

**student handbook**  
**B E N N I N G T O N   C O L L E G E**



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**BENNINGTON, VERMONT**

**1963**

## FOREWORD

This Handbook should help to answer many questions about Bennington. Some of the information it contains is also included in the catalogue and other pamphlets about the college but is repeated here for emphasis and in the hope that reading it will give the new student a comprehensive picture of what is involved in the daily life of all Bennington students. Parts of it should serve as a ready reference during the entire time a student is in college.

Bennington from the beginning has sought to govern itself by a standard of civilized behavior which places the responsibility on the individual student. As in any institution, certain rules and regulations are necessary to make the exercise of individual responsibility possible by protecting the community from instances of abuse or neglect of that responsibility. Although rules and regulations have been kept at a comparative minimum at Bennington, those that do exist have been recently evaluated and codified by a student committee, which then submitted them to the student body for endorsement. They are included at the end of this Handbook so that every student may know what is expected of her by the community.

The new student will also discover that there are a number of reasonable customs about which little is written; these are ordered generally by common sense and good taste and are perpetuated in the prevailing attitudes of the community.

Also included in the Handbook is the Bennington College Community Constitution, written by a faculty-student committee in the spring of 1959. Familiarity with this document will help greatly in understanding the structure and workings of the college. Whether or not a student becomes directly involved in student government, participation of some kind is inevitable in a community that is truly self-governing.

This is the fourth edition of the Student Handbook. With the exception of that part of the Handbook dealing with faculty and administrative policies, it is largely the work of students and reflects what they themselves think it important to know about life at Bennington.

*Student Personnel Office  
July 1963*

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## CALENDAR FOR 1963-64

### FALL TERM

|                       |  |
|-----------------------|--|
| Friday, September 6   | New students arrive  |
| Saturday, September 7 | New students register  |
| Sunday, September 8   | Other students arrive  |
| Monday, September 9   | Classes begin, 8:30 a.m.                                       |
| Wednesday, October 23 | Long Weekend begins after last class                           |
| Monday, October 28    | Classes resume, 8:30 a.m.                                      |
| Friday, December 13   | Last day of classes  |
| Saturday, December 14 | Students see counselors for reports, 9-1                       |
| Christmas Vacation    | Begins Saturday, December 14, 1 p.m.<br>Ends Friday, January 3 |

There is no Thanksgiving vacation. Classes will meet as usual on that day.

### NON-RESIDENT TERM

Begins Monday, January 6  
Ends Friday, March 6

### SPRING TERM

|                     |   |
|---------------------|---|
| Wednesday, March 11 | Houses open                                   |
| Thursday, March 12  | Classes begin, 8:30 a.m.                      |
| Wednesday, April 29 | Long Weekend begins after last class          |
| Monday, May 4       | Classes resume, 8:30 a.m.                     |
| Thursday, June 18   | Classes end, 1 p.m.                           |
| Thursday, June 18   | Students see counselors for reports, 1-5 p.m. |
| Saturday, June 20   | Commencement                                  |

## I. COMMUNITY GOVERNMENT

One of the distinguishing features of the Bennington College Community is its government, based on the expectation that common responsibilities will be assumed by all members of the college. Unlike many college governments, Bennington's includes not only the student body but members of the faculty, administration and staff as well. All are active participants in community responsibilities and community affairs. Through its several committees, agencies, and electorates the government democratically deals with all aspects of community and campus life.

The constitution spells out in detail the powers and functions of the three constituencies of community government. These three constituencies meet separately for purposes of deliberation and voting, though they may meet together on occasion to discuss issues of general concern to the community. The descriptions that follow deal mainly with the student constituency.

### HOUSE COMMITTEES

House Committees, composed of the House Chairman, Assistant House Chairman, and House Delegate, are elected for year terms in each of the twelve student houses.

The House Chairman has the responsibility of seeing that collective life in her house goes smoothly and in good spirit. She must schedule and preside over house meetings where the agenda may run all the way from housekeeping details, to quiet hours, to planning picnics and parties, to matters of college policy on which her house is asked to take a stand. House meetings are also the occasion for nominating candidates for office and voting for officers of student government. In addition, the House Chairman may be called on to cope with situations that confront individual members of her house; here she must use her best judgment about when to seek the advice of the Judicial Committee or of a member of the administration, usually the Director of the Student Personnel Office.

The House Chairman is automatically a member of the Executive Committee of the Houses. She reports to the house on matters that arise in "Exec," expresses the viewpoint of her house to "Exec," and brings up any issue which her house wishes to have generally discussed.

The Assistant House Chairman may be called on to help the House Chairman or even to take on the Chairman's role in the latter's absence. She may likewise be called on occasionally to aid or substitute for the House Delegate.

The House Delegate represents her house in the Legislative Council, described below. She serves as an important channel of communication between her house members and the organ of student government that is most concerned with matters of policy.

(Freshmen are not eligible for the office of House Chairman or House Delegate.)

### THE EXECUTIVE COMMITTEE OF THE HOUSES

This representative committee is composed of the twelve house chairmen, who meet at least once every two weeks at lunch to discuss individual

grievances, problems that confront the houses, and the broad aspects of campus living. The Executive Committee seeks to maintain standards which make for orderly living and responsible conduct. The essence of its discussions goes back to the house meetings through each House Chairman.

The Chairman and Secretary of "Exec" are elected by the committee from among its members. The Chairman is in frequent touch with the President of the College and the Director of the Student Personnel Office.

### THE LEGISLATIVE COUNCIL

This body is composed of the twelve delegates from the houses, the Chairman of the Executive Committee, and the chairmen of the Judicial Committee and the Student Educational Policies Committee (both described below). Its President is elected at the end of each term (for the following term) by the student electorate from a slate that represents its current membership.

The job of Secretary of the Council is an appointive paid position, with delegates given first priority to it. A non-delegate in this position does not have the right to vote. The same holds true for the Student Treasurer, who must draw up and keep track of the annual budget.

The budget has its main source of income in a split fee collected from each student. Part of this fee covers the routine expenditures of the Legislative Council and its standing committees, as well as the costs of the Student Meetings Committee. The other part is used to support the activities of the Recreation Committee.

The Legislative Council meets at least once every two weeks to discuss matters of policy that affect the entire student body. In most cases these matters are referred to student houses for a vote. The Council also runs periodic elections for officers of student government.

The Council forms standing or *ad hoc* committees to carry out and in some cases to initiate its policies. Standing committees at present include:

COMMUNITY SERVICE COMMITTEE, which focuses its efforts on service and entertainment projects carried out by students in cooperation with local organizations, such as the Big Sister Program for deprived children who live in the Bennington area;

ELECTION PROCEDURES COMMITTEE, which keeps the student electorate informed about proper voting procedures, and which organizes and publicizes elections and balloting on issues put to community vote;

STUDENT MEETINGS COMMITTEE, which provides evening speakers and events of timely interest, in response to the particular and immediate concerns of the student body. (In addition, three students serve on a standing faculty committee known as the Special Events Committee, which presents guest speakers and other entertainment apart from regularly-scheduled workshops. This committee also sponsors a program of films shown every Saturday night free-of-charge in the Theatre);

RECREATION COMMITTEE, a semi-autonomous body composed of one member (elected or volunteer) from each house, with a chairman elected by its membership to represent it in Legislative Council, which plans and pro-

vides various kinds of social, athletic, and outing activities throughout the year.

The committees described above are held responsible to the Legislative Council. The two committees described below, one closely attuned to the social pulse of the college, the other to the academic, are autonomous, though their chairmen also serve as members of the Legislative Council.

### JUDICIAL COMMITTEE

This committee, elected by the student body, is composed of five students and one non-voting faculty member. It deals with individual and group infringements of the specific rules, regulations, and general standards of the community. It can, if it deems appropriate, rescind drivers' licenses issued by the college, limit individual sign-out privileges or suspend them altogether ("campusing"), or suspend the social privileges of a house. Further, it can impose social probation on a student, implying that further carelessness about, or defiance of, the community's standards and rules may result in a student's dismissal. The Constitution gives Judicial the right to suspend or expel students from the college, though such action *must* be appealed to the Judicial Review Committee, composed of the Director of the Student Personnel Office plus two faculty members elected by the student electorate. Also, the President of the college must approve the penalties of suspension or expulsion before they can become effective.

### STUDENT EDUCATIONAL POLICIES COMMITTEE

This unusual committee has been in existence since the opening of the college. It is primarily concerned with evaluating educational aims and policies, and every student is in some way involved in its work. It works constantly to achieve the most effective working relationship between students and instructors, and each term it makes an evaluative report on faculty members to the President. EPC has a student representative in every course, elected by the class, as well as two representatives for each academic division. The new student will be voting before long for an EPC representative in each of her four courses and may be elected one herself.

The faculty, too, has an Educational Policies Committee, which considers matters of policy such as the academic calendar, the curriculum, counseling, etc. Most of the policy statements that appear later in these pages were formulated by this committee. The trustees of the college have an EPC as well.

### NON-RESIDENT TERM COMMITTEE

Composed of three students (elected by students), three faculty members (elected by faculty), the Director of the Non-Resident Term, and the Dean of Studies, this committee serves as a consultative body for the Non-Resident Term Director. Its student membership includes one representative from each of the sophomore, junior, and senior classes, though its chairman is a faculty member elected by the committee itself.



In addition to considering the broad issues with which the Non-Resident Term Office deals, the committee is responsible for selecting the recipients of a number of NRT scholarships made available each year through the recently-established Anne Hambleton Memorial Fund.

## CONSTITUTIONAL COUNCIL

This body bears some analogy to a supreme court. It has nine members: three from the administration, designated by the President; three from the faculty elected by the faculty; and three students chosen by the student electorate. Since the constitution calls for deliberation and voting in the three separate constituencies of the community, this Council was set up to establish claims of competency and to provide a way of solving constitutional disagreement in cases where two constituencies have differences of opinion as to a policy enacted by one of them. Such disputes are settled by a majority vote of the Council. It may also be called on to resolve conflicting interpretations of the constitution.

(The original text of the present constitution can be found in the 1960 edition of the Handbook. Amendments, so noted, have been incorporated into the text that appears at the end of this edition.)

## II. ADMINISTRATIVE OFFICERS AND OFFICES

**THE PRESIDENT.** The President meets regularly with officers of student government to discuss issues of current concern. He also deals with many student matters through members of the faculty and administration. Each term he goes to a number of house meetings, where students may raise any question of college policy that they would like to have explained or discussed. A student need not hesitate to see him individually about a college matter of concern to her.

As President he is legally responsible for the conduct of the college and all that that involves. The constitution describes his authority in some detail. Many faculty concerns come to his attention; many are dealt with by faculty committees. The President is chairman, *ex officio*, of one of them—the Educational Policies Committee.

**DEAN OF THE FACULTY.** Students will rarely have occasion to meet with this Dean, since he is primarily concerned with the educational needs and wants of his teaching colleagues. He chairs the Educational Policies Committee if the President is absent.

**DEAN OF STUDIES.** Also a member of the teaching faculty, this Dean devotes much of his time to the administrative aspects of academic policy. He is accessible to any student who wishes to discuss any academic matter, such as her standing, her program, her plans for graduate school, etc. His office keeps track of every student's progress and standing in college, communicating with students and their parents when necessary. He is Chairman, *ex officio*, of the Educational Counseling Committee, and a member, also *ex officio*, of the Faculty Educational Policies Committee.

**DIRECTOR OF THE STUDENT PERSONNEL OFFICE.** This office combines what other colleges call a dean of residence and a dean of women.

She is the person of whom to ask questions or with whom to talk over any personal matters, as well as any problems having to do with counseling, rooms, social life, etc. She is the member of the administration most directly concerned with all student activities, including student government, with whose officers she often meets. She takes emergency calls at any hour, day or night, whether from students or parents; for more ordinary business it is well to make an appointment with her.

**BUSINESS MANAGER'S OFFICE.** This office is responsible for the financial affairs of the college, some of which are of personal importance to students:

1. **CHECKS FOR STUDENT EARNINGS** are paid on or about the 10th of each month for work done the previous month. Time sheets for work performed are to be turned into the Business Office not later than the 5th, if they are to be paid by the 10th. (Students should be sure to arrange their finances so that they will not need their wages before the 10th. A loan on wages will be given only if an urgent need arises and *not* for regular spending money.) Checks are put into student mail-boxes. If a check is lost, it is the student's responsibility to report the loss immediately to the Business Office.

2. **BILLS FOR INCIDENTAL COLLEGE SERVICES**, such as freight and express charges, infirmary and dispensary charges, and miscellaneous supplies and services are sent to students about the 10th of the month. All bills for college services are due when presented. Failure to pay bills promptly may result in the withdrawal of credit privileges. Students with campus jobs who have unpaid college bills will automatically have their bills deducted from their next earnings, unless other arrangements for payment are made in advance with the Business Manager's Office. A disputed bill must be discussed *immediately* with the Business Manager, if any adjustment is to be expected.

3. **STUDENT INSURANCE CLAIMS.** Students insured under the Student Reimbursement Plan need not file insurance claim forms if treatment has been received at the College Infirmary. However, when claims are to be made for reimbursement for a sickness or accident which has been treated elsewhere, the necessary forms may be obtained in the Infirmary or the Business Manager's Office. The insurance company requires that all medical bills be submitted with the claim form and that claims be made as soon as possible if an accident or sickness occurs.

4. **CASHING CHECKS.** Checks for not more than \$20 may be cashed in the Cashier's Office everyday except Saturday and Sunday, from 11:00 a.m. to 1:00 p.m., and from 2:00 to 4:00 p.m. There are several local banks, and many students have found it convenient to transfer existing accounts or open new accounts in one of them.

5. **FINANCIAL AID** is explained in the catalogue. A student who is currently receiving aid is notified by the college when it is time to make a renewal application for the following year. Students already in college who wish to make their first application for financial aid should see the Business Manager, in December if possible, about the next academic year; otherwise they should write to him in January.



6. THE STUDENT LOAN FUND is available for small loans for specific educational needs, repayable in terms similar to those for the tuition loan. See the Business Manager.

**NON-RESIDENT TERM OFFICE.** Because of the importance of the Non-Resident Term in each student's program and the fact that satisfactory use of the Non-Resident Term is one of the requirements for the degree, every student should acquaint herself, in person and early in the year, with this office and its personnel. Through countless contacts with business and the professions the Non-Resident Term office tries to help each student find the kind of job she wants, taking capability and location into consideration. Many students find jobs on their own and some are advised by their counselors to spend the term in special study, but in all cases they are expected to keep the NRT office informed of their plans and expectations.

The NRT office also makes arrangements for student jobs on campus and attempts to assist students in obtaining summer jobs. In addition, it serves as a clearing-house for job opportunities for alumnae who register and request its help.

**ADMISSIONS OFFICE.** Known to some extent by every enrolled student, this office works the year round in the searching-out-and-being-sought-for process that brings the right girl to the right college—in this case Bennington. This involves going over numerous applications as well as interviewing many applicants. The Office works with the faculty Admissions Committee in reaching its final decisions; it also counts on students to guide visitors and to interpret the college to prospective applicants and their parents when they visit the campus.

**PUBLIC RELATIONS OFFICE.** Although the primary concern of this office is fund-raising, it devotes a good part of its time to explaining and publicizing the distinctive aims and characteristics of Bennington to outsiders. In addition to distributing bulletins, pamphlets, and view-books, it sends newsworthy items to the press and news services, and each week prepares a calendar of college events for distribution to each student as well as to friends and neighbors of the college. The office is always ready to give information and answer specific questions about the college.

**ALUMNAE OFFICE.** This office operates with three specific aims in view: to help the Alumnae Association with its many kinds of volunteer work for the college; to publish alumnae issues of the Bennington College Bulletin, as well as a biennial directory and other informational material; and to administer the Alumnae Fund. All former students, graduate or not, are members of the Alumnae Association and receive all mailings.

**DIRECTOR OF PHYSICAL PLANT.** This busy man is concerned with the maintenance and improvement of the physical facilities of the college, including the supervision of the maintenance staff. With the aid of the college Housekeeper, he is responsible for the condition of the houses, a task in which each student can be of great help simply by showing the same care and consideration for college property that she would be expected to show in her own home.

**ASSISTANT DIRECTOR OF PHYSICAL PLANT** (Buildings and Grounds). This department takes care of repairs, student transportation and baggage, road maintenance, snow-plowing, parking lots, etc. It includes the night watchmen, who are on duty at the watchman's booth every evening and on through the night. In an emergency, the night watchmen can be reached by telephone after 11:00 p.m. by dialing "operator."

The Buildings and Grounds staff also takes care of the appearance of the campus. Each student can be of great help by doing her part in keeping the campus as clean as possible.

### PUBLICATIONS

**COLLEGE WEEK** is published every Tuesday and contains information of interest to all members of the community. (Notices for insertion must be delivered to the Public Relations Office by nine-thirty Monday morning.) A thorough reading is a must. *College Week* is often the one place to find new academic information, notices of events, tips on NRT jobs, and news about members of the community.

**SIL0**, Bennington's literary magazine, is issued twice a year and sold at a nominal price on a national basis. It is managed and edited by Bennington students, with the help of a faculty advisor, but it seeks to represent the work of young artists everywhere. In its handsome pages can be found prose, poetry, art, and music. Students are always urged to submit their work to *Silo* and to apply for membership on the Board at the start of each spring term. The *Silo* Board has recently drawn up its own constitution, a copy of which is available in the Student Personnel Office. (*Silo* takes its name from Bennington's round cornerstone, the silo base at the main quadrangle entrance to the Barn.)

**GALLEY** appears in mimeographed form when someone wants to express an opinion in writing on some issue of current concern. Though it has neither an editor nor an editorial policy, it is not intended as a publicity organ. All contributions must be signed by the initials of the author(s) or a *nom de plume* and left in the *Galley* mailbox at Switchboard.

## III. ACADEMIC NOTES

### THE FACULTY

Each faculty member has his own office. Most offices are in the Barn, though some are in Jennings, North Suites, and various studios. Appointments with instructors are easily arranged, preferably in person. Telephone calls to an instructor's home should be made only in an emergency.

If a student wishes to have a guest attend one of her classes, she should make sure in advance that the instructor is agreeable to having visitors and introduce her guest to him before the class starts.

The Art, Literature, Science, and Social Science divisions have a faculty secretary whose office is in Barn 71. The faculty secretary for the Dance, Drama, and Music divisions has an office on the first floor of Jennings.



**COUNSELING.** Every student at Bennington has a counselor, a member of the teaching faculty assigned to her on the basis of her educational interests and needs. For each of her last three years here, the student has some choice in her counselor assignment, which is handled by the Director of the Student Personnel Office.

Counseling takes place at both fixed and irregular intervals during the academic year, the exact schedule and content to be worked out between the student and her counselor, who also has regular office hours in which to talk with counselees or students in his classes. In the first weeks of the term, counseling is usually devoted to reviewing the student's choice of program and in the last week to reviewing her work for the term. At other appropriate times, all students will be planning their program for the next term, and second- and third-year students will be formulating their Tentative Plans and Requests for Confirmation of Plan in consultation with their counselors.

Other uses of counseling depend a good deal on the student and her interests. Many students make arrangements to work on some special project; others use counseling to expand on the work they are doing in courses. A student involved in tutorial work will generally counsel with her tutor, and this is always true for students working in thesis tutorials.

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

**EDUCATIONAL COUNSELING COMMITTEE.** The ECC is considered an agent of the faculty as a whole in setting and maintaining the academic standards of the college as they relate to each student. The committee is composed entirely of faculty members appointed by the President, with the Dean of Studies acting as Chairman, *ex officio*. The committee meets in panels of three, with the counselor present, to review the status of students. Formal reviews take place when the student submits her Tentative Plan for Advanced Work, again when she requests Confirmation of her Plan, and shortly before graduation, although her status may be reviewed at any time upon the request of her counselor or the Dean of Studies. The ECC must also approve any plan that calls for study away from the college if such work is to be credited toward the Bennington degree, as well as any plan that calls for early graduation or completion of the degree *in absentia*.

The panel may have suggestions or advice for a student, which are communicated to her by her counselor or through a letter from the Dean. It may issue a serious warning to a student whose work is below the standard expected of her, place her on academic probation, or request that she withdraw from the college. Students who have questions about the advice or decisions of the ECC should discuss them with their counselor or with the Dean of Studies.

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

## THE ACADEMIC PROGRAM

**PROGRAM PLANNING.** Planning each year's program demands the student's most careful consideration. The new student is encouraged to give it a good deal of thought before her arrival; she will discuss her tentative choice of program with her counselor before classes begin.

It is generally expected that the student will spend her first two years exploring course offerings in the various divisions of the college, at the same time maintaining some continuity of interest which will lead towards her choice of major. Unbalanced or overspecialized programs can work to the student's later disadvantage, since her total four-year program is expected to reflect the breadth as well as depth implied in a liberal arts education.

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

Program and class cards are due in the Dean's Office by an announced date several weeks after the beginning of each term. Inaccurate or missing cards can seriously jeopardize a student's gaining formal credit for the classes she does attend.

**LATE ADMISSION TO A COURSE.** This is sometimes possible, after consultation with the counselor and the instructor. If the course is one that meets twice a week, a student would probably not be admitted after the class had met six times.

**DROPPING A COURSE.** A student wishing to make any change in her program should first discuss it with her counselor. If she wishes to drop a course and replace it with another one within the first three weeks of the term, she may do so without prejudice to her record. After that date, she is expected to get a Change of Program form from the Dean's Office on which she is asked to explain the reasons for the change. This form must then be signed by the instructor or instructors concerned and by her counselor, all of whom are free to comment on the proposed change. The completed form is then returned to the Dean of Studies, who may question any change of program that reduces the number of courses the student is taking.

**TUTORIALS.** Tutorials are generally available only to advanced students, who may request individual or small group study with a certain faculty member in a specific area not covered by the curriculum offering. The counselor, the proposed tutor and his division, and the ECC must indicate their approval of the request on a tutorial application form available to the student in the Dean's Office.

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

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



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

**TENTATIVE PLAN FOR ADVANCED WORK.** The Tentative Plan is written by the student in careful consultation with her counselor, usually in the spring term of her second year. In her plan, the student is expected to address herself to the range and balance of her work during the first two years, acknowledging any important omissions in her program or shortcomings in the areas she has studied. She should also discuss the preparation she has had for the major she chooses, and how this choice fits into her future plans. In outlining her program for advanced work, the student should try to indicate the areas of study she intends to continue, as well as the sub-field in which she hopes to do her senior project. (A student requesting acceptance of any special plan, such as one calling for study away from Bennington, should be sure to incorporate the reasons that justify such a plan and the specific ways in which she intends to fulfill it.)

If the faculty of the division in which the student hopes to major agrees to her plan, the plan is then considered by the ECC. Approval by the Committee is assurance that the student is considered ready for advanced work both in her major field and outside it, on condition that she does not allow the quality of her work to deteriorate.

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

A more detailed statement about the Tentative Plan is available in the Office of the Dean of Studies.

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

### PLANNING FOR THE MAJOR

The statements of the seven divisions on the usual requirements for major study are given below. All plans must be considered by divisional

faculties before action is taken on them by the Educational Counseling Committee.

#### VISUAL ARTS

**BEFORE TENTATIVE PLAN:** Normally the prospective major in art will take *Visual Arts I* during her first year, and *Art Workshops* in the second. The minimum requirement is three terms of work in Art by the end of the second year.

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

**CONFIRMATION OF PLAN:** Work in the major requires a project in one or more areas, and studio work in one other than the student's main field.

**REQUIREMENTS FOR DEGREE:** Successful completion of project and work undertaken in advanced program.

#### DANCE

**BEFORE TENTATIVE PLAN:** The prospective major in Dance is expected to complete successfully four terms of work in the field, including *Structure and Style*, dance techniques, composition, *Stagecraft*, and *Music for Dance*. In addition, the prospective major will normally have completed a year's study of music.

**TENTATIVE PLAN:** The plan should emphasize work in performance, composition, directing, criticism, or a combination of these. Majors should plan to spend at least half of their time in the field.

**CONFIRMATION OF PLAN:** Since each major is responsible for a piece of independent work in the area of her main interest, her final plan should outline her intentions in this regard.

**REQUIREMENTS FOR DEGREE:** Successful completion of work.

#### DRAMA

**BEFORE TENTATIVE PLAN:** The prospective major will normally have taken four terms in the field, including work in acting, stagecraft, the reading and analysis of plays, and dance techniques.

**TENTATIVE PLAN:** The plan should include the student's future program, indicating whether she intends to specialize in acting, directing, designing, dramatic literature, playwriting, or in some technical phase of theatre production. The student must have demonstrated ability in the area of her choice, as well as willingness to cooperate effectively in group undertakings.

**CONFIRMATION OF PLAN.** The student should write a developed statement concerning her senior project, unless it is to be a composite of her final two



years' work in drama. The project must demonstrate a sound knowledge of theatre processes. The plan should be submitted early enough for the project to be completed by December of the senior year.

**REQUIREMENTS FOR DEGREE:** Successful completion of project and program.

#### MUSIC

**BEFORE TENTATIVE PLAN:** The normal program for the first two years is *Music I* and *Music II*. A prospective major must have demonstrated her musical ability and her capacity to perform in a sustained and workman-like way.

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

**CONFIRMATION OF PLAN:** Granted on successful completion of work to date, and approval of final plans, if they differ from the previous plan.

**REQUIREMENTS FOR DEGREE:** Successful performance of project and successful completion of all work in the field.

#### LITERATURE

**BEFORE TENTATIVE PLAN:** The usual requirements are *Language and Literature* or its equivalent (for example, *Introduction to French Literature*), and at least two more terms in literature of which one should preferably be in prose or verse writing, especially for those contemplating a major project in creative writing. The other requirements are demonstrated ability to do sustained, independent work, to write clearly and forcefully, to analyze works of literature in detail, and to read with discrimination.

**TENTATIVE PLAN:** The plan should include a projected program of at least four terms' work in the division and must include either an endorsement by a language teacher regarding the student's ability to read at least one foreign language or a detailed description of the means the student intends to use to acquire such an ability by the time of graduation. The student should include a full and satisfactory explanation of her proposed plan.

**CONFIRMATION OF PLAN:** A request for Confirmation of Plan should include a detailed description of the student's proposed project, creative or critical, or both. A student intending to major in a foreign literature may propose a translation with a critical preface. 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 three members of the literature faculty. If critical, the project may take the form of one long or several short essays, depending on the best judgment of the student's counselor and the division.

**REQUIREMENTS FOR DEGREE:** Successful performance of the work undertaken, a demonstration of efficiency in the use of language as a craft, and familiarity with a significant body of literature.

#### SCIENCE

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

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

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

**CONFIRMATION OF PLAN:** The student will have performed successfully in division courses beyond the elementary level.

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

#### SOCIAL SCIENCE

**BEFORE TENTATIVE PLAN:** The student should have successfully completed at least two terms each in two of the five areas in the field (anthropology and sociology, political science and economics, philosophy and religion, history, psychology) or, alternatively, at least two terms in the area of Public Affairs (political science and economics). She should have demonstrated ability to do disciplined and productive work in the areas selected. Discussion of her plan with representatives of the relevant areas is essential.

**TENTATIVE PLAN:** The plan must include a minimum of four terms each in at least two areas of the field, unless the second area of intensive study is outside the field, e.g., literature, biology, etc. In such a case the student is expected to demonstrate the relation of the second field to her proposed program in Social Science. For a student who chooses the area of Public Affairs, the plan must include a total of eight terms, six in the area and two related to it.

**CONFIRMATION OF PLAN:** The student should present the plan for her project in time to begin it in the spring term of the junior year (to be finished by December of the senior year). Successful completion of work to date must be evident.

**REQUIREMENTS FOR DEGREE:** Successful completion of thesis and program outlined above.



#### NON-DIVISIONAL MAJOR

In formulating a Tentative Plan for a non-divisional major, one which cuts across or overlaps the lines of divisions or fields, the student is advised to submit that plan to the division of her dominant interest if there is one. If her plan is accepted, that division will then have responsibility for approving her work outside the field as it relates to the area on which she is concentrating. On the other hand, if the Tentative Plan reflects a reasoned and genuine combination of equal interests, both with regard to program and probable senior project, then the plan should be submitted directly to the ECC, through the counselor. If approved, the ECC will appoint an *ad hoc* supervisory committee to advise and guide the student's program and senior project to their successful completion.

#### CLASS WORK

**CLASS ATTENDANCE.** It is an accepted expectation, as part of good form, that Bennington students attend all their classes unless there is some valid reason why they cannot. If they must miss a class, then the instructor concerned should be so notified. When, in the judgment of the instructor, absence makes it impossible to meet the demands of the course, the student will be dropped, with consequent failure. Substitutes for work missed will be offered only at the instructor's option.

If a student is detained away from college, she should notify the Student Personnel Office and that office will explain the absence to her instructors and counselor. If the student is admitted to the Infirmary as an overnight patient, the Infirmary notifies the counselor, and the student is expected to let her instructors know that she is ill, or ask a friend or the Student Personnel Office to do so.

Students are expected to keep *all* first and last academic appointments of each semester, as well as those just before or after each vacation. This includes classes, labs, studios, required workshops, and counseling conferences. Any student who has to miss her first or last appointment should, after consulting her counselor and instructors, explain her reasons in writing to the Director of the Student Personnel Office. Her written statement then becomes a part of the permanent record, and may later be judged in the broader context of her total academic achievement and responsibility towards her work.

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

**LATE SUBMISSION OF WRITTEN WORK.** Written work that is considered essential to a student's accomplishment in a course but which is submitted after the date due will be accepted only if the instructor so

chooses. If accepted, it may still be discounted in any degree the instructor decides. In any case, the student is well-advised to discuss whatever difficulties she may be having with her instructor.

**INSTRUCTORS' REPORTS.** These "comments" are written by each instructor in each course and distributed in class to each student at mid-term and at the end of term. The student also receives a counselor's copy of each report, which she is expected to take to him at the time when she discusses all her reports with him. The first copy of the report becomes a part of the student's permanent record in the Dean's Office. The only ratings that appear on the final report are Passing, Not Passing, To Be Completed, and Permanent Incomplete.

Because students now receive their own copies of Instructors' Reports and are expected to share their contents with their parents, the college has discontinued the policy of sending summary letters to first-year students and their parents. Although parents receive no routine reports from the college, they should feel free to write or see the Dean of Studies or the Director of Student Personnel about any questions they may have.

**INCOMPLETES.** Deliberate refusal on the student's part to complete the work for a course usually results in a failing grade. When circumstances beyond the student's control prevent her from completing a course in which she has been doing satisfactory work, she may be granted either a temporary or a permanent Incomplete as follows:

A student may request, but she may not elect, a TBC (To Be Completed) in a course which she is otherwise passing and in which, for acceptable reasons, she has not been able to complete her work. The decision is the instructor's, and although TBC's are usually to be made up by the first day of the following resident term, under exceptional circumstances another deadline for completing the unfinished work may be set by the instructor. The reasons for setting the deadline will be incorporated in the instructor's report.

Under exceptional circumstances, and after conferring with the Dean of Studies at the time he turns in his grades, an instructor may report an INC (Permanent Incomplete) as the grade for a course in which he does not expect the student to be able to make up the work. This grade will stand permanently on the record, and the student will gain no credit for that course.

**GRADES, GRADE AVERAGES, AND CREDITS.** Grades are not given to Bennington students. They are filed, however, at the end of each term in the Student Personnel Office for use on transcripts, which are necessary for applying to graduate or professional schools, etc. A Bennington transcript is conventional in form except that it lists Non-Resident Term projects.

Cumulative grade averages are kept by the Student Personnel Office for each student year by year. They are available to students who are considering the possibility of transferring or of going on to do graduate work.

Four semester credit-hours per term are given for every regular course. The normal course-load is four a semester, and each course is commonly referred to as "a quarter."



## ACADEMIC POLICIES

**STUDY IN ABSENTIA.** Study away from Bennington which fulfills part of the requirements for graduation is carried out by a few students every year in Europe or at other institutions in this country. Plans for study elsewhere should be incorporated in the Tentative Plan if possible and must be approved by the student's major division as well as by the ECC.

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

The Bennington calendar makes it possible for a student studying abroad to spend nine months away from Bennington with the loss of only one semester's residence. The calendar of European universities makes it possible to attend a summer session and a fall semester of the regular session during this time. Wherever possible, the student should formulate her plan to cover this period of time.

In determining a student's fitness to study abroad the ECC considers the following points: (1) the student's present standing in the college, her maturity and general capacity to carry out her plan; (2) her proficiency in the language of the country in which she would reside; (3) the degree to which the work she plans to do abroad would satisfactorily replace the educational experience which would be available to her at Bennington.

(Students who have any intention of majoring in literature in a foreign language are advised to make their plans well in advance, in consultation with the appropriate language instructor and the Secretary of the Literature Division, since there are a number of additional expectations attached to the approval of such plans. One such expectation is the careful spelling out of appropriate courses abroad at a sufficiently advanced level. The Dean's Office has general information about study abroad, both at the graduate and undergraduate levels.)

**COMPLETING WORK FOR THE DEGREE IN ABSENTIA.** Completing degree requirements by studying *in absentia* during the senior year is in most cases academically unwise, and the general rule of the college is that the senior year must be completed in residence.

Only in exceptional circumstances may a present or former student who needs no more than two terms for graduation be permitted to fulfill requirements for the degree *in absentia*.

Applications for such permission should be addressed to the Dean, should state why the student cannot continue at or return to Bennington and should describe in detail whatever remains to be carried out under Bennington direction, such as the senior project, and the course of studies she proposes to follow elsewhere.

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

If permission is granted, a counselor will be appointed to represent the

division and the college in further communications with the student, to provide guidance and to certify her satisfactory completion of the agreed program to the division and the Educational Counseling Committee. The fee for this service will be \$50 a term.

If any part of the work, such as a senior project, is being done under the supervision of the counselor, an additional \$50 a term will be charged. In case of enrolment in an approved program of graduate studies in substitution for her fourth year at Bennington, the counselor's fee will be waived.

**EARLY GRADUATION.** Normally the work for the degree is completed in four years. If a student wishes to qualify for graduation in less than eight terms, she should incorporate this proposal in her Tentative Plan for Advanced Work. Unless it is endorsed by the student's major faculty, no further action is taken. If it is approved by that faculty, the ECC considers the plan in the light of the following criteria: (1) the amount of work necessary to meet the college's standards for a general education, as well as competence in a major, is to be fully equivalent to that achieved over the normal period; (2) the quality of work in the major field is to be distinguished, and advanced work outside the major field is to be above average; (3) the faculty in the major field is to judge: first, whether or not the quantity of work in the major will be sufficient if carried out as planned; second, whether or not the quality of the major work to date is distinguished and promises to continue to be so.

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

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

**GRADUATE WORK.** Many Bennington students go on after graduation to earn advanced degrees. Planning for this starts well before graduation, however. The student should discuss the possibility of graduate work with her counselor and the instructors in her major division for whatever guidance they may be able to give her. She should also consult the Dean's Office for further guidance and general and specific information about



entrance examinations and requirements, especially if she intends to compete for any graduate scholarships or fellowships.

**WITHDRAWAL AND READMISSION.** Any student who withdraws from Bennington to carry out a plan, and whose plan has been approved by the Educational Counseling Committee, is assured a place in the college on her return after completing the plan. Any student who withdraws under other circumstances and wishes to return must be readmitted in competition with entering students. It is important that the student who plans to withdraw, whether temporarily or permanently, should so inform the Dean of Studies, in writing, as soon as her plans are firmly set.

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

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

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

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

## THE LIBRARY

The Edward Clark Crossett Library contains approximately 44,275 volumes and receives about 345 current periodicals. Records and tapes of poetry readings and plays are available in the listening room, which also houses three foreign-language practice booths. (Music recordings are in the Jennings Hall Library.) A seminar room and typing room are available. These rooms have a separate entrance and may be used as study rooms after the main part of the library is closed in the evening.

It is the aim of the Library to make its resources easily and clearly

available. Books are signed out by the students themselves, with the exception of books on Reserve for class use. Each student is responsible for the books taken out in her name.

Reserve books must be used in the building during the day. At 10:00 p.m. they may be taken out for overnight use. They must be returned promptly when the library opens the following day. Some books in great demand circulate for only three days; they must be presented at the desk to be signed out. Books may be renewed by presenting them at the desk if they are not needed by someone else or for Reserve use. Whenever they are needed a red card is sent to the borrower, and the book must be returned immediately. Red cards are sent only under these circumstances. There are no fines for overdue books. It is hoped that students will respect the needs of other members of the community and return books promptly when they are recalled, when they are due, or before that if they are no longer needed.

The Library is open 81 hours a week during the academic terms:

|                 |            |            |
|-----------------|------------|------------|
| Monday-Thursday | 9:00-6:00  | 7:30-11:00 |
| Friday-Saturday | 9:00-6:00  | 7:30-10:00 |
| Sunday          | 12:00-4:00 | 6:00-10:00 |

The following statement of policy has been formulated by the Faculty Library Committee and approved by the Faculty Educational Policies Committee:

"The purposes of the Library, which are the purposes of the college, are best served by providing the largest possible number of distinct titles and by keeping duplication of titles to a minimum.

"The Library recognizes that effective instruction, and especially instruction in large classes, may require the provision of duplicate copies of essential works that the students may not properly be expected to buy. Such works include out-of-print books, books in which only a few chapters will be used by a class, and books which are extraordinarily expensive. Under normal circumstances they do *not* include paperbacks, or textbooks that have no value apart from a course.

"It is not the responsibility of the Library to provide a copy of every book assigned in every class. Students should expect to spend up to \$15.00 per class per semester on books used intensively in the work of the course. Inasmuch as students receiving financial aid are expected to budget \$100 a year for books and supplies, this expectation can work no real hardship, and it accords with a college-wide commitment to encouraging the purchase of significant books."

## MISCELLANEOUS

**WORKSHOPS.** Most divisions schedule workshops to supplement the regular curriculum. The workshops usually involve both student and faculty participation in discussions, informal talks, readings of original works, or performances. These workshops are open to all members of the community and can be very informative for both majors and non-majors. In the performing arts, attendance at weekly workshops is expected of students taking courses in these fields. Each term, special Dance and



Drama Workshops run for three nights consecutively in the Theatre as full evening performances. The Dance Workshop in the fall term often shows the repertory to be presented during the Non-Resident Term by a group, chosen by the dance faculty, who go on tour every other year.

LANGUAGE TABLES meet once a week at dinner with an instructor in French, German, Spanish, or Russian. Students at all levels of fluency in the language are welcome.

#### IV. NON-ACADEMIC NOTES

Bennington students may attend a variety of scheduled evening activities including open workshops, lectures sponsored by the Special Events Committee, the weekly film series, frequent faculty concerts, and occasional folksings. Art exhibits featuring the work of noted artists, faculty members, and students are shown in the New Gallery and each showing is inaugurated with an "opening." The music division sponsors an orchestra and, if interest warrants, a chorus.

Bennington is near several men's colleges—Williams, Dartmouth, RPI, and Union. The student Recreational Policies Committee arranges occasional activities to which men from these and other colleges are invited. Individual houses often plan spring and fall picnics, Christmas parties, etc.

#### SPORTS

Bennington has no organized sports program, but facilities for many sports are available on or near the campus. The college tennis courts get heavy use in the spring and fall. Volleyball and baseball equipment is available at the Switchboard.

There are several swimming areas near the college. The most popular ones are the Cascades and Lake Paran, the latter within walking distance of the campus. There are also a few riding stables within easy reach of the college. Some students like to hike in the spring and fall. (They are reminded that hiking in lonely areas or over mountain trails should never be done in groups of fewer than three. Four is a much better minimum number in case of injury to one of the party.)

Skiing opportunities are unlimited in this area—except that the college calendar limits the time in which a student can take advantage of them. Bromley, Snow Valley, Mount Snow, Hogback and Dutch Hill are all less than thirty-five miles from Bennington. Ski equipment can be rented at any of these ski centers.

#### GUESTS

In the same way that a Bennington student is deemed responsible for her own conduct at all times in any place, so too are guests expected to conduct themselves in line with the Standards, Rules and Regulations of the Bennington College community. The student can be of great help in this respect by calling any unwitting breaches of the community's standards to the attention of her guest.

Men guests arriving on campus before 6:30 p.m. are expected to register at Switchboard, or, after that time, at the Night Watchman's Booth. Students expecting guests after 11 p.m. should register them at Switchboard or with the Night Watchman. Guests who arrive after 11 p.m. may call a student from the pay phone at the Night Watchman's Booth and will be admitted if the student they call comes to meet and accompany them on campus.

Men guests are allowed on campus until 1 a.m. every night except Saturday, when the hour is 2 a.m. Students can be of help to the Night Watchman in realizing that their guests should be out of the student houses before 1 a.m. if they are to be off the campus by that time. Men guests may not enter or re-enter the campus before 7:00 a.m.

Men are allowed in student rooms between 10:00 a.m. and 6:30 p.m. every day except Friday and Saturday, when the hour is extended to 10:00 p.m.

The rules applying to men guests are spelled out in detail under the Rules section of this Handbook.

#### OTHER COLLEGES

A Bennington student who is a guest at a college for men should be aware of the closing hours in dormitories and fraternities:

At *Williams* women may visit in dormitories from 1:30-6:30 p.m. only. They must be out of the residential and fraternity houses by midnight, Sundays through Thursdays, by 1:00 a.m. on Saturday mornings, and by 2 a.m. on Sunday mornings. Any violation of these rules renders a *Williams* student liable to suspension for one year.

At *Dartmouth* women must leave the dormitories by 7:00 p.m. and the fraternity houses by 11:00 p.m. except on Saturday nights when the hours are midnight and 1:00 a.m. respectively. Women are not admitted to either fraternity houses or dormitories before 10:00 a.m.

At *RPI* dormitory rooms are only open to guests on Fridays (5:30 p.m.-7:30 p.m.), Saturdays (12 noon-3:00 p.m., 5:30-7:30 p.m.), and Sundays (12 noon-3:00 p.m.). In the freshman dorms, lounges are open to guests on Friday and Saturday from noon until midnight, and on Sunday from noon until 8 p.m. only.

#### SIGN-OUT AND CHECK-UP PROCEDURES

The college relies on the student's sense of responsibility in managing her own social life, but if her social activities appear to have a harmful effect on her academic work, she may be advised by her counselor to curtail them.

The college has the responsibility of knowing the whereabouts of its students during the resident terms and for this reason certain written procedures must be followed by students. The information provided by these procedures is checked every morning to assure that all students are either on campus or that their absence is accounted for. The Judicial Committee takes a serious view of failure to sign out or of errors on sign-out records. A student can save herself and the college time and trouble by becoming thoroughly familiar with these procedures and following them carefully:



1. **LATE SIGN-OUT.** A student must sign out on the green sheet (off-campus record) at Switchboard every time she intends to be away from the campus after 11:00 p.m. If she has forgotten to do so, she should be sure to phone the college from wherever she may be. When she returns she must sign in at the Night Watchman's Booth, at which time she obtains a key to her house (locked each night at 11:00 p.m.). Once inside her house, the key should be left in the box provided for it near the door. It is a serious matter to lose a house key; a student who does so is charged \$25, the cost of replacing both the lock and the key.

2. **OVERNIGHT SIGN-OUT.** A student intending to spend one or more nights away from the college must fill out a slip at the Switchboard, in person, giving information about where she can be reached and at what time she plans to return. If a student is going to be a guest of a student at a men's college, she is advised to sign his name and address if she does not know when she leaves campus exactly where she will be staying. It is the student's responsibility to notify the college immediately, through the Switchboard or the Student Personnel Office, if she has forgotten to sign out or if the information she has given should change. It is especially important that the college be notified of any delay beyond the expected time of return. The Student Personnel Office will then notify the student's instructors and counselor of any delay that will cause her to be absent from classes.

Upon her return the student must sign in immediately, in person, either at the Switchboard or at the Night Watchman's Booth.

Failure to sign out or failure to give complete information on the overnight slip may result in a collect telegram or call from the Student Personnel Office to the student or her parents. All sign-outs are checked daily by a member of the Judicial Committee, which collaborates with the Student Personnel Office in discussing errors with the students who make them.

3. **CHECK-UP DUTY.** Check-up is a system originally devised by students for taking daily attendance in the houses. Absences are noted on check-up forms filled out by a member of each house (a rotating duty) every morning by 7:45 (9:45 on Sunday). This form is due at Switchboard by 9:00 a.m. every morning (except Sunday, by 11:00 a.m.), where it is double-checked against the sign-out slips.

A student's room should always be unlocked by check-up time. If a student is on campus but not in her own room at check-up time, she must leave a note on her door explaining where she is. She will be marked absent, but with some explanation; if she is sleeping in another house, she should be listed as a guest on that check-up form.

The Rules and Regulations at the end of the Handbook give further details about these essentially simple but extremely important procedures.

**EARLY DEPARTURES, LATE ARRIVALS.** The college calendar provides for two terms of slightly less than fourteen weeks each, each broken only by a mid-term vacation known as Long Weekend. (The Non-Resident Term runs for nine weeks.) Students are expected to follow the college

calendar in planning their departure and arrival before and after the summer vacation, the Non-Resident Term, and the Long Weekends.

Any student knowing she will be unable to return to college in time for her first class, or any student who wishes to leave the college before her last class preceding a vacation, must make her reasons known, in writing, to the Director of the Student Personnel Office.

## V. USEFUL AND NECESSARY INFORMATION

The village of North Bennington is within walking distance of the campus. What cannot be found there can usually be found in the town of Bennington, about five miles away. There are a number of banks, churches, motels and tourist homes in the area (though only one hotel). Students can shop easily in town for clothes, furniture, gifts, etc. Many of the local merchants and the exhibitors who come to the college are generally agreeable about letting students open charge accounts.

### THE COMMONS BUILDING

The Commons Building is open everyday from 7:00 a.m. to 1:00 a.m.

**THE INFIRMARY** is on the first floor of Commons. Shortly after arrival, each new student will be interviewed by members of the Health Service. There will also be a meeting in the first week of the entire freshman class to acquaint them in detail with the workings of the Health Service.

The Health Service Fee entitles a student to dispensary care and to three nights in the Infirmary each semester, free of charge. Some medications are not included in this plan because of their cost. All students are advised to have hospitalization insurance.

In case of emergency, day or night, the Infirmary may be reached either by direct line or by dialing Switchboard. During the day a student may visit the Infirmary at any time for emergency treatment. Any student in an automobile accident, on or off the campus, should report it immediately to the Student Personnel Office and to the Infirmary.

Students may go to the Health Service at any time for check-ups or for advice concerning dentists, oculists, or other specialists.

In addition to the doctor and two nurses, the Health Service includes a psychiatric counselor. The first three consultations with her are free of charge. The psychiatric counselor, like the doctor, maintains confidential relations with the student. The Health Service does not communicate with the student's family without the student's knowledge except in a case of extreme emergency.

A T.B. case-finding program is held every fall in cooperation with the Vermont State Health Department. Skin tests are done on each student who has not previously had a positive skin test. All those who have had a positive skin test receive yearly X-rays. Each student must have a check-up with the college doctor before she graduates.

**DINING-ROOMS.** There are five dining-rooms on the second floor of Commons. Breakfast and lunch are served cafeteria style, dinner is served



by student waitresses. Guest tickets for meals may be obtained at Switchboard. A breakfast ticket costs \$.55, luncheon \$.70, and dinner \$1.25.

Students having guests for meals over the weekend must sign for and buy tickets for the number of guests expected by 5:00 p.m. on Friday. The guest-book is kept in the Blue Pantry.

Students are required to wear shoes in the dining-rooms for obvious reasons of sanitation and prevention of accidents resulting from broken glass or china.

**SNACK BAR.** This popular spot is just off the Commons Lounge. Manned in part by students, the Snack Bar is managed by the Director of Dining-rooms and is open each weekday from 9:00-12:00, 1:00-6:00, and 7:00-11:00. On Sundays, when only two meals are served in the dining-rooms, it is open from 12:30-4:00, and 6:30-11:00. Frequent customers can save money by buying a \$10 book of tickets worth \$11 of food.

**POST OFFICE.** The college's post office is a federal sub-station. Every student has her own box. Anyone wishing to distribute material to boxes must consult the Switchboard operator or Postmistress.

The Post Office is open for the sale of stamps, money orders, parcel post, etc., 8:30 a.m.-12:00 noon and 12:30-6:00 p.m., Monday through Friday. The Saturday schedule is 8:30-11:30 a.m. and 12:30-6:00 p.m. No post office business is transacted on Sundays.

Deliveries every day are as follows:

| <i>Incoming</i> | <i>Outgoing</i> |
|-----------------|-----------------|
| 9:00 a.m.       | 7:45 a.m.       |
| 11:00 a.m.      | 10:00 a.m.      |
| 2:00 p.m.       | 4:30 p.m.       |
| 7:00 p.m.       | 5:45 p.m.       |

**SWITCHBOARD.** The Switchboard operates from 7:00 a.m. to 11:00 p.m. From 11:00 p.m. to 7:00 a.m. the Night Watchman takes all calls that come in to the college. He does not put through calls to students but refers the call to a member of the Administration in case of emergency.

The Switchboard does not make any toll calls for students and accepts collect calls only in case of emergency. Toll and collect calls go out only on pay-phones (one in each house, one in Commons).

The Switchboard bulletin board often posts useful information. In addition, Switchboard is the place where students must sign out when they leave campus, except after 11:00 p.m. when this is done at the Night Watchman's booth.

**MISCELLANEOUS.** Also to be found in Commons are the laundry, shipping-room, cigarette machines, guest suite (for official guests of the college only), and Theatre, plus several offices and studios.

No drinking of alcoholic beverages is permitted anywhere in the Commons building.

#### THE CO-OPERATIVE STORE

The Co-operative Store is in the east wing of the Barn and sells such necessities as textbooks, school supplies, art supplies, cosmetics, cigarettes,

small hardware, etc. It also has an extensive offering of paperback books, art reproductions, greeting cards, and stationery.

All members of the community are eligible for membership in the Store at a cost of \$10 a share, and each member is entitled to one vote in shareholders' meetings. The policies of the Store are determined by a Board of Directors, consisting of six students, two members from the faculty, administration, or staff, plus the President and Business Manager of the College, *ex officio*, elected by preferential ballot by the members of the Store in the first week of June. A copy of the Constitution of the Co-op Store is available at the Store and in the Student Personnel Office.

Annual dividends are paid on the receipts representing purchases which the student has made throughout the year. A Store member's initial investment of \$10 is refunded upon request when she officially leaves college.

The Co-op Store sponsors such campus attractions as rummage sales, used furniture sales, and frequent exhibitions (in Commons) by shops in the area which bring selections of clothes and accessories to the campus.

Students who wish to sell merchandise or offer services must discuss their project *beforehand* with the Co-op Store Board.

#### JOBS ON CAMPUS

Many campus jobs are open to students, such as:

|                              |                            |
|------------------------------|----------------------------|
| waiting on table             | babysitting                |
| serving faculty tea          | working at Snack Bar       |
| assisting in Co-op Store     | assisting in library       |
| monitoring art studios       | guiding campus visitors    |
| modeling for art classes     | assisting in music library |
| working in college offices   | operating switchboard      |
| operating mimeograph machine | accompanying dance classes |

For all college jobs except work in the dining-rooms, students are required to keep a record of their hours on a time-sheet. Students must have their time-sheets signed by the "employer" (i.e., someone in the Admissions Office for guiding, an instructor for monitoring, etc.) and then turn them over *in person* to the Business Office by the 5th of each month. If they have no direct employer to sign the time-sheet, the NRT office will sign it.

All waitresses for the dining-rooms sign on one time-sheet posted in the Blue Pantry. This time-sheet must be in the Business Manager's Office, signed by the work supervisor, by the 5th of each month.

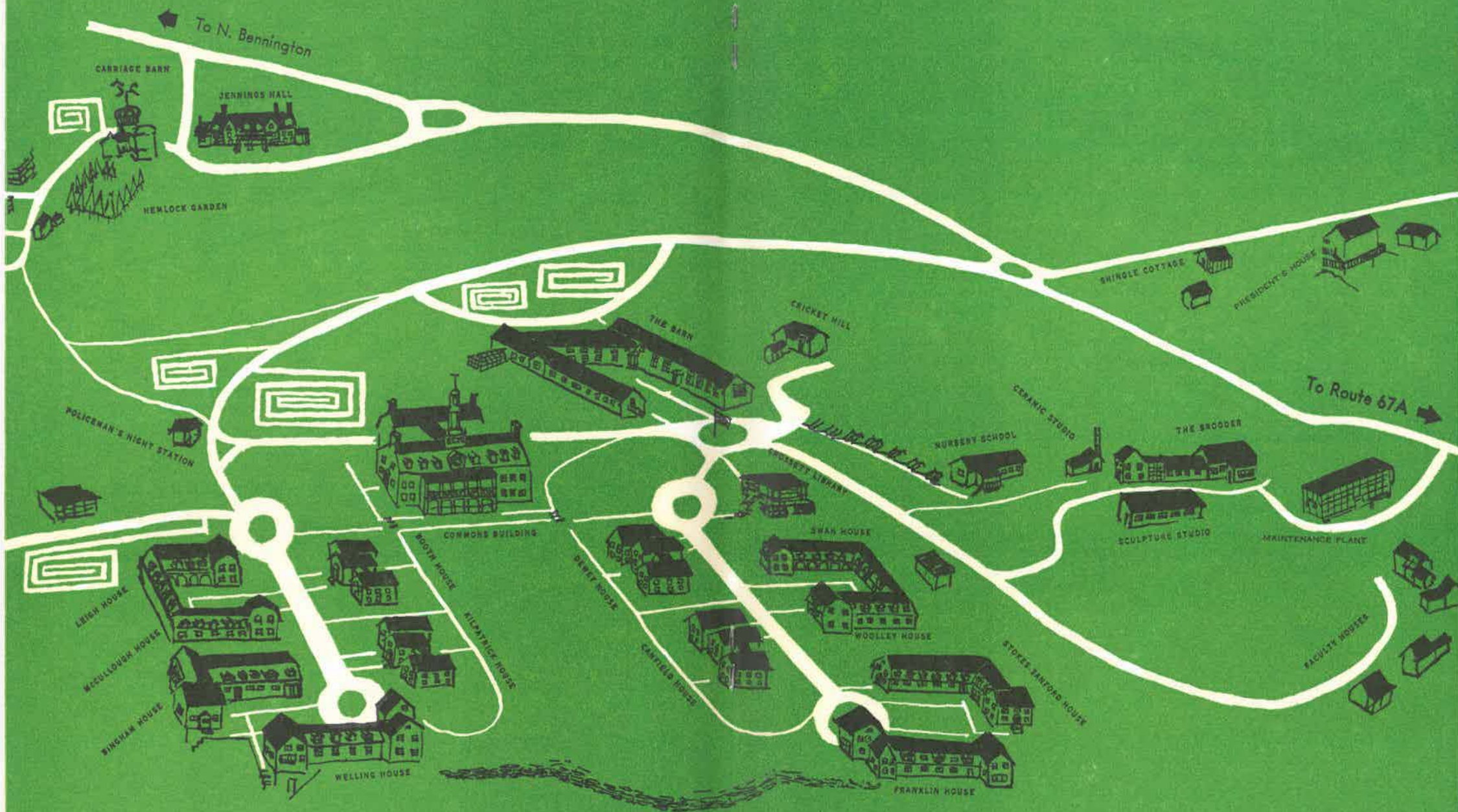
Other ways of earning money are available. In the past, students have been campus agents for magazines and newspapers, done typing for faculty members and other students, etc.

Students should work through the Non-Resident Term Office in arranging most campus jobs. They should consult the NRT Office about any babysitting job with other than a college family.

#### TRANSPORTATION

The Village of Bennington has no local bus system but there are several taxi companies. A college arrangement is made whereby a student can go







into town at any one of four times daily by purchasing a round-trip ticket at Switchboard for 35¢. On Sundays the taxi service coordinates with church service schedules.

There is a Greyhound Bus Depot in the Village of Bennington, from which there is at least one express bus to New York City every day. There is also bus service between Williamstown and Bennington, and between Albany and Bennington. The closest railroad stations are in Pittsfield and Albany. Albany has a commercial airport, Bennington a private one.

### MOTOR VEHICLES ON CAMPUS

**CAMPUS PERMIT.** Any student, except for those receiving financial aid, may maintain an automobile on campus. Every car or other motorized vehicle must be registered with the Student Personnel Office. Signed parental permission is part of the registration procedure, which is explained in the Rules section at the back of this book.

**BORROWER'S PERMIT.** A Borrower's Permit is necessary before a student may drive another student's car; the car owner must also have permission to loan it to that student. Both applications must be signed by parents and be cleared through the Student Personnel Office. *Under no circumstances* should a student give driving lessons to another student or permit any unlicensed person to operate her car.

The college car is available for use by students who teach in the local schools. A Borrower's Permit should be secured by any student who intends to drive it.

The college considers these registration procedures to be absolutely essential as safety measures and considers driving without proper permission a serious infringement. Every costly car accident involving students within recent years has occurred when a driver without proper permission was operating the car. The college insists on its system of permits because it must do what it can to protect the lives and safety of its students while they are in residence.

**PARKING.** There are no garages for student cars. They are parked on the campus in designated lots at the owner's risk. Visitors should use the Guest Parking Lot just north of the Night Watchman's booth. Parking in front of the student houses is limited to the time it takes to load or unload a car or to drop and pick up passengers.

**ACCIDENTS.** A student's car should be properly insured and the student driver should be thoroughly informed about her insurance and about what she must do in case of accident. A student involved in an automobile accident of any sort—whether she is the driver or a passenger—is expected to report the incident *immediately* to the Student Personnel Office and to the college physician. Arrests for any reason should also be reported to the Student Personnel Office.

**MOTORCYCLES** are not allowed beyond the Night Watchman's Booth. A student driving one is otherwise subject to all regulations that apply to automobiles.

**BICYCLES** are used on campus but are by no means necessary. They may be kept on the porch of Commons at any time of the year. It is recommended that an incoming student not bring a bicycle, unless she knows she will have a definite need for it, such as for frequent trips to Jennings Hall, etc.

### THE HOUSES

There are twelve student houses, each one accommodating approximately thirty girls who represent all four classes.

Each house has a living-room, one or two card-rooms, single and double student rooms, a kitchenette, and an attic. Each living-room has a wood-burning fireplace, is comfortably furnished, and is used for such activities as house meetings, workshops, small classes, house parties, etc.

Night patrolmen inspect each house on a fixed schedule throughout the night, being sure that the doors to the houses are locked. For their own safe-being, students are urged to help by seeing that the doors to the houses remain locked after 11 p.m.

**LIVING-ROOMS.** Since living-rooms are for general use by many people, students should try to keep their house living-room presentable at all times. Some houses have "living-room duty" with students on hand to greet guests.

Students are not permitted to sleep in the living-rooms.

**HALLWAYS** must be kept clear of all student property at all times, as required by the fire insurance of the college. This includes easels and paintings unless they are hung on hooks supplied by the college. If found in the hall, they will be returned once to the owner's room. If found again in the hall, they will be taken to the attics. Screws and wire needed for hanging canvases may be purchased at the Co-operative Store.

**PLASTER OF PARIS** may not be used in the student houses because of the possible damage it may cause to floors, furniture, and plumbing.

**TELEPHONES.** In all student houses there is a telephone on each floor to be used at any time for campus calls. Prepaid long-distance calls can be received on these phones between 7:00 a.m. and 11:00 p.m. Off-campus calls may be made at any hour on the pay-phones in each student house or in Commons. A student may accept a collect call only on these pay-phones. Telegrams may be sent over the pay-phones or from the telegraph office in the Putnam Hotel in Bennington.

**KITCHENETTES** are equipped with an iron, ironing-board, refrigerator, sink, hot-plate, and a small assortment of utensils. Students are expected to clean up after using the kitchenette. The kitchenette may be locked if they fail to do so, or if an inordinate amount of dishes and silverware, belonging in the college dining-rooms *only*, should be found by the Housekeeper in the student houses. Students should be sure not to leave electrical appliances unattended in the kitchenettes for any lengthy period of time.

**STUDENT ROOMS.** The college provides each student room with a bed, mattress, and pillow; a desk and chair; a bookcase, bureau, and



mirror. Students must provide such items as bed linen, blankets and towels, desk and floor lamps, curtains, bedspreads, and rugs. Most rooms have rather small closets but there is storage space in each house.

New students should plan to bring their own desk lamps and floor lamps, since the rooms have no wall lights but only plug-in outlets. In a double room, four lamps should be the maximum number. All lights should be turned off when a student goes to meals or leaves her room for any considerable length of time. Extension cords should be as short as possible and should not be run behind the radiator. Cooking appliances should be used in the kitchenettes only. The college does not charge for the use of other electrical appliances in student rooms, such as phonographs, radios, hair-dryers, electric blankets, etc.

Each student, in being assigned a room, accepts responsibility for all college property allotted to her and is expected to treat it with care. The cost of repairs for damage to or loss of college property may be charged to an individual or to a house.

Students take care of their own rooms, but the rooms are inspected from time to time by the Housekeeper, who reports any undue untidiness to the House Chairman. (House-cleaning equipment is available in each house.)

Students wishing to change any of the room furnishings should see the Housekeeper. Any change or exchange of rooms must be cleared with the Director of the Student Personnel Office.

**KEYS** to student rooms, closets, and top bureau drawers are available in the Cashier's Office for a deposit of \$1, which is refunded upon return of the key.

(Keys to the sculpture studio, the ceramics studio, the art closet, the dance closet, the percussion closet, the Nursery School, and to sports equipment are kept at Switchboard.)

**PERSONAL POSSESSIONS.** At college, as elsewhere, these are the student's own responsibility. A college carries no insurance on its students' property. It is therefore wise not to bring too many things, to use name tags, to label books, records, and notebooks, and to report promptly any mysterious disappearance of belongings to the House Chairman. There is a Lost & Found at Switchboard.

During the resident terms, a student may store valuables such as jewelry or money in the Cashier's Office.

**STORAGE** is a major concern at Bennington since all students must dismantle their rooms twice a year, in December and June. Storage instructions are issued at the end of each term by the Housekeeper. During the NRT a student may leave personal possessions in her closet and the top drawer of her bureau. During the summer nothing other than furniture may be left in the room, since members of summer programs will be using the room or maintenance men will be making repairs. Students can store correctly marked cartons in the attic. No furniture should be taken to the attic; it must either be left in the room, tagged with the owner's name, or sent to a local storage firm. Most of the local cleaners will store woolen articles at a minimal cost. Students who are withdrawing can make arrange-

ments to have their personal possessions shipped to them by the college if they have been properly packed, marked, and stored.

**ROOM-CHOOSING** for the following year takes place in May. Rooms are either retained by students who want to stay where they are or new rooms are chosen by a system of priorities approved by the Executive Committee. In general, seniors have first choice, juniors next, and so on. The student who wants a new room in her own house has a high priority.

Very few rooms may be changed during the resident terms, especially in the fall when not one room is empty. If there are valid reasons for wishing to change a room or a roommate, the matter should be discussed with the Director of the Student Personnel Office. A limited number of rooms can usually be changed during the Non-Resident Term.

**QUIET HOURS.** Houses vote their own quiet hours as a means of eliminating unnecessary noise. These hours usually extend from a specified time in the evening until the following morning. Disregard of quiet hours is dealt with by the House Chairman, who may bring the matter of persisting disregard to the attention of the Judicial Committee.

Musical instruments may be practiced in a student house only with the approval of the house. There are rooms in Jennings Hall for this purpose where the practice hours are from 8:30 a.m. to 11:00 p.m.

### JENNINGS HALL

Most rooms in Jennings (studios, practice rooms, music library, office) are for the use of music faculty and students. The building also contains some faculty apartments, plus rooms for a few men students enrolled in the performing arts.

The rules and standards of the college pertaining to men guests apply in reverse to women guests of student residents of Jennings. Women students are expected not to impose on residents of Jennings by asking them to put up men guests overnight.

### EMERGENCIES

**GENERAL.** The college police, on duty at the Night Watchman's booth from 6:30 p.m. to 7:00 a.m., are to be called in case of emergency at night. During the day, the Assistant Director of Physical Plant should be notified. If personal emergencies arise, the student should see the Director of the Student Personnel Office or the Business Manager. In case of illness, the Infirmary can be reached day or night by dialing 255 or by dialing 0. Incoming emergency phone calls are taken by the Night Watchman after 11:00 p.m. and referred to the appropriate person.

**FIRE.** Alarm signals and names of student Fire Wardens are posted in all campus buildings. Buildings must be vacated as quickly as possible when the appropriate alarm sounds in numbered siren signals.

Alarm boxes are located on the front of Jennings, the south wall of the Barn, the west side of Woolley, the east side of McCullough, and next to the southeast door of Commons. In addition, student houses are equipped with independent alarm systems which are automatically set off in case of



fire. To have the general alarm set off, the student should either dial "O" or break the glass on one of the outside fire boxes mentioned above.

Any fire should be reported immediately to the Director of Physical Plant, whether or not it has been extinguished.

Students are urged to exercise caution when they smoke, to refrain from smoking in locations where it is specifically prohibited, to supply metal ashtrays and wastebaskets for their rooms, and to use the firescreen whenever a fire is going in a living-room fireplace.

In addition, they are strongly urged to read carefully the section of the Rules (in this Handbook) concerning specific fire regulations.

### MISCELLANEOUS

**DRESS.** Daily campus wear is always casual. Students wear slacks, levis, shorts, or skirts and sweaters to classes and most other on-campus activities. A heavy coat or jacket is necessary for Vermont winters, while a raincoat can be used to good advantage in the fall and spring. Bennington has no very formal affairs; however, cocktail or wool dresses may be useful if the student plans to attend such affairs at other colleges or to take part in concerts, etc.

When packing for college, new students should take into consideration the fact that the closets in student rooms are very small and that most freshmen will have to share a closet with a roommate. If their is doubt as to the appropriateness or necessity of certain clothes, a new student should write her House Chairman during the summer, or wait until her arrival on campus and then have them sent from home. Extra clothes can always be bought at local shops or at exhibitions sponsored by the Co-op Store.

Spring tempts many students to go barefooted. They are requested to refrain from this in the area of the administrative offices in the Barn, and in the dining-rooms.

**LAUNDRY, LINEN RENTAL AND CLEANING.** Automatic washing machines and dryers are located in the Laundry Room at the rear of the first floor of Commons.

Linen rental service is available to students, providing them with bed linen and towels each week at a yearly rate. Washcloths are *not* provided, so students should plan to bring their own.

Pick-up and delivery service in the student houses is provided by local laundries, dry cleaners, and by several private individuals living near the college.

**BOOK BUDGET.** The cost of books and supplies required for course work varies a great deal according to the student's program. Any book an instructor asks his students to buy should be regarded as a necessary purchase to be made promptly. If it is needed in a science course, for example, it is needed by the second meeting of the class. Perhaps about \$100 for books and supplies should be budgeted for the first year.

The Co-op Store has an extensive line of art supplies. Students planning

to work in art studios should realize that these supplies are not inexpensive.

**FACULTY OFFICES.** Members of the faculty allow students to use certain offices in the Barn at night for study, provided the courtesy is respected and offices are left in good order. A faculty member may withdraw this privilege at any time he wishes. (Hot plates and electric coffeepots are not to be used by students in the Barn.)

**IDENTIFICATION CARDS.** These are issued by the Student Personnel Office. The Owner's Permit is essential for those students who have cars; the Borrower's Permit is essential for those who want to drive someone else's car, and the signature of the student lending the car must appear on it. There is also a card certifying that a student is registered at Bennington, which sometimes proves useful in claiming student discounts, etc. Another card certifies the student's age.

**SALESMEN.** Selling from house to house by outsiders is not permitted on campus and any person attempting to sell to students should be reported at once to the Student Personnel Office or to the Director of Physical Plant.

## THE BENNINGTON COLLEGE COMMUNITY CONSTITUTION

### PREAMBLE

We, the members of the Bennington College Community, jointly seek  
to promote the exercise of individual responsibility  
to moderate conflict between the organs of government  
to provide forums for the discussion of affairs affecting all members of the Community  
to clarify the locus of legislative authority  
to insure continuity in the governance of the Community.

Under the laws of the State of Vermont and under the charter of the Bennington College Corporation, we therefore establish this Constitution.

### I. HOUSE GOVERNMENT

1. The members of each student house shall elect a House Committee, to be composed of a House Chairman, an Assistant House Chairman, and a House Delegate, to serve for a period of one year. The following six houses shall elect their respective House Committees at the conclusion of the Fall Term: Leigh, McCullough, Stokes-Sanford, Swan, Welling, Woolley. The following six houses shall elect their respective House Committees at the conclusion of the Spring Term: Booth, Bingham, Canfield, Dewey, Franklin and Kilpatrick. In each house the incumbent Assistant House Chairman shall automatically become a candidate for House Chairman; furthermore, no freshman shall be eligible for election as House Chairman or House Delegate.

2. It shall be the responsibility of the House Chairman, with the assistance of the House Committee, to execute the regulations and conduct the



business of the house, employing whatever measures may be necessary and proper to fulfill her responsibilities under this constitution. She shall enforce legislation that has been passed by the house meeting, by the Student Government, or by the Community. When enforcement proves impossible, she shall report offenses to the Judicial Committee. The members of the House Committee shall be exempt from responsibility for the financial obligations of the house except as residents thereof.

3. Each house shall hold frequent meetings of all of its members in order: (a) To legislate on house business, such as quiet hours, house dues, and check-up duty; (b) To deliberate on matters of general college policy, such as men in the rooms, library hours, or traffic regulations, whenever requested by the Legislative Council or by members of the house; (c) To vote, by secret ballot, on matters of general college policy after they have been discussed in house meetings; (d) To orient new students each Fall Term. Questions referred to house meetings for discussion by a proper authority shall be discussed within two weeks. Failure to meet this requirement shall be grounds for disciplinary action by the Judicial Committee.

4. The Legislative Council of the Student Government shall provide appropriate procedures for deliberation and voting by special students and off-campus students.

## II. STUDENT GOVERNMENT

### THE EXECUTIVE COMMITTEE OF THE HOUSES

1. The House Chairmen shall constitute an Executive Committee of the Houses, which shall meet at least once in every two weeks. Upon their first meeting of the term, the members of the Executive Committee of the Houses shall elect a chairman and a secretary to preside over and record their meetings.

2. It shall be the responsibility of the Executive Committee of the Houses: (a) To confer regularly on the problems of house government, to consider grievances reported by individual students, and to make recommendations to individual House Chairmen as to how they may more effectively carry out their responsibilities; (b) To devise and promulgate such administrative regulations as are necessary to put into effect standards and rules adopted by proper legislative authority; (c) To plan the annual orientation of new students; (d) To call and conduct special house meetings in houses in which the standards and rules are not generally observed; (e) To consult at frequent intervals with the Director of Student Personnel and other members of the Administration of the College on house matters; (f) To recommend legislation affecting the houses to the Legislative Council and, through it, to the student electorate.

### THE LEGISLATIVE COUNCIL

3. The delegates from the student houses, together with the Chairman of the Executive Committee of the Houses, the Chairman of the Judicial Committee, and the Chairman of the Student Educational Policies Com-

mittee, shall constitute a Legislative Council of the Student Government, which shall meet at least once in every two weeks.

4. Each term the student electorate shall elect a President of the Council from among the twelve House Delegates. If a new House Delegate is elected President, her house will elect a Delegate to replace her. (*As amended, spring 1961*)

Each term the Council shall appoint a Secretary who will be paid from the Student Government budget. The Secretary shall not have the right to vote. (*As amended, spring 1961*)

The President of the Council shall designate a Spokesman to present the views of the Council at Community Meetings.

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

### THE JUDICIAL COMMITTEE

6. There shall be a Judicial Committee composed of five students and one non-voting faculty adviser serving one-year terms. (*As amended, spring 1961*) Two students shall be elected at the end of the Fall Term and three students and the faculty adviser shall be elected at the end of the Spring Term by the student electorate in a preferential secret ballot conducted



by the Legislative Council. They shall elect a chairman from the student members who have experience on the Committee.

No student shall be eligible for election until she has served at least one semester on a House Committee. No faculty member shall be eligible for election until he has been a member of the faculty for two years. Candidates shall be nominated by the Legislative Council, by house meetings, or by petition of fifteen eligible members of the community, and a preliminary election shall be held one week before the final balloting to reduce the number of candidates to three times the number of vacancies. The authority of the Judicial Committee shall extend to all infractions of rules and regulations voted upon by the student electorate. It shall have power to rescind drivers' licenses issued by the college, to limit individual students' sign-out privileges and to campus individual students, to suspend the social privileges of a student house, to suspend or expel students from the College, or to employ such other penalties as it deems appropriate. The Committee shall operate at all times as a full committee, except in instances in which it has specifically and publicly delegated authority to an individual member.

7. Every student shall have the right to appeal to a Judicial Review Committee to reduce a penalty imposed by the Judicial Committee. Sentences of suspension or expulsion must be appealed to the Judicial Review Committee, and shall require the approval of the president of the College before they may be carried into effect. The Judicial Review Committee shall be composed of the Director of Student Personnel plus two faculty members serving two-year terms and elected in alternate years by the student electorate in a preferential secret ballot conducted by the Legislative Council. No one shall be eligible until he has been a member of the faculty for two years. Candidates shall be nominated by the Legislative Council, by a Faculty Meeting, by a House Meeting, or by petition of fifteen members of the community; and a preliminary election shall be held one week before the final balloting to reduce the number of candidates to three times the number of vacancies.

#### THE EDUCATIONAL POLICIES COMMITTEE

8. There shall be a Student Educational Policies Committee composed of two representatives from each division, serving one-year terms. One representative shall be appointed by the faculty of each division within the first month of the fall term; the other shall be elected at meetings of students majoring in or intending to major in each of the divisions, such meetings to be called by the Chairman of the EPC within the first month of the fall term.

The divisional representatives shall elect a Chairman for the coming year at the end of each spring term. No student shall be eligible for election as Chairman until she has served at least one term as a class or divisional EPC representative.

Class EPC representatives shall be elected in all classes at the beginning of each term, such class elections to be conducted by the class instructor.

It shall be the responsibility of the Student Educational Policies Committee to evaluate, and to stimulate the evaluation of, the educational

aims and policies of the college as they are carried out in the classroom, within each division, and by the college as a whole. In carrying out this responsibility the *class representative* shall act as a liaison between students and instructor, consulting with the instructor, holding at least one student meeting a term on the effectiveness of the instruction and the quality of student participation, then submitting a written report (as approved by the class) to the instructor, to the divisional representatives, and to the President at the end of each term. The *divisional representatives* shall meet with the faculty members or the Secretary of their divisions at the beginning of each term to discuss questions of policy, bringing the results of such discussion to the attention of the students, and shall also consult with faculty members of their division whenever the expression of student opinion is sought. The divisional representatives shall also study and discuss the class representatives' reports, bringing any general suggestions that emerge to the attention of the faculty, then sending these reports on to the President. The divisional representatives shall meet as a *committee of the whole* to discuss questions of educational policy affecting the entire student body or questions of educational policy being considered by the Faculty and/or the Trustee Educational Policies Committee when its opinions as representative of the student body are sought.

#### THE NON-RESIDENT TERM COMMITTEE (*as voted, fall 1962*)

8a. There shall be a Non-Resident Term Committee composed of one representative from each of the sophomore, junior, and senior classes, three members of the teaching faculty, the Director of the Non-Resident Term Office, and the Dean of Studies, *ex officio*. One freshman shall be elected by vote of the student body every year at the end of the spring term and shall be a candidate for reelection each following year until she graduates, but other candidates may be nominated by the student body at its discretion and according to the nomination procedures applying to student members of the Judicial Committee. At the same time one faculty member shall be elected in a preferential secret ballot of the faculty to serve for a term of three years.

The Committee as a whole shall elect a faculty chairman at the first meeting in the fall term. This first meeting shall be called by the Director of the Non-Resident Term Office and shall be held during the first month of the fall term.

The Committee shall stand in the same relationship to the Non-Resident Term Office as the faculty and student Educational Policies Committees do to the Dean of Studies.

The Committee will serve the Director of the Non-Resident Term in the capacity of a consultative body. The student, faculty, and administrative members of the Committee shall serve as liaisons to their respective constituencies, and a representative must be present from each constituency for the Committee to transact business.

#### THE STUDENT ELECTORATE

9. Individual participation being essential to effective self government, (a) Every student member of the community shall have the right of suffrage on every matter that is presented for a vote, and 15% of those eligible



voters present at any election or balloting shall have the right to demand that voting take place by secret ballot if not already required by the constitution; (b) All members of the student community shall have the right to nominate candidates for elective office, provided that they observe the provisions of this constitution in offering such nominations; (c) Every member of the student community shall have the right to petition the Legislative Council in any matter of college policy; and if students numbering 15% of the electorate shall petition the Legislative Council in support of specific legislation the Legislative Council must refer the matter (with or without recommendation) to a vote in the house meetings; (d) Members of the student community shall have the right to recall officials elected or appointed by students. A recall election shall be held when 15% of the appropriate constituency has petitioned for it, and an official shall be removed from office whenever a majority of those voting in a recall election or one-third of the eligible voters (whichever is larger) shall have voted for her recall; (e) 15% of the student electorate may petition for a Student or Community Meeting; (f—*amendment, spring 1963*). Any election or balloting where less than 25% of the student electorate cast their vote shall be declared invalid.

10. Amendments to the first two articles of this constitution may be proposed by a majority of the Legislative Council, by three house meetings, or by petition of one-fourth of the members of the student community. An amendment shall be adopted when approved by a majority of those voting and by a majority of the student houses.

### III. THE FACULTY

1. Every member of the teaching faculty, and every member of the administration of the College who has been accorded suffrage in educational matters by the faculty, shall have the right to vote in faculty meetings. Voting members of the Faculty Meeting may invite other members of the administration to vote on particular issues.

2. The authority of the Faculty Meeting shall extend to all areas of college policy affecting the educational standing of the College and the education of its students. The faculty shall have authority to name standing committees and *ad hoc* committees to carry out its various educational functions more effectively, and also to delegate the execution of particular faculty responsibilities to the college administration.

3. The Faculty Meeting shall have authority: (a) To inquire into and deliberate upon questions of college policy arising within the faculty or presented to it for consideration by other agencies; (b) To refer such matters, with or without its own recommendations, to other constituencies for deliberation and balloting wherever appropriate; (c) To request the chairman of the Legislative Council to call community meetings in order to discuss issues that in the judgment of the faculty require public discussion before they are deliberated and voted upon in the separate constituencies.

4. The Faculty Meeting shall designate a Spokesman whose duty it will be to present the judgment of the faculty on any matter of general college policy to Community Meetings.

5. Amendments to the third article of this constitution may be proposed by any committee of the faculty, by vote of one of the seven academic divisions, or by petition of one fourth of the voting members of the faculty. An amendment shall be adopted when approved by a majority of those voting in Faculty Meeting.

### IV. THE ADMINISTRATION

1. For the purposes of this constitution, the members of the administration shall be designated by the president of the College.

2. The administration exercises the authority necessary to carry out policies adopted by constitutional authority where their execution is not otherwise provided for.

3. The president has authority to recommend to the trustees the appointment and reappointment of members of the faculty and administration, observing such recommendations as may be adopted by the faculty affecting the nature of the advice that is to be employed in reviewing appointments.

4. The president has authority to recommend to the trustees changes in the policies of the College on his own initiative or upon formal recommendation of the faculty or the community.

5. Nothing in this constitution shall abridge the authority of the president to act in all matters in which he is legally responsible for, or accountable to the trustees for, the conduct of the College. Nevertheless, in cases in which the president finds it necessary to contravene legislation adopted by the community or by one of its constituencies, he shall report his action both to the appropriate body of the Community Government and to the trustees, and shall transmit to the trustees any memoranda prepared for their consideration by the community or by one of its constituencies.

### V. COMMUNITY GOVERNMENT

1. The Bennington College Community consists of the student body, the faculty, and the members of the administration and staff.

2. The Bennington College Community will normally meet in separate constituencies to deliberate upon matters of college policy, but it shall meet as a single group upon the call of the president, the faculty, or the Legislative Council of the Student Government, to discuss issues of general concern. In such cases, community meetings shall be presided over by the President of the Legislative Council or by her delegated representative.

3. All voting on matters of community concern shall take place in the separate constituencies, as provided for in this constitution.

4. In all cases in which the interpretation of this constitution is in dispute, and in all cases where two or more competent constituencies disagree upon a policy affecting both or in which one constituency asserts a claim to competence that is disputed by another, the difference of opinion shall be referred to a Constitutional Council, to be composed of three members



of the administration other than the president designated by the president, three members of the teaching faculty chosen by preferential ballot of the teaching faculty, and three students chosen by preferential ballot of the student body from candidates nominated as for the Judicial Committee as in Article II, Section 6. No member of administration or faculty shall be eligible for the Constitutional Council until he has been a member of the faculty for two years. No student shall be eligible for the Constitutional Council until she shall have served at least one semester on the Executive Committee of the Houses or the Legislative Council or the Judicial Committee or the Student Educational Policies Committee.

The Constitutional Council shall be a standing committee, presided over by one of its members. Its members shall be elected for one and one-half terms, one member from each constituency being chosen each term. A majority vote of the Council shall be binding on all parties to a dispute, *provided that* no decision of this Council may abridge Article IV, Section 5 of this constitution. The Council shall publish its decisions when made, assigning reasons therefor, and shall publish both majority and minority opinions when it fails to reach a unanimous decision.

## VI. RATIFICATION

1. This constitution shall be adopted when it has been approved by a majority of the students and a majority of the faculty voting in a referendum to be conducted by the present Executive Committee, *provided that* the total number of voters in each constituency is greater than 50 per cent of the eligible electorate. (*So adopted, June 1960.*)

2. When this constitution has been adopted, officers of the present community government shall conduct necessary elections and make such other arrangements as may be necessary to insure an orderly transfer of authority; *provided that* members of standing committees established under the present community government whose terms have not yet expired shall be entitled to continue in office for no longer than one semester. For the first student election under this constitution eligibility requirements shall be determined by the present Executive Committee on the basis of past experience.

3. Rules and regulations of the present community government shall remain in effect until changed by properly established constitutional authority.

## FOREWORD TO STANDARDS AND RULES

(*Ratified May 1961*)

Bennington is more than a collection of individuals; it is a community in which students and faculty are engaged in the common enterprise of education. The quality of the community life built up will not only determine the success of the whole educational venture; it will also affect for good or ill the social habits and ways of thinking of its individual members. To learn to live as a member of a co-operative community,

without sacrificing individuality, is an important part of the educational experience offered by the college. We have therefore thought it wise to define our responsibilities, and our mutual obligations.

Our purposes require that we govern ourselves by reliance mainly on constructive co-operation. A long series of restricting rules, while they might protect us from unsympathetic outside criticism, would defeat our fundamental purpose, which is to govern ourselves as mature, responsible members of a community. It is, moreover, impossible to guard against every form of human misbehavior by defining and forbidding it.

Inevitably the Standards and Rules will be violated. There are few penalties that are stated for specific violations because we feel that the circumstances and interests of the offender must be considered, as well as the protection of the community in many cases. In extreme cases of violation it may be necessary to expel a member whose continued presence would seriously jeopardize our essential purposes.

Every member of the community is responsible for knowing and abiding by these Standards and Rules, as well as the Regulations. They should be reviewed whenever necessary throughout a member's stay in the college.

The Standards shall be a guide to conduct for all members of the community. They are a general statement of the recognized responsibilities of the individual citizen.

The Rules shall be specific campus laws. Except where different circumstances indicate different arrangements, the same obligations bind all members of the community.

The power to change or amend the Standards and Rules resides in the community through normal constitutional procedures. The power to interpret and to impose penalties for the violation of these Standards and Rules is in the Judicial Committee.

The Judicial Committee, which consists of five student members and one faculty member, functions in both a judicial and educational capacity. Student violations of the Standards, Rules and Regulations are brought to the attention of the committee by the Night Watchmen or by the members of the community. The committee then decides upon the action it will take. In some cases, student violators are asked to come to the weekly meeting of the committee to clarify the circumstances of the violation. The committee always attempts to impress students with the reasons for the Standards or Rules they may have broken as well as the consequences which such a violation may have upon other members of the community.

The penalties which the committee may consider using for violations of the Standards and Rules are clearly defined in the Constitution. In the case that a student believes the imposed penalty to be inappropriate, the case may be taken to the Judicial Review Committee which consists of two faculty members and the Director of Student Personnel. In those cases where the Judicial Committee sentences a student to expulsion or suspension, the case "must be appealed to the Judicial Review Committee and shall require the approval of the President of the College" before the penalty is carried into effect.

Student violations and their resulting penalties are not made public, except in special cases when the committee believes the entire community is affected by such information.



## STANDARDS

1. Members of the Bennington College community shall always conduct themselves in an orderly and considerate manner, respecting the regulations of any community in which they may be.
2. Every member of the community shall conduct himself as a responsible citizen in constructive co-operation with the college and its aims.

## RULES

### ABSENCE FROM CAMPUS

The college relies on the student's sense of responsibility in managing her social life. It does not limit the number of nights or weekends she may spend away from the college, but she is asked to sign out before she leaves. The college has the responsibility of knowing the whereabouts of its students during the resident terms and for this reason the following procedures must be followed:

### OFF-CAMPUS RECORD

If a student is to be off-campus after 11:00 p.m. and is coming back before 6:30 a.m., she must sign out on the off-campus record at Switchboard, giving her destination (as nearly as possible) and the hour she is leaving campus. When she returns she must sign in *immediately* at the Night Watchman's Booth and obtain a key to her house. If a student has not been off campus but has been away from her house until after 11:00 p.m. (i.e. Jennings, Library) she may get a key by signing for it on a special sheet at the Booth.

Keys must be put in the boxes provided for them near the door of each house. Any individual who loses a key will be responsible for the cost of replacing both the lock and the key (\$25).

### OVERNIGHT SLIPS

If a student is to be off campus after 6:30 a.m. or for more than one night, she must fill out, in person, at the Switchboard, an over-night slip stating where she can most easily be reached in case of emergency. This should include name, address, city, state and phone number if possible, as well as the expected time of return.

### CAMPING OUT

If a student is going camping off campus she must give as specific a destination as possible on her sign-out slip. In addition she must give the names of those accompanying her. She is expected to stay in the area specified on her sign-out slip. It is strongly advised that no student hike or camp with fewer than three people.

Students may camp out on campus if they stay near the houses or near the routes of the Night Watchmen. They must leave dated signs on their door stating that they are camping out.

## FAILURE TO SIGN OUT AND DELAYS

If a student forgets to sign out or changes her address or is detained beyond the expected time of return, she *must* get in touch with the college *immediately*, giving complete information to Switchboard or to the Student Personnel Office. (Switchboard is willing to accept collect calls to facilitate the above procedure. Such calls are then billed to the student.) When the delay means that the student will miss classes, the Student Personnel Office, if notified by the student of her reasons, will explain them promptly to her counselor and instructors.

## SIGNING IN

Upon returning to the campus each student must sign in *immediately* in person. This rule applies to all vacations and the NRT, as well as to all overnight absences during the term.

## UNEXPLAINED ABSENCES

If a student has not returned to campus by the approximate time specified on her sign-out slip and has failed to notify the college of her delay, or if she has failed to sign out altogether, the Student Personnel Office, with the help of Switchboard, attempts to locate her on the basis of whatever information is available. The same holds true for any unexplained absence listed on the check-up form.

## JUDICIAL ACTION

A student who has received three warnings from the Judicial Committee about incorrect sign-outs will be called before the committee.

## CHECK-UP SYSTEM

Check-up duty is shared by members of a house, assigned on a rotating basis. The student responsible checks every room in the house by 7:45 a.m. on Monday through Saturday, and by 9:45 a.m. on Sunday. She records any absences on a special form which is due at Switchboard by 9:00 a.m. on Monday through Saturday, and 11:00 a.m. on Sundays. (Student rooms should always be unlocked at check-up time.) If a student is sleeping in a house other than her own, she must leave a note on her door designating the house she is in. The house she is visiting shall report her as a visitor on the check-up form of that house.

If a student leaves a house before check-up she must leave a note, dated, stating where she is going (switchboard duty, morning walk, graphics studio, etc). If she fails to do this she will be marked absent. If a student plans to be studying in the all-night study room in the library or in the barn during the night she is to put a dated note on her door stating her plans.

Switchboard checks all check-up forms against the sign-out slips for the Student Personnel Office.

## GUESTS

Each student is held responsible for her own conduct and for the conduct of any guests she may have on campus. Students are also expected to assume the responsibility of notifying the Night Watchman of any behavior departing from the established standards, rules and regulations of the community.

Visitors are expected to demonstrate by their conduct respect for their position as guests of Bennington College.

## CAMPUS HOURS FOR MEN GUESTS

All men, including family members, must be out of the house living-rooms and off campus by 1:00 a.m., except on Saturday when they must be out of the living-rooms and off campus by 2:00 a.m. Men are allowed on the campus at 7:00 a.m. Monday through Sunday inclusively. It is the student's responsibility to see that men guests abide by these rules. It is not the duty of the Night Watchman to take this responsibility for the student if she is present, unless he is asked to do so, or unless the student is unwilling to do so.

## LATE ARRIVAL OF GUESTS

Men may not enter the campus beyond the Night Watchman's Booth to escort students to their houses after 1:00 a.m. except on Saturday (Sunday morning), when the hour is 2:00 a.m.

The Night Watchman's Booth should be notified of the arrival of any guest expected after 11:00 p.m. A note with the names of any guests expected after this hour should be attached to the sign-out sheet. Visitors may be admitted after this hour if the student accompanies her guest onto the campus.

## MEN IN ROOMS

Men are allowed in student rooms between 10:00 a.m. and 6:30 p.m. every day except Friday and Saturday, when the hour is extended until 10:00 p.m. An exception is made for family members, who may remain in student rooms until the hour appropriate for all men to be off campus. (These rules apply in reverse to women guests of men students who live in Jennings.)

Men guests must be accompanied by a student in the hallways of the houses. They are subject to the quiet hours of the house they are in, as well as to the standards, rules and regulations of the college and may be asked to leave for infraction of those rules. Students are held responsible for their guest's compliance with the rules.

There are men's rooms in Canfield, Booth, Dewey, Stokes, Kilpatrick, Commons, Canfield, the Barn and Jennings Hall. Whether or not men may use the student bathrooms within the hours that men are allowed to be in student rooms is to be decided by the individual houses at the beginning of each year.

## HOUSE RULES

(See also Regulations)

Quiet hours are to be decided by each individual house at the beginning of each year.

Musical instruments may be practiced in the house only with the approval of the house.

The House Chairman, under the supervision of the college Housekeeper, has the power to lock the kitchenette if an unreasonable amount of dishes, glasses, silverware or cups belonging to the college kitchen accumulates in the house, or if the students do not clean up after using the kitchenette.

## COMMONS

There shall be no drinking of alcoholic beverages anywhere in the Commons Building.

## JENNINGS HALL

There shall be no practicing of instruments at Jennings before 8:30 a.m. or after 11:00 p.m.

Women guests of male students living in Jennings will be allowed in student rooms only between 10:00 a.m. and 6:30 p.m. except Friday and Saturday nights when the hour is extended to 10:00 p.m. (Exception is made for family members, as in the student houses.) This means that no women guests, including students, are allowed on the upper floor of Jennings after these hours unless they are using practice rooms. The first-floor living rooms in Jennings are subject to the same hours for guests as in the student houses.

## CARRIAGE BARN

The Carriage Barn is open from 7:00 a.m. to 3:00 a.m. every day of the week for use by students and their guests.

Students and guests are reminded that smoking is not permitted in the Carriage Barn Pit because of fire hazard.

## MOTOR VEHICLES

Safety precautions of any kind are the concern of both student government and the administration, and are under their joint jurisdiction. Any infraction of campus automobile regulations (see Regulations), or state motor vehicle laws on campus comes to the attention of the Judicial Committee as well as the Administration.

REGISTRATION. During the summer, the Student Personnel Office will send a car registration blank to each student. She is expected to complete it, obtain the required parental signature, and return it to the Student Personnel Office either by mail or as soon as college opens. Upon receipt of the completed form, the Student Personnel Office will issue the permis-



sion card and a sticker valid for a year's duration. Any car which does not have a sticker by two weeks after the opening of the Fall term will be towed away at the owner's expense on that day, and appropriate action will be taken by the Judicial Committee. No car so towed away will be permitted on campus until the proper form is completed and the appropriate sticker attached to the windshield of the car. Should a student plan to have a car on campus temporarily, she must first obtain a temporary permit and sticker from the Student Personnel Office. The determination of which cars are not registered and their towing away is up to the Administration and the Student Personnel Office.

**PARKING.** Cars are to be parked, at the owner's risk, in the designated lots behind the Commons Building and beside the West Lane. Parking in the lanes that run between the student houses is limited to the time it takes to load or unload a car or to drop or pick up passengers.

(Visitors are asked to use the Guest Parking Lot just north of the Night Watchman's Booth.)

Cars may not at any time obstruct driveways nor may they be left in front of hydrants or obstruct the walks or entrances to the student houses. Parking rules are strictly enforced by the Director of Physical Plant in order to assure maximum access to student houses in case of accident or fire; to assure unobstructed passage to maintenance and delivery trucks; and to assure minimum inconvenience to members of the community and their guests.

After two parking violations a student will receive a warning from the Judicial Committee; the student will be fined \$1.50 for each additional parking violation during the term.

**SPEED LIMITS.** The speed limit on the lanes between the houses is 10 miles per hour. The speed limit on all other campus roads is 15 miles per hour, with the exception of the main road between the North and South gates where the limit is 30 miles per hour. Motorized vehicles are not to be driven on any of the campus footpaths.

## FIRE

### FIRE DEPARTMENT

The College Fire Department has a student Fire Chief who is assisted by a student Fire Warden and Assistant from each of the twelve houses.

The Fire Warden may not be a freshman. She and her Assistant will be elected by house members at the beginning of each college year. If a warden is displaced or leaves, the assistant will become warden and a new assistant will be elected to complete the term of office.

The Fire Chief will be elected by the community at the end of each college year from a slate of the former wardens and assistants, to take office the following fall. She will be held responsible to the Executive Committee and the Director of Physical Plant for calling a fire drill at least five times a term. Two of these drills must be night drills and one must be an all-campus drill.

It is also the duty of the Fire Chief to call a meeting within the first two weeks of each term of all Fire Wardens and Assistants to review the

rules and procedures for fire safety. It is then the duty of each warden to review these rules and procedures with the members of her house in house meeting. The Fire Chief must appoint one of the wardens as her assistant when she plans to be away from the college or when she is ill, informing her assistant of the responsibilities she herself is unable to fulfill.

Failure to carry out her duties will result in the replacement of the Fire Chief by the Executive Committee, and the Fire Warden and/or Assistant by her House Chairman.

The Fire Chief, Wardens and Assistants are empowered, when serving as ushers, to keep people out of the Theatre or Carriage Barn when safety precautions and fire regulations require them to do so.

### FIRE DRILLS

Buildings must be cleared as quickly as possible when the appropriate alarm sounds. If the alarm is for either east or west houses everyone in these houses should immediately go to the location designated by the house Fire Warden at the beginning of the term. In case of fire at night (or a drill) all students belonging to the house *must* go to this location where attendance will be taken. Before leaving her house each student should close her window, leave or turn on a light and shut the door of her room. She should be clothed appropriately for the weather.

It is the responsibility of the warden and her assistant to check each room in the house as long as it is safe to do so, before going to the designated place to take roll. The attendance should then be taken in person to switchboard or the city fire chief to be verified and checked against other lists. Failure to do so will result in reappointing another warden or assistant.

### ALARM SIGNALS AND BOXES (in addition to house alarms)

Alarm signals are:

- 1—All clear
- 2—Jennings, Carriage Barn, houses in the Orchard
- 3—Barn, Cricket Hill, Shingle Cottage, President's house
- 4—East-side student houses, Brooder area, East-side faculty houses
- 5—West-side student houses
- 6—Commons, Library
- 7—All-campus

Alarm boxes are:

- on the front of Jennings
- on the south wall of the Barn, outside Business Manager's office
- on the west side of Woolley
- on the east side of McCullough
- on Commons next to the southeast door

Fire signals will be conspicuously posted in all college buildings and are to be referred to at each fire drill or sounding of an alarm. The names of Fire Wardens, Assistants and the Fire Chief will also be posted at the beginning of each term in conspicuous places around the campus.

## REPORTING FIRES

Any fire, large or small, is to be reported immediately to the Director of Physical Plant or to the Assistant Director, even if the fire has already been extinguished.

## DAYTIME EMERGENCIES

During the day, the Assistant Director of Physical Plant should be notified of any emergency. If personal difficulties arise, such as a student's immediate need of transportation or funds, the student should see the Director of the Student Personnel Office or the Business Manager. In case of illness the Infirmary can be reached day or night by dialing 255 or 0.

## ROLE OF THE NIGHT WATCHMEN

The Night Watchmen are here for the protection of the students and of college property. On duty at the Night Watchman's Booth from 6:30 p.m. to 7:00 a.m., they are to be called in case of emergency during that time. Any incoming emergency calls after 11:00 p.m. will be referred by them to the appropriate person.

In addition to the Night Watchman on duty at the Booth, there are two watchmen who have designated routes which they go over every two hours:

1. Starting at the Nursery, going to the Sculpture Studio, Brooder apartments, Brick garage, Booth, Leigh, McCullough, Bingham, Welling, Kilpatrick, Canfield, Franklin, Stokes, Woolley, Swan, Dewey and back to the Watchman's Booth.
2. Starting at the Library and going to Cricket Hill, Barn, Commons, Cow Barn (near faculty-orchard houses), carpenter shop, Carriage Barn, Jennings and back to the Watchman's Booth.

Students are expected to take responsibility for their own conduct and for that of their guests, in line with the standards, rules and regulations of the college. The Night Watchmen are to enforce the rules and regulations of the community only in cases where students or their guests fail to take this responsibility upon themselves.

## REGULATIONS

*(Ratified May 1961)*

The following regulations are considered necessary for the safety, security, and well-being of each student, as well as of the community. The Administration is responsible for taking appropriate action in cases where these regulations are not adhered to. Proposals to change the regulations may be made by any constituency through the processes of the constitution.

## I. GENERAL

### ACCIDENTS AND ARRESTS

Any accident or arrest involving a student or her car, whether or not she was driving, must be reported immediately to the Student Personnel Office. Any accident must also be reported immediately to the college physician.

### AUTOMOBILES

Every student with an automobile (or any other motorized vehicle) on campus must have a state driver's license and registration, as well as a campus permit issued when her car is registered with the Student Personnel Office. No student may drive another student's car without a Borrower's Permit, also issued by the Student Personnel Office. This Permit specifies whose car she may borrow, and the car owner may only lend her car to this borrower (as indicated on the owner's Campus Permit). A temporary Borrower's Permit may be obtained from the Student Personnel Office for necessary use of the college car. No student may give driving lessons to any other student. Campus parking rules must be followed at all times. No motorcycles will be allowed beyond the Night Watchman's Booth.

### CAMPING AND HIKING

Students may not hike or camp in unfrequented areas in groups of fewer than three. They are not to accept rides from strangers at any time.

### CHECKS AND BILLS

Students may cash checks for not more than twenty dollars per day at the Business Office. Seniors must pay outstanding bills from the college or from local merchants before being recommended for graduation.

### FIRE REGULATIONS

The Director of Physical Plant is responsible, with the cooperation of the Fire Chief and Fire Wardens, for the carrying out of all fire regulations. Smoking is not permitted in the Theatre or the Carriage Barn Pit. It is recommended that students provide metal wastebaskets and ashtrays for their rooms.

### INFIRMARY

Students wishing to visit friends in the Infirmary must first obtain permission from the nurse or the college physician.

### LIBRARY

Books recalled by the Library must be returned immediately. Students who fail to respond to the Library's requests to return or replace library books may not obtain a transcript from the college or be recommended for graduation until they have done so.

### LIQUOR

According to Vermont statute, "a minor . . . who possesses malt or vinous beverages or spirituous liquor for the purpose of consumption by



himself or other minors . . . shall be fined not more than \$20 for the first offense. For any subsequent offense such person shall be fined not more than \$100 or imprisoned for thirty days, or both." This means that any girl under 21 is breaking the law if she has liquor which she has bought or which has been given to her. This includes the possession of liquor in a car.

In the matter of liquor, as in other matters, the administration leaves to the individual member of the community his or her relationship to the law. Individual or group behavior infringing on the Standards and Rules of the college as a consequence of the consumption of alcohol will be dealt with, as with any infraction of the Standards and Rules, by the Judicial Committee. The Night Watchmen will be empowered to refuse the right to drive of any person under the influence of alcohol, and the Student Personnel Office will have the right to suspend the campus permit of any Bennington student who drives in this condition.

Alcoholic beverages are not permitted in the Commons Building.

#### NIGHT WATCHMEN

Students and their guests are expected to cooperate with the Night Watchmen in regard to rules and regulations agreed upon by the community. The Night Watchmen are empowered to refuse admittance to objectionable guests, whether or not such guests are accompanied by a student. The Night Watchmen are to be called in case of emergency.

#### POST OFFICE AND SWITCHBOARD

As a federal sub-station, only authorized personnel are permitted in the post office. Any person wishing to distribute material to boxes may do so only with the permission of the Postmistress. Students must check with Switchboard before posting notices on the Bulletin Board.

#### REGISTRATION OF GUESTS

All men visitors are expected to register at Switchboard until 6:30 p.m. or at the Night Watchman's Booth after that time. Students expecting guests after 11 p.m. should so inform Switchboard (before 6:30) or the Night Watchman (before 11 p.m.). Unexpected guests who arrive after 11 p.m. may call a student from the pay phone at the Night Watchman's Booth. They will then be admitted if the student they are visiting meets them and accompanies them on campus.

Registration of guests may be suspended for special events on request of the Legislative Council to the Director of Student Personnel.

#### QUESTIONNAIRES AND SURVEYS

Any individual or group who wishes to engage in any activity related to the college off campus, such as field work, surveys, or organizing, must first consult the Director of the Student Personnel Office. No questionnaires are to be distributed to the college community without the approval of the Student Personnel Office.

#### SIGN-OUT AND CHECK-UP PROCEDURES

If a student fails to sign out, fails to return on time without notifying the college, or is inexplicably listed as absent on the check-up slip, the Student Personnel Office will try to ascertain the whereabouts and intentions of the student. It will phone or telegraph if necessary (usually at student expense) to the address listed on the sign-out slip or to her home.

Check-up slips must be turned in at the Switchboard by 9:00 a.m. every day except Sundays, when they are due by 11:00 a.m.

#### II. PHYSICAL PLANT

College property may not be taken out of the college buildings or moved from original location without the permission of the Director of Physical Plant or the Housekeeper.

Members of the community may be held responsible for damage to or loss of college property. An individual may be charged for damage to her room; a student house may be charged for damage to or loss of college property within the house if, after investigation, it is deemed to be responsible for the damage or loss.

#### HOUSES

Rooms may be changed or exchanged during the term only with the consent of the Student Personnel Office. Students are not to damage the walls or ceilings of their rooms with nails, tape, paint, etc. Plaster of Paris may not be used in the student houses. Cooking appliances are not to be used in student rooms because of fire hazard. Students may not sleep in living rooms or attics.

Hallways must be kept clear of student possessions at all times. Fire-screens must be used whenever a fireplace is in use. Living room rugs may not be taken up without the permission of the Director of Physical Plant or the Housekeeper; if permission is granted, rugs and mats must be rolled and placed where they will not be stepped on, and must be unrolled and back in place by 7:00 o'clock the next morning.

Houses are locked by the Night Watchmen every night at 11:00 p.m. and may not be left unlocked after that time. A student who loses a house key will be charged the cost of replacing the lock and duplicate keys.

#### DINING-ROOMS

Students having guests for meals on weekends must sign for them in the guestbook in the Blue Pantry by 5:00 p.m. on Friday. No dishes, glasses or silverware may be taken out of the dining rooms without the permission of the Director. No meals may be taken to students in the houses without the permission of the college physician. Students may not go barefoot in the dining rooms.

#### BARN

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

## CARRIAGE BARN

Any planned activity for the community will have precedence over any informal use of the Carriage Barn by individual students and their friends.

## RULES OF PARLIAMENTARY PROCEDURE

### I. AGENDA FOR MEETINGS

- A. Agenda must be posted one week prior to the meeting.
- B. Agenda are read at the beginning of the meeting.
- C. Proposed amendments to the order of the business presented in the Agenda may be stated and put to a majority vote.
- D. Discussion of a topic not included in the Agenda may not be introduced until the Chairman asks for further business.

### II. REGULAR CONDUCT OF MEETING

- A. The meeting is called to order by the Chairman.
- B. The Agenda are read.
- C. Topics are open for discussion (in the order introduced in the Agenda).
- D. Business open to the floor.

1. Only one principal motion, report, or topic may be considered at one time. Only when a principal motion has been disposed of is the next topic in order.

2. Before making a motion, or before discussing any item of business, a member must be recognized by the Chairman.

3. The recognized member may introduce or discuss a motion without interruption until he has finished speaking. Exceptions to the right of the floor occur with:

- a. Rulings made by the Chairman
- b. A motion to reconsider
- c. Point of information

The person who has been interrupted has the floor again provided he has not been ruled out of order.

4. No motion is open for discussion until it has been seconded. Any member, other than the one introducing the motion, may second the motion without rising or being recognized. The motions to reconsider or to adjourn do not require seconding.

5. Before a motion is open for discussion, and after it has been seconded, the Chairman repeats it in order that there be no misunderstanding of the motion.

#### E. Discussion.

##### 1. Limitations:

- a. All discussion must confine itself to the motion or topic on the floor.
- b. Any needless prolonging of the discussion or any unnecessary

personal accusation may be ruled out of order by the Chairman or another member of the Community.

- c. The Chairman may not participate in debate unless he has first relinquished the chair.
- d. A member may not have the floor again on one issue until all other members who wish to participate have spoken.

### 2. Undebatable motions:

- a. Motion to reconsider
- b. Motion to lay on the table
- c. Motion to adjourn

When one of these motions is made an immediate vote is in order.

### 3. Amendment:

- a. Any change in a motion must come in the form of an amendment.

#### b. Forms of amendment:

- (1) Adding or inserting words, sentences, or paragraphs
- (2) Striking out words, sentences, or paragraphs
- (3) Substituting an entirely different set of phrases only if the proposed amendment relates to the subject matter of the original motion

- c. An amendment to a motion may be amended but such an amendment may not be amended.

- (1) Procedure for discussion of these amendments shall be the reverse of the way they were proposed. An amendment to an amendment is discussed and voted upon before the amendment to which it applies is further discussed or voted upon. Next, an amendment to a motion is discussed and disposed of by vote before further discussion or vote on the motion to which it applies.

### 4. Postponing further debate or vote on a question:

- a. Postpone to a definite time—debatable
- b. To table a motion—not debatable. This halts further debate or vote on a question indefinitely.

### F. Voting Procedure:

1. The Chairman reserves the right to determine, within the limits of the Constitution, whether a motion discussed at the meeting shall be presented for immediate passage or shall be presented for acceptance to appear on a written ballot for final vote.

2. When a motion is presented for immediate passage the motion is put to a vote and the simple majority (one more than half of those voting) passes or defeats the motion. Exceptions to the rule of passage by majority vote:

- a. Suspending the rules
- b. Changing the order of the agenda



3. The vote is taken by a show of hands.
4. The Chairman's vote is withheld, to be cast only when it will affect the result.

G. Adjournment. The simple motion to adjourn may be made by a member interrupting the consideration of other business, but not by interrupting a speaker or the process of voting. If the motion is defeated, it may be made only after consideration of further business.

## EXPLANATION OF TERMS USED IN THE RULES OF PARLIAMENTARY PROCEDURE

### 1. POINT OF INFORMATION

Any member of the Community may gain the floor at any time during a meeting for the purpose of obtaining any information concerning parliamentary procedure: that is, information as to which question is on the floor; or, if he wishes to have a motion placed before the Community and does not know the correct form in which the motion may be made.

### 2. MOTION TO RECONSIDER

The purpose of the motion to reconsider is to reopen debate on a question which has already been voted upon. This motion suspends all action that the original motion would have required until the reconsideration is acted upon.

A motion to reconsider can only be made on the day the vote is to be taken. It may be made at any time during the meeting and will at once become the next business. If a motion to reconsider is defeated the question cannot be reconsidered again except by unanimous consent.

### 3. TO LAY ON THE TABLE

The purpose of this motion is to halt debate on that question for that meeting. It halts the debate indefinitely as the motion may only be taken from the table by a vote to do so.

The motion to lay on the table is undebatable and cannot be qualified as to when it will be taken off the table. It may be made at any time during a meeting. A motion to table requires tabling the entire business in question (a motion and its amendments, etc.). The motion to table is in order up to the moment of taking the last vote. If the motion is defeated it may not be made again in reference to the same question.

A majority vote is necessary if there has been debate on the motion to be tabled, and a two-thirds vote is necessary if there has not been any discussion.

These Rules of Parliamentary Procedure may be amplified at any time by Robert's *Rules of Order*.

## BENNINGTON COLLEGE STUDENT HANDBOOK

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