both roommates pick numbers with the lowest number being shared. The Housing Office uses this number along with house priority as a factor in determining which sophomores will be assigned to available single rooms.

House Change Lottery: A 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.

Off-Campus Housing (Welling Town House)

College-owned off-campus housing 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

twenty-two 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 have the option of being on the board plan. Those interested in the board plan must notify the Housing Coordinator.

Services to Off and Off-Off Residents

Security will respond to calls from Welling Town House housing, but cannot respond to calls from off-off residences. If students in off-off housing need help, they should contact the local authorities.

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

Complaints

Students who have complaints about rule violations in their houses should address those complaints to their House Chair. The house should make every attempt to resolve disputes to ensure tranquility among its members. If serious violations occur, or continue to occur, the Housing Office or the Director of Student Services 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 each house. It is a time students discuss house and campus activities, the use of living space, excessive noise, and vote on Student Council matters. Each house develops a system of assigning to students the task of preparing the Coffee Hour refreshments each week.

The Housing Committee has adopted a procedure for removing a student from a house if there are excessive complaints from house members. The procedure is as follows:

1. Initial complaints in the house are made to the House Chair. The House Chair uses his or her discretion regarding the complaint and decides how the complaint will be handled initially.
2. If complaints persist, the House Chair will confront the disruptive individual(s) and discuss the problem.
3. **First Official Warning:** 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 House Chair also notifies the individual(s) that he or she must make an appointment with the Housing Coordinator, who informs the individual(s) that if a second warning is issued then he or she will be placed on housing probation for the remainder of the term.
4. **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.

5. **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.
6. 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.
7. In the event that the individual(s) resides in the same house as a Committee member, that member will abstain from voting.
8. All Housing Committee decisions may be appealed in writing within five days to the Director of Student Services 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. The College's Maintenance Department installs conduits in students' rooms. There is a \$50 charge for conduit installation, and checks should be made payable to Bennington College. Orders for conduits need to be placed through the Housing Office as early as possible to ensure telephone service. Conduits will not be installed after September 30 for the fall term and March 30 for the spring term. Conduits will only be installed in the spring if there is a minimum of ten requests.

Linen

Bennington College does not provide linen. A commercial service is available that provides clean linen on a weekly basis. Because the service does not begin on the first day of school, students should bring one set of linen with them to campus.

Animals on Campus

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

Currently enrolled students living in College housing may have only domestic cats, gerbils, and fish as pets. Cats must be registered with the Cat Committee.

Note: Effective June 1, 1989, no new students may bring cats to campus. Only cats registered as of spring term 1989 will be allowed on campus.

Copies of the Cat Policy may be obtained from the Office of Student Services. Animals found in houses or on College property in violation of the pet policy will be taken to the local animal shelter. This will 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 keyroom 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.

Appliances

Refrigerators, electric, kerosene or gas heaters, hot plates, coffee-makers, 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 twenty-four 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 twenty-four 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 commons areas will not be relieved of damage charges.

Below is a list of damage charges:

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	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 replacement (smoke detectors, exit signs, etc.)	100.00
Stair spindles	25.00
Key charge (for not returning key at end of term)	50.00
Key replacement	5.00
Furniture moving charge	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 fee 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 Housekeeper 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 forty-eight 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 designate. When the forty-eight hours have elapsed, the Director of Security 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, the cost for repairs will be shared by all members of the house if all or any portion of that cost cannot be collected from the responsible party(ies). Living rooms are for public use; living rooms, empty card rooms, and attics shall not be used for overnight sleeping. Academic functions, rehearsals, and parties 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 only allowed in VAPA or other designated studios.

Safety Regulations

For reasons of safety, 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. 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 in cases where immediate action is necessary to preserve the health or safety of individuals, or the maintenance of College property. At all other times, notice will be given to the occupants of the room, but the College may enter without consent.

Storage

Because the houses must be maintained and repaired, and are often rented to outside groups, students must clear their room for FWT and the summer.

For FWT:

1. All desks, bureaus, and dressers must be emptied.
2. Most houses allot one room that is used for storage.
3. In some houses belongings may be left in closets; **but this must be approved by the Housing Office.**
4. Attics and storage rooms in the houses may also be used for storage. Belongings should be name-tagged.

For the summer:

Rooms in every house must be completely emptied. Belongings that are name-tagged may be left in attics. Security will store student bicycles under Barn 1.

Important: All belongings are stored on campus at students' own risk. The College assumes no responsibility or liability for the theft, loss, or damage of any property stored on College property. Belongings left by students no longer in attendance will be donated to local charities. The College recommends that students provide their own insurance for their valuables.

At the end of each term, the Office of Student Services 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.

STUDENT LIFE AND GOVERNMENT

House Chairs

Student self-government is particularly evident in the student houses, each of which is managed by one or 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 each Spring by their respective houses to serve for the following year. Anyone who has attended Bennington College for a year is eligible to serve. The responsibilities of the House Chair are:

1. Scheduling house meetings, setting their agendas, and presiding over their proceedings;
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. Being available to house members to arbitrate disagreements, help with problems, or facilitate meetings between students and appropriate faculty members or administrators;
4. Being familiar with emergency procedures and basic first aid including serving as fire marshals;
5. 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;
6. Informing the Office of Student Services 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 Student Services;
8. Providing the Housing Office with a description of the character of the house as determined by house vote at the beginning of each term;
9. Serving on the College's new student orientation committee, and participating in an intensive three-day training workshop before the beginning of the fall and spring terms;
10. Conducting the process of residents' room selection and informing the Housing Office of the results;
11. Coordinating in-house recreation and leisure-time activities;
12. Representing the house at the weekly meetings of the House Chairs, and reporting the minutes of those meetings to house members at the weekly house meetings, usually held during the Coffee Hour on Sunday night;
13. 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;

14. Reporting damages to the house to Student Services, or to Security;
15. Ensuring that elections take place for Student Council representatives, and allowing the representative time to report during Coffee Hours.

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, 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 Services 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 five 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 Services 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.

Cat Committee: Two members of the House Chairs are appointed to register cats and to monitor the adherence to rules and regulations concerning cats on campus.

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 elsewhere in this handbook.

STUDENT COUNCIL

The Student Council, composed of elected student representatives, is the student deliberative and executive body. It deals with issues of community life, and it has the power to make recommendations concerning administrative policy. It holds regular meetings that are open to all members of the College community.

The Council is composed of a President and Vice-President, one representative and one alternate from each house, as well as representatives of students living off-campus. House representatives are elected at house meetings of their respective houses in the fall to serve a one-year term coinciding with the academic year. To be eligible a student must have a minimum of one year's attendance at Bennington. The off-campus representative is elected at a meeting of the off-campus students and must also have a minimum of one year's attendance.

The President and Vice-President of Student Council are elected in a campus-wide vote late in the spring term to serve a term of one year coinciding with the academic year. The President presides at Student Council meetings and serves on the Academic Council; the Vice-President serves ex-officio as the Chair of the Judicial Committee, and presides over the Student Council in the absence of the President.

A major responsibility of Student Council is the appropriation of student funds. Every semester a portion of College fee income is placed in an account used by the Student Council. At the beginning of each term the Council presents a tentative budget that is voted on by the students at house meetings, after which the Council distributes the funds in accordance with the general desires of the student body. Recipients may include a committee, such as the Film Society; an individual, to produce a play; or a campus organization, e.g., *Silo*, the campus literary magazine. All appropriations must be signed by either the President, Vice President, or Treasurer of Student Council and the Director or Associate Director of Student Services.

The Student Council is the central forum for the discussion of campus issues of concern to students. The Council, through its President, may advise the faculty and administration of student opinion on pertinent issues, and the President of the Council may convene either a Community Meeting, a forum where the floor is open to all members of the College community, or a Student Meeting, a forum where the floor is open to all students.

The Student Council is responsible for holding elections for the offices of President of the Council, Vice-President of the Council, the at-large student representative to the Academic Council, student members of the Judicial Committee, members of the Recreation Committee, and others whose election they deem appropriate to put before the entire student community.

Standing Committees of the Student Council

Recreation Committee: The Recreation Committee is composed of five students elected at-large. The committee organizes parties, concerts, the annual Sunfest, and other recreational activities for the community.

Field Work Term Committee: The Field Work Term Committee includes three faculty

members appointed by the Dean of Faculty, three students elected by the Student Council, the Director of the Field Work Term Office, who chairs the committee, and the Dean of Studies, who serves ex officio. It is responsible for formulating and reviewing policies concerning the Field Work Term.

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. Two films per week are shown in Tishman Hall. They are usually free of charge and are open to the entire community.

The Student Council will often create ad hoc committees to deal with issues that arise. Recent examples of such committees are the Constitutional Advisory Committee and the Café Committee.

STUDENT EDUCATIONAL POLICIES COMMITTEE (SEPC)

The functions of the Student Educational Policies Committee (SEPC) are to: 1) ascertain, consider, and communicate student views and recommendations concerning educational policy at Bennington; 2) ascertain, consider, and communicate student views and recommendations concerning individual courses; and 3) assist the Faculty Personnel Committee in reappointment proceedings.

The SEPC is composed of two representatives from each division (except Literature and Languages which elects an additional member for Languages) who are elected by the student majors and prospective majors in the division. The SEPC elects a chairperson who presides at the SEPC meetings. The Chairperson appoints a secretary who serves for one or two terms.

An individual cannot act simultaneously as a division representative in two different divisions, nor can the chairperson serve as a division representative during his or her term. A division representative must have attended Bennington for at least two terms, and the chairperson must have served as a division representative for a minimum of one term.

Divisional Representatives

At least once a term (around mid-term) the representatives of each division call a closed meeting of all students studying in their division. At this time specific divisional matters can be discussed. The divisional representatives compile a list of student concerns to present to the faculty at division meetings. Divisional representatives attend division meetings, and have an official vote (the two representatives share one vote), except when student plans or performance are being considered. The representatives should also know at this time what faculty positions will need to be filled the following term so that a committee of students studying in that division can be formed to interview candidates and make a report to the faculty to aid them in hiring decisions. Division representatives advise the Faculty Personnel Committee in their deliberations on contract renewals.

Once a week all the division representatives meet to discuss educational policy matters. If significant issues surface in these meetings, they can be brought to the

attention of the Academic Council or the Dean of Faculty by the SEPC Chairperson, who is a member of the Academic Council and who meets with the Dean of Faculty regularly.

Class Representatives

Every class elects a representative who is in good academic standing. The class representative, after agreeing on a time with the instructor, holds two meetings a term with the class. The class representative acts as a liaison between the class and the instructor. At mid-term meetings, the discussion revolves around that specific class: course readings, lectures, how class time is spent, feedback on work, etc. Notes are taken, reviewed, and approved by the class. The representative is available for the discussion of any problem that concerns the class he or she is representing.

At the end-of-term class meeting the class representative is responsible for distributing course evaluation questionnaires to each member of the class and collecting the completed forms. The representative then must summarize the responses. One copy of the compilation is given to the instructor and the other copy to the secretary in the division office, along with all the individual forms. The summary and the forms will be deposited in the SEPC files, and will be referred to when a faculty member is under consideration for a new contract.

TALKING HEADS COMMITTEE

The Talking Heads Committee, composed of the presiding officers of each of the major student committees, was created to foster cooperation among the principal student representative bodies. Its members are the President and Vice-President of the Student Council, the Chair of the House Chairs Committee, the Chair of Student Educational Policies Committee, and the Student-at-large member of the Academic Council.

The Committee meets weekly to discuss topics of mutual interest. Its primary purposes are to bridge any gaps in communication that may exist among the student committees; to prevent conflicts of interest and jurisdiction among its members; and to prevent duplication of work. It meets regularly with the senior administration of the College and with other groups of administrators. The Talking Heads Committee divides responsibility among its members and functions to aid the constituents' committees in executing their tasks.

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 coffeehouse performances during the school terms. Additionally, visiting artists and scholars are invited to campus throughout the year. At Bennington College, students are given the opportunity to be active members of committees and/or student organizations.

Recreational Activities

All College community members, regardless of their athletic ability, are given the opportunity to participate in intercollegiate and recreational sports. Events such as bicycling, running, hiking, and rafting are sponsored on an ad hoc basis, as are intercollegiate matches in soccer, tennis, and volleyball. Spontaneous frisbee, football, softball, and volleyball occur frequently on Commons lawn. The surrounding area provides many opportunities for hiking, skiing, camping, swimming, and horseback riding. A weight room is located in Commons lower level.

VOLUNTEER ORGANIZATIONS IN THE BENNINGTON COMMUNITY

Teaching Positions

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.

Southwest Vermont Supervisory School District: Local public schools occasionally need assistants to help out in the classrooms or to tutor students.

Social Service Positions

Big Brother/Big Sister Programs: Big Brother/Big Sister of Bennington County is a program which seeks to establish and maintain one-to-one relationships between responsible adult volunteers and young people aged 5-17 who need special attention.

Project Against Violent Encounters (PAVE): The Project Against Violent Encounters needs volunteers to help adults and children who are victims of physical abuse.

Vermont Veterans' Home: The Vermont Veterans' Home welcomes students who wish to assist in many activities with veterans of the Armed Services.

Office on Aging: The Southwestern Vermont Area Agency on Aging is a non-profit organization that needs volunteers interested in working with the elderly. They are also seeking volunteer drivers to deliver meals to home-bound elderly residents in the Bennington area.

Southwestern Vermont Medical Center: The major hospital in southwestern Vermont welcomes help in many areas but mainly in the gift shop. It also needs volunteers to help feed patients.

Musical Activities

Bennington Community Chorus: This is a community organization dedicated to the presentation of choral music. Singers rehearse weekly on Monday evenings at 7:30 at the Mount Anthony Union High School for a period of about ten to twelve weeks. 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*. Edwin I. Lawrence is the Director.

Sage City Symphony: This is a community-based symphony orchestra conducted by Louis Calabro, a member of the Bennington College music faculty. The symphony 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 at 7:30 p.m. in the American Legion Hall. The Legion welcomes volunteers.

Other Local Organizations that Welcome Volunteers

Oldcastle Theatre Company: An outstanding professional theater company based on the Southern Vermont College campus, performing a variety of productions March through October.

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.

FACILITIES

Bennington College is situated on five hundred and fifty acres of rolling countryside. Forty-two buildings, ranging in style from colonial to classical 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 100,000 books, 500 current periodicals, microfilms, and some 20,000 art slides. Its primary purpose has been 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 reference help, interlibrary loan, computer searching, and reserves.

Reference

Reference librarians provide individual advice and assistance in planning library research and using library materials. They are available weekdays, evenings, and Sundays.

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.

Computer Searches

Students working on research papers or theses may take advantage of the library's ability to conduct computer searches as a supplement to traditional research methods. This broadens access to information in periodical literature, government documents, technical reports, and many other sources.

Interlibrary Loan

Through a national computer network (OCLC) the library is able to borrow items from more than 6,000 cooperating libraries. A reciprocal borrowing agreement also exists with Rensselaer Polytechnic Institute, Southern Vermont College, and Williams College.

Hours:	<i>Monday - Thursday</i>	8:30 a.m.- Midnight
	<i>Friday</i>	8:30 a.m.- 10:00 p.m.
	<i>Saturday</i>	Noon - 10:00 p.m.
	<i>Sunday</i>	Noon - Midnight

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, Weight Room, and vending machines. The second floor south is occupied by the dining areas and the kitchen; the second floor north houses the Psychological Counseling Services Office, the Switchboard, the Office of the Chief of Security, a faculty office, and some student art studios. The Director of Food Services is located in the first floor north. The third floor of Commons is home to dance space, Student Council offices, and a faculty studio.

The Laundry Room is located on the first floor of Commons just off the loading dock, and is open twenty-four 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, among others, the offices of the President, Dean of Faculty, Dean of Studies, Development, Admissions, Financial Aid, Business, External Affairs, Student Services, and Student Placement (FWT). The Social Sciences and Literature and Languages Divisions, faculty offices, secretaries, and classrooms are on the second floor. The East Wing of the Barn houses the Bookstore; the West Wing contains Barn 1 (a lecture hall), Publications and Summer Program Offices, and the duplicating room.

DICKINSON

Dickinson is the home of the Natural Sciences and Mathematics Division. It contains classrooms, laboratories, faculty offices, the division secretary's office, a reading room, the College computer center, a greenhouse, and an astronomical observatory.

TISHMAN

Located next to Dickinson is the College's large lecture hall, Tishman. It is used for lectures, readings, movies, and community meetings.

VAPA

The Visual and Performing Arts Center (VAPA) houses the Visual Arts, Dance, and Drama Divisions. It contains painting studios, sculpture studios, ceramics

studios with an adjoining kiln, darkrooms, galleries, rehearsal and performance rooms, scene and costume shops, and faculty and divisional offices.

The largest performing spaces on campus are in VAPA: Martha Hill is the dance theater; Lester Martin is the drama theater, with the smaller Facsimile Theater nearby; Greenwall Auditorium is the concert hall. Connecting the three is Newman Court, which is used for various formal and informal gatherings. Usdan Gallery, in which works of students, faculty, and visiting artists are presented, 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 now houses the Music Division and contains faculty studios, practice and rehearsal rooms, the music library, and an electronic music studio. There are also art studios in the basement and a small theater.

DEANE CARRIAGE BARN

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

THE MAINTENANCE PLANT

The Maintenance Plant is located on the east side of campus, southeast of the library, where the offices of the Director of the Physical Plant and the Head Housekeeper are located, 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. (UPS deliveries are made there.) Nearby is the central heating plant, which provides heat and hot water to the campus.

THE CAFÉ

The Café is the student activity space. Upstairs there is a pool table, a ping-pong table, darts, T.V., pinball games, and vending machines. Downstairs is an open space suitable for plays, meetings, parties, and small lectures. Specific rules for the Café's use are determined by the Student Council Café Committee.

THE SECURITY BOOTH

The 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 some housing for 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 some 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 those students interested in sports, the College maintains a soccer field, an outdoor volleyball court, an outdoor basketball court, four excellent clay tennis courts, and a weight room.

RULES AND REGULATIONS

Note: The rules and regulations were approved by the Bennington College Board of Trustees in June 1989.

Preamble

Bennington College was founded on the principle 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. To be engaged, to be disciplined, 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. To the extent that any rule, regulation, or provision conflicts in any respect with another student document, such as the Student Constitution, the Handbook shall prevail. 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 Deans 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 concern-

ing student behavior, for the judicial consideration of violations, and for the imposition of sanctions.

III. Tenets of Student Behavior

The following tenets are areas which the College wishes to emphasize as guidelines with respect to student behavior. 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.
2. Causing physical harm or reasonable apprehension of harm, including sexual assault, to any person on College premises or at College sponsored activities.
3. Interfering with essential College activities, such as teaching, research, administration, 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 "Room Inspection" 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 leads to intervention by municipal authorities.
7. Distribution or possession for purposes of distribution 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, or other emergency on College premises or at College sponsored activities.
10. Improper use of safety or fire fighting equipment, such as fire extinguishers 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. Violating the terms of any sanction imposed by College disciplinary bodies in accordance with these tenets.
13. Furnishing false information to the College, including, but not limited to, false reports to Security, complaints or other erroneous information to College offices.
14. Acts of fraud or attempted fraud committed by forgery, alteration or use of College documents, records, identification, or by other means.
15. Misuse of the Bennington name which includes, but is not limited to, contractual agreements made in the Bennington College name or unauthorized use of the College name in advertising or media.
16. Misappropriation 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.
17. Withholding information about and/or possession of stolen property on College premises.
18. Failure to comply with the directions of College officials, including College security officers, acting in accordance with their duties.
19. 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), use of vehicles, or use of identification cards.
20. 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.
21. 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.
22. Behavior by any student 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. Repeated violations of College rules and regulations.

IV. Disciplinary Process

Except on occasions in which they are able to deal with infractions against community standards through their House Chairs, students are expected to bring them to the attention of the Director of Student Services or his or her delegate, who may either settle the problem by negotiation or refer a formal complaint and any

additional information about it to the Judicial Committee, the Director of Student Affairs, or the Administrative Review 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 Safety and Security

The Director of Safety and Security has original jurisdiction over traffic and parking violations, violations of the College's rules concerning pets, violations of safety and fire regulations, and also has the responsibility for investigating other kinds of infractions and is responsible for reporting them to the Office of Student Services. The Director has the power to 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 Services 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 Services

The Director of Student Services 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; but he or she may not impose fines or other penalties on students.

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. Temporary emergency measures shall be referred without delay to the Director of Student Affairs.

The Director of Student Services will consult with the Vice President of Student Council and 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 Services 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 Services and the Chair of the Judicial Committee will arrange hearing time and location and prepare documents.

C. The Judicial Committee

The Judicial Committee has original jurisdiction over all infractions of non-academic rules and regulations and provisions of the Student Handbook which are referred to it by the Director of Student Services. Matters which are acted upon directly by the Director of Student Affairs 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 Vice-President of the Student Council, who acts ex officio as chair of the Judicial Committee, but who has the power to vote only to settle ties; three members and two alternates of the student body chosen as the Student Council shall direct, 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 Faculty according to his or her best judgment of their appropriateness and their availability for the position. 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.

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, students must appear; failure to do so is in itself a violation of College rules and regulations and will be referred to a disciplinary body of the College. The information presented and the deliberations entered into by the Committee are confidential.

The Judicial Committee has the power to impose any penalty for any offense it thinks 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. A student who is expelled from College housing will be responsible for the cost of the room he or she was assigned. The decisions of the Judicial Committee are final unless appealed in writing within five days to the Administrative Review Committee; but the suspension or expulsion from the College of any student by the Judicial Committee must be reviewed by the Administrative Review Committee and by the President of the College, whose decision is final.

The Judicial Committee shall use procedures as adopted by the Administrative Review Committee. The information presented and the deliberations entered into by the Committee shall be confidential. 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 Services 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 Affairs from cases requiring immediate action, and 4) all cases in which suspension or expulsion is imposed by the Judicial Committee.

The Administrative Review Committee consists of three members: the Vice President for Finance and Administration, the Dean of Faculty, and the Dean of Studies, or substitute(s) appointed by the President. Decisions are carried by a majority vote. The Committee deals as expeditiously as possible with appeals. 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 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 thinks 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. The Director of Student Affairs

The Director of Student Affairs 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 twenty-four 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.

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 Affairs 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 for the College at all hearings.

F. 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.

G. Disciplinary Procedures

1. **Initiation of Charges.** The Director of Student Services 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 Services 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 (who is the Vice-President of Student Council) and 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 advisors 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 Affairs or his or her designee brings the charges 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 Affairs or his/her designee to the Committee at the end of the hearing; copies of the history are available to the student charged upon request. 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 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.** All appeals of Judicial Committee decisions must be made in writing within five (5) days to the Administrative Review Committee by presenting it to the Dean of Faculty. 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. In cases of suspension or expulsion, the President or his or her designee will review the decision.

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.
- 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 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 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. Parents will be notified of the decision.
- G. **Housing expulsion.** Housing privileges are denied for the remainder of student's time at the College. Parents 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 Studies for readmission. A suspension is recorded on the student's transcript. The student's parents and academic counselor will be notified of the decision.

Students suspended from the College must leave the campus within

forty-eight hours and may not return unless they have prior permission from the Vice President for Administration and Finance. The President or his or her designee reviews all suspensions. Suspension may be approved, altered, deferred or withheld by the President or his or her designee whose decision is final.

- I. **Immediate, temporary suspension.** In the event of serious misconduct, the Director of Student Affairs 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 twenty-four hours of notification by the Director of Student Affairs. The student's parents and academic counselor will be notified of the emergency suspension.
- J. **Expulsion from the College.** The student is permanently separated from the College. The student will be barred from all College classes, activities, services, facilities and grounds. The President or his or her designee reviews all cases of expulsion; and the expulsion may be approved, altered, deferred or withheld. Decision of the President is final. Expelled students must leave campus within forty-eight hours of notification. Expulsion is recorded on the student's transcript. The student's parents and academic counselor 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. In addition, fire alarm boxes connected with a horn in the tower of Commons are located in six places throughout the campus: on the front wall of Jennings Hall; on the wall in the middle section of the Barn facing the flagpole; on the west side of Woolley; on the east side of McCullough; next to the southeast door of Commons; and on the west side of 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

If the fire is small, such as in a trash barrel:

1. Use the nearest fire extinguisher to put out the fire;
2. Contact Security immediately at Ext. 210.

If the fire is large:

1. Pull any red fire alarm;
2. Evacuate the building;
3. Call Security at Ext. 235 or 210.

Fire Drills

Fire drills are 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 Inspections

The Director of the Physical Plant and the Chief of Security organize periodic room inspections for fire and safety hazards. Inspections are announced well in advance.

Fire Regulations

1. Smoking is limited to designated areas on campus. Please refer to the College Smoking Policy on page 71.
2. Candles may not be used in any campus building without the approval of the Director of the Physical Plant (Maintenance).
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.

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 will be provided free of charge upon presentation of a valid driver's license, state registration, and a completed application (available at the Security Booth). 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. Vehicles parked blocking walkways and fire hydrants or parked on lawns are subject to towing at the owner's expense.
4. 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 DRUGS AND ALCOHOL

Bennington College recognizes that addiction to mind- and mood-altering chemicals is a treatable disease. The College is ready and willing to assist students who suffer from addictive diseases to receive appropriate treatment but will insist that all individuals take responsibility for their own actions regardless of the existence of disease.

As an educational institution, Bennington College has a responsibility to promote a healthful environment that is incompatible with the abuse of alcohol, the use or abuse of illegal drugs and/or other drugs (not medically prescribed and supervised). The College is not a law enforcement agency, but it does not ignore the law nor stand between the student and the law.

I. ALL DRUGS

Bennington College seeks to assure the health and well-being of its students. This policy therefore reflects a College-wide commitment to: 1) programs of drug education and counseling and 2) only lawful and prudent use of any drug. Those who use illegal drugs and illicitly use legal drugs, including but not limited to alcohol, are in violation of the Vermont State law and Bennington College Policy on Drugs and Alcohol.

Support Services

The College 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 information, education and counseling to meet individual needs and to assist at crisis points. The goals of this policy are:

1. To inform and educate members of the College community, on drugs, alcohol and their effects.
2. Confidentially counsel students who are drug users and those affected by the drug use of others. In addition, the College will provide information on outside referral services.
3. Discourage illicit drug use and alcohol abuse.
4. Uphold federal laws and Vermont State Laws. Students, faculty, and staff are urged to refer students troubled by drug use or those affected by the drug use of others to the Psychological Counseling Service or Health Service.

Provisions

1. The educational, counseling and referral services of the Psychological Services and Health Service are available for all students who are experiencing difficulty due to the use/abuse of mind- or mood-altering substances. These services are available to the user and also to those whose lives are affected by the use/abuse of others. Seeking confidential help from or being referred to College services or outside referral services will not, by itself, result in disciplinary action. In all cases, individual privacy and confidentiality will be respected in the counseling process.
2. Those named in police and security reports as being involved in the use, possession, provision or distribution will, in all cases, be required to meet with Psychological Services for evaluation, for factual advising, and/or counseling as appropriate, and will normally be required to meet with the Director of Student Services and will be subject to the College's disciplinary procedures.

Psychological Services and/or Health Services may require an assessment process (through the College service or 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 will be expected to seek treatment as soon as possible.

3. 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.
4. Drug-related behavior that causes or can reasonably be expected to cause physical harm or harassment to persons or damage to property, or is unreasonably disruptive, will be subject to investigation by the Director of Student Services and possible referral to the appropriate disciplinary body or to the Psychological Services or a private agency for a chemical dependency assessment.

II. ALCOHOL POLICY

All members of the College community must take responsibility for and make personal decisions regarding Vermont State laws and College policy.

The following general policy statement is designed to: 1) be consistent with the laws of Vermont; 2) stress moderation, safety, and individual accountability for those who choose to drink; 3) work toward a college atmosphere that is free of coercion for those who choose not to drink; 4) promote a community where alcohol abuse and its effects are minimal; 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.

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 twenty-one. Violators may face a fine of \$200 to \$1,000 and/or imprisonment of not more than two years.
2. Falsely Representing Age and Procuring and Possessing Alcoholic Beverages When Under Legal Age: A person who has not attained the age of twenty-one 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 thirty days.

B. Civil Social Host Liability

A social host who furnishes alcoholic beverages to a guest who is visibly 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.

College Regulations

1. Students who wish to hold private parties at which they provide alcohol for guests who are of age to drink may do so only in their own rooms, and they bear the responsibility for securing their guests' adherence to state law. No kegs, beer balls, or bars are to be set up in common areas such as living rooms, hallways, bathrooms, lawns or kitchenettes.
2. Students who are interested in sponsoring private parties in other College spaces may do so only under the auspices of the College's catering permit (through the Director of Food Services), which mandates restrictions on access to alcoholic beverages.

House/Group Behavior

All houses sponsoring social events are expected to abide by state law and by the College's policy on drugs and alcohol. Failure to do so may result in the loss of social privileges, individual disciplinary action, or referral to the appropriate judicial body. Individual members of College houses, groups and all College constituencies are responsible for being aware of the laws of the State of Vermont, for adhering to rules related to alcohol at social events, and for maintaining a community standard consonant with the principles of this policy, even if they are not legal residents of Vermont. Failure to do so may result in disciplinary action by the appropriate judicial body.

III. DRUG POLICY

The College prohibits illegal possession or transfer of any controlled substance and/or drug paraphernalia so defined in the statutes of Vermont. Selling, making or distributing drugs, or socially disruptive behavior resulting from use of illegal drugs will result in College disciplinary action. The College cooperates with local and state law enforcement agencies in the investigation and prosecution of illegal drug use and distribution.

Seeking confidential help from or being referred to Psychological Services and/or the Health Service for drug abuse will not in itself result in disciplinary action. Individual privacy will be respected unless otherwise required by law, for example danger to person or property. However, a student cannot be protected if he or she uses illegal drugs and is detected by legal or college authorities. If the illegal possession occurs on campus, the student is subject to referral to the College's disciplinary procedures.

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

IV. OTHER DRUGS

Use of other drugs such as caffeine and nicotine and improper use of appropriately prescribed substances may be detrimental to one's health, although not illegal under state law nor subject to College regulations. (Exception: "Bennington College Smoking Policy.") The Health Service and Psychological Services are available for consultation on such use of "other drugs."

Smoking Policy

The following policy has been developed to provide employees, students, and visitors with clearly stated guidelines on where they may smoke. This policy has been formulated in recognition of the fact that the Surgeon General has concluded that:

- a. smoking is injurious to health; and
- b. involuntary (or second-hand) smoke is a cause of disease in non-smokers.

In an effort to consider the needs and concerns of all to provide a healthful environment and to comply with Vermont Law, the Smoking Policy described below went into effect on July 1, 1988.

Smoking is prohibited in the following buildings:

- 1. Barn (with the exception of private offices)
- 2. Library
- 3. Dickinson
- 4. Tishman
- 5. Carriage Barn
- 6. Early Childhood Center
- 7. Jennings

Smoking is prohibited in all work areas at Bennington College including classrooms, non-private offices, hallways, bathrooms, rehearsal rooms, and shared studios except in the following designated smoking areas:

- | | |
|----------------|--|
| 1. VAPA | <i>Open Lobby outside Usdan Gallery</i>
<i>Newman Court</i> |
| 2. Commons | <i>First Floor Lounge</i>
<i>Designated Dining Rooms</i> |
| 3. Maintenance | <i>Day Room</i> |

ADMINISTRATIVE ORGANIZATION

ADMINISTRATION

The Board of Trustees

The Board of Trustees is ultimately responsible for the College. Among the Board's most important responsibilities are: selection of the President, granting of degrees, setting of fees. It is, overall, charged with fiduciary and legal accountability for the institution.

Bennington's Board has various standing committees through which it conducts its work. Those committees are: Educational Policy and Facilities; Administration; Budget and Finance; and Development. There is an Executive Committee which is made up of certain officers of the Board and the Chairs of the three Standing Committees.

Bennington trustees do not involve themselves in the day-to-day management of the College. That is the responsibility of their executive officer, the President. However, board members keep themselves fully aware of management so that, as the ultimate custodian of the institution's well-being, the Board can exercise its 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 College's operations. The President has the responsibility and the power to take any lawful action required for the welfare and good order of the institution.

The Vice-President for Finance and Administration

The Vice-President for Finance and Administration oversees the preparation of the College's budget and monitors expenditures and is responsible for the operations of the Business Office, Duplicating, Personnel Office, Food Service, Maintenance, the Post Office, Security, Summer Programs and Rentals, and the Switchboard.

Dean of Faculty

The Dean of Faculty is responsible to the President and the Faculty 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, the Faculty Personnel Committee, and the Academic Council and other duties. Faculty related problems that cannot be resolved through divisional offices or the Dean of Studies should be taken to the Dean of Faculty.

Dean of Studies

The Dean of Studies is responsible to the President and the Faculty 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, operation of the Educational Counseling Committee, assignment of students' counselors, scheduling of courses and assignment of academic space, planning registration of courses, maintaining student records, and providing transcripts and academic recommendations for students who leave the College.

Director of Development

The Director of Development is responsible for fund raising, alumni and parent associations, many special events on and off campus, and staff support to the Trustee Development Committee.

Director of Publications and Public Relations

The Director of Publications and Public Relations oversees all publications and public relations for the College. The office provides communications support to academic divisions and handles contacts with the news media.

Director of Student Affairs

The Director of Student Affairs reports to the President of the College and oversees all non-academic areas related to student life including Health Services, Psychological Counseling Service, Student Services, Financial Aid, Admissions, and Field Work Term/Student Placement.

COMMITTEES

Academic Council

The Academic Council considers all questions of educational policy, reviews the curricula of divisions, and approves all new faculty positions or reallocations.

The Council consists of seven faculty members elected by the faculty to three-year staggered terms; one student elected at-large; the President of the College, who chairs the Council; the Dean of Faculty; the Dean of Studies; the President of Student Council; and the Chair of SEPC, all of whom serve ex officio. Any faculty member who has entered at least his/her third year of service is eligible to serve. Only students who have had a Tentative Plan accepted by the College are eligible to serve on the Council. Members of the Council can be recalled by a two-thirds written vote of their respective constituents. In the event of a recall, new elections will be held.

A budget subcommittee, composed of three faculty members and the Dean of Faculty, has access to data regarding the financial condition of the College, excepting information which would infringe upon personal privacy. The budget subcommittee reviews both administrative and educational expenses. The subcommittee also reviews and formulates salary policy. This subcommittee presents budget recommendations to the entire Council and reviews this material with the Budget and Finance Committee of the Board of Trustees.

Facilities Committee

The Facilities Committee advises the Trustees and the President on all matters relating to College architecture, general maintenance, the design and setting of the buildings, and the landscaping of College property. It is composed of seven members of the faculty, including the chairperson, who are appointed by the Dean of Faculty for indefinite terms; two students elected from the House Chairs; and the Director of Buildings and Grounds, the Vice-President of Finance and Administration, the Director of Student Services, and the Director of Food Services, all of whom serve ex officio.

Library Committee

The Library Committee formulates 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 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 Safety 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 Safety Committee consists of a representative from the Business Office, Maintenance Department, Student Services Office, Facilities Committee, Faculty, and two students.

SEXUAL HARRASSMENT POLICY

The Sexual Harassment Policy and procedures for filing complaints will be given to each student, faculty and staff member under separate cover in the fall of 1989 and spring of 1990. The interim policy and procedures were not available at the time of this printing.

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 or 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.