

BENNINGTON COLLEGE

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



1991—1992

Bennington regards education as a sensual and ethical, no less than an intellectual, process. It seeks to liberate and nurture the individual, the creative intelligence, and the ethical and aesthetic sensibility of its students, to the end that their richly varied natural endowments will be directed toward self-fulfillment and toward constructive social purposes. We believe that these educational goals are best served by demanding of our students active participation in the planning of their own programs, and in the regulation of their own lives on campus. Student freedom is not the absence of restraint, however, it is rather the fullest possible substitution of habits of self-restraint for restraint imposed by others. The exercise of student freedom is the very condition of a meaningful education, and an essential aspect of the nature of free citizens, dedicated to civilized values and capable of creative and constructive membership in modern society.

BENNINGTON'S TRADITIONAL COMMENCEMENT STATEMENT

BENNINGTON COLLEGE

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

1991—1992

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ACADEMICS

ACADEMIC ADMINISTRATION OF THE COLLEGE

The Dean of Faculty

The Dean of Faculty is responsible to the President and the faculty for the formulation and supervision of policies relating to the faculty of the College, including curriculum planning, the instructional budget, faculty appointments and reappointments, salaries and fringe benefits, sabbaticals, leaves, faculty research funds, faculty committee assignments, the operation of the Library and the Early Childhood Center, the preparation of the agenda for faculty meetings, the Faculty Personnel Committee, and the Academic Council and other duties. Faculty-related problems that cannot be resolved through divisional offices or the Dean of Studies should be taken to the Dean of Faculty.

The Dean of Studies

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

Assistant Dean of Studies

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

The Registrar

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

The Recorder

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

ACADEMIC ORGANIZATION OF THE COLLEGE

Divisions

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

Dance: Choreography; Design; Improvisation; Performance.

Drama: Performance; Design; Production.

Literature and Languages: Foreign Languages; Literature; Writing.

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

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

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

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

Class Levels

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

Tutorials

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

Non-Divisional Courses

On occasion, the College has offered courses outside the regular structure of the academic divisions. At present the only such courses are those in "Written Composition," which are open to students who wish to improve their skills in writing English prose. No more than two of these courses may be taken for College credit, and they do not carry credit as courses in Literature or meet the College's academic distribution requirements.

EDUCATIONAL EXPECTATIONS OF THE COLLEGE

Academic Counseling

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

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

The Educational Counseling Committee

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

Reviews of Student Work by the Dean of Studies

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

Probation

Any student whose work is not satisfactory, who has not obtained timely approval for a Tentative Plan or Confirmation of Plan for Advanced Work, or whose records suggest that he or she may not be able to graduate from the College, may be placed on academic probation by the ECC or the Dean of Studies. A student who is placed on academic probation for any reason must overcome the problems that have led to his or her probation within one term after being notified of his or her probationary status. A student who fails to do so to the satisfaction of the ECC and the Dean of Studies may be required to withdraw from the College. The College

may at its discretion allow a student a consecutive term on probation. Because of the serious implications of placing students on probation, the College notifies their parents of probationary status when permitted by law.

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

ACADEMIC PROGRESSION

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

1. Carry a normal course load per term of four courses or "quarters";
2. Successfully complete at least one course in each of four divisions during their first two years at the College;
3. Obtain acceptance of a Tentative Plan, either as a divisional major or as an interdivisional major during the fourth term; obtain acceptance of a Confirmation of Plan either as a divisional major or as an interdivisional major during the sixth term. Requirements for each division and the interdivisional major are discussed after the section on plans;
4. Pursue three disciplines with at least one year (each) of satisfactory work beyond the introductory level. Two of these disciplines may be in the same division; the third discipline must be in another division.
5. Successfully complete one Field Work Term for each full year in attendance at the College.

In addition:

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

To proceed successfully through Bennington a student must comply with the requirements listed above. Concurrently, there is a sense of process of work here, a way of moving through the curriculum with certain broad goals for achieving a liberal arts education and, within that context, the more focused goals of developing both an area of major interest and the ability to do advanced work in that area of study. Even though the Tentative Plan is not submitted until the fourth term, the process is begun with registration for courses in the first term of the freshman year. The freshman year is usually the time for study in several divisions. Registration for the fall term of the sophomore year occurs during the previous spring term, and it is actually at that point that the student should begin to focus on the major area of study. Good preparation here will be of immense importance when the time comes for the actual preparation of the Tentative Plan.

It is of great importance that students take seriously both the obligation of and the opportunity extended by the academic advisors/counselors at the College. Active participation in counseling makes it possible for the student to make appropriate and timely choices in the program of study.

Transfer students need to take special notice of the above requirements and guidelines. Because a transfer student does not usually want or expect to be at Bennington for the normally expected eight terms, it is important that the transfer student focus immediately on the areas in which he or she intends to major. The transfer student will normally be expected to submit the Tentative Plan by mid-term of his/her second term at Bennington.

Scheduling of Submission of Plan

All students who enter as freshmen are required to submit a Tentative Plan during their fourth term at Bennington and a Confirmation of Plan during their sixth term. This plan will be acted upon by a division of the College or by a panel of interdivisional sponsors, and a recommendation will be made to the Dean of Studies. The Dean of Studies will either approve the plan on behalf of the ECC or forward the plan to a panel of the ECC, which will act on the plan. The Dean of Studies or the Assistant Dean of Studies will notify the student of the recommendation in writing. Divisions and interdivisional sponsors will also communicate directly with the student in respect to the particular program of work requested. Copies of all such correspondence will be kept in the student's folder in the office of the Dean of Studies.

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

The normal expectation is that a student will proceed through Bennington in eight terms, and with 32 quarters credit. In some circumstances more terms at Bennington and more quarters may be necessary. In these situations the time frame as described for plan submission may vary; any variance must be approved through the Dean of Studies office in advance.

All divisional Tentative Plans and Confirmations of Plan must be submitted to the appropriate division by Long Weekend of the term in which they are due. All requests for Interdivisional Tentative Plans and Confirmations of Plan must be submitted in accordance with time and date guidelines issued by the office of the Dean of Studies in the term in which they are due. Interdivisional plans are normally due earlier in the term than are divisional plans. All plans must be turned

in when due to allow adequate time for divisions, interdivisional sponsors, and the ECC to act on them before the end of that term.

Tentative Plan

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

Any college work a student has completed before enrolling in Bennington should be included in the plan for evaluation during the ECC's review. The official transcript **must** be in the office of the Dean of Studies before the plan is presented for review.

If the faculty members of the division(s) in which the student hopes to major accept the plan, it is then considered by the Dean of Studies and the Educational Counseling Committee. If the plan is rejected by the division and/or the ECC, it may indicate that the student is not at that time considered capable of doing advanced work in the chosen field. The student will be placed on "plan probation" for the following term. If a student is placed on plan probation, he or she should discuss the matter thoroughly with the counselor, faculty members in the major areas and the Dean of Studies or the Assistant Dean; it is unlikely that a student who has not had a Tentative Plan passed by the end of the fifth term will be allowed to remain at the College.

Confirmation of Plan

During the sixth term, students are required to prepare a Confirmation of Plan in which they present projected course work, tutorials, and a senior project or thesis proposal. The Confirmation of Plan is submitted first to the appropriate division or to interdivisional sponsors and then to the ECC in much the same way as the Tentative Plan, and if satisfactorily carried out, is regarded as fulfillment of the requirements for the bachelor's degree. The Confirmation of Plan will be approved upon successful and satisfactory completion of work to date either as specified in the Tentative Plan, or upon the changes in the Tentative Plan agreed upon at the time of the Confirmation of Plan by the Division and by the Educational Counseling Committee. If the Confirmation of Plan is not passed during the sixth term, the student may be placed on plan probation for the seventh term, or withdrawn from the College. If a student is placed on plan probation, he or she should discuss the matter thoroughly with the counselor, faculty members in the major areas, and the Dean of Studies or the Assistant Dean. On rare occasions a student who has had a Tentative Plan passed will not be able to have a Confirmation of Plan passed, and will be withdrawn from the College.

Change of Plan

A student who wishes to make any changes in the plan after either of the above

has been approved must submit a Change of Plan form to the division or interdivisional signers of the major field of study, to the Dean of Studies, and to the ECC.

DIVISIONAL REQUIREMENTS

Dance

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

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

Confirmation of Plan: Will be approved upon successful and satisfactory completion of work to date either as specified in the Tentative Plan, or upon the changes in the Tentative Plan agreed upon at the time of the Confirmation of Plan by the Division and by the Educational Counseling Committee. The Confirmation of Plan also allows for a more detailed planning of the final year.

Dance Workshop: A time to view student and faculty works in progress; to see films, classwork, and occasionally guest artists; and to take care of division business. All majors are expected to attend and all dance students are encouraged to participate.

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

Drama

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

Tentative Plan: Students major in Performance, Design, or Production. Each major requires that a student work in a combination of particular disciplines

appropriate to the specific major chosen, with a secondary emphasis in a discipline outside those mandated by the primary interest. Majors should plan to spend at least half of their time in Drama. Each student must have demonstrated ability in the area of specialization and a capacity for cooperating effectively in group endeavors. Details of the division's expectations for each major are available from the Drama secretary in VAPA.

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

Confirmation of Plan: will be approved upon successful and satisfactory completion of work to date either as specified in the Tentative Plan, or upon the changes in the Tentative Plan agreed upon at the time of the Confirmation of Plan by the Division and by the Educational Counseling Committee. The student should present a statement explaining his or her senior project, which is required in all areas except Acting. In some instances a special composite of the final two years' work in Drama may eliminate the necessity for a senior project as such. The project must demonstrate a sound knowledge of the process of the theater.

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

Literature and Languages

Majors are expected to spend a minimum of one term in studying the literature of each of the following three periods: Classical and Renaissance Literature, Eighteenth- and Nineteenth-Century Literature, and Twentieth-Century Literature. In addition, all prospective majors are strongly advised to gain proficiency in a foreign language.

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

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

Confirmation of Plan: Will be approved upon successful and satisfactory completion of work to date either as specified in the Tentative Plan, or upon the changes in the Tentative Plan agreed upon at the time of the Confirmation of Plan

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

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

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

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

Music

Before Tentative Plan: The Music Division offers courses in composition, instrumental and ensemble performance, instrument building, improvisation, Black Music studies, and from time to time, courses and group tutorials, in other areas of music such as analysis, orchestration, and theoretical studies. All students intending to major in Music should take Introduction to Music, which has three components: composition, improvisation, and instrumental lessons. Individual instrumental or voice lessons are available to first year students ONLY as part of the Intro to Music course. In the second year students may take individual tutorials on their instruments as well as other courses offered in the division. Second, third and fourth year students intending to concentrate in particular areas should discuss with their teachers which courses should be taken in those areas. Students intending to concentrate in instrumental studies, for example, may want to add Chamber Music, and students with an interest in Black Music should add Introduction to Black Music and Black Music II, as well as harmonic and rhythmic studies before submitting the Tentative Plan. Many students take Music II and/or courses offered in analysis. Students concentrating in Black Music will take more advanced courses in that discipline. While individual tutorials may not be available to second year students, in rare cases they may be given to students whose work merits the individual attention.

Music Workshop: All students are strongly encouraged to participate in Music Workshop, especially if they intend to become Music majors. The workshop gives the faculty the opportunity to observe the work and progress of the student so that good judgment can be used in evaluating the Plan.

Tentative Plan: Should outline the student's program for advanced work in the third and fourth years. The student needs to study in two disciplines chosen out of composition, performance, Black Music (which includes improvisation) and instrument building. The Plan should also describe as much as possible the senior project. It is generally expected that students will emphasize one discipline over another and that substantial concentration in that discipline will be in evidence in the Plan.

Confirmation of Plan: Will be approved upon successful and satisfactory completion of work to date either as specified in the Tentative Plan, or upon the changes in the Tentative Plan agreed upon at the time of the Confirmation of Plan by the Division and by the Educational Counseling Committee. Further participation in Music Workshop will greatly aid the Division in making any decisions about a Confirmation of Plan. The Plan must also specify the senior project or concert, which should show achievement and substantial work in the two disciplines named.

Requirements for Degree: Successful completion of a Senior Concert (or project) is an important prerequisite for granting a degree in Music. Students are advised to, in the fourth year, work closely with at least one faculty member on this concert, which should show completed work of a high level in the two disciplines named in the Confirmation of Plan.

Natural Sciences and Mathematics

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

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

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

Confirmation of Plan: Will be approved upon successful and satisfactory completion of work to date either as specified in the Tentative Plan, or upon the changes in the Tentative Plan agreed upon at the time of the Confirmation of Plan by the Division and by the Educational Counseling Committee.

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

Social Sciences

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

Before Tentative Plan: All candidates intending to major in Social Sciences should have pursued intermediate work in at least two of the division's seven disciplines before submission of the Tentative Plan. (Work in interdisciplinary courses beyond the introductory level will be considered as the equivalent of work in one of the disciplines involved in a course.) Transfer students may be permitted to waive some of these requirements but should consult with appropriate faculty members before they devise alternative programs.

Tentative Plan: Before drafting their Tentative Plans, students should seek the advice of faculty members in the areas of their principal interests. In devising their statements of purpose, they are expected to articulate organizing principles for their education that reflect something beyond career goals and to develop programs of study that are well designed to carry out their educational objectives. Each Tentative Plan requires two sets of signatures from division members teaching in the fields involved, the first indicating that they have reviewed the plan as a plan and the second that they believe that the student will be able to carry it out. After obtaining these signatures, the student submits the completed plan to the division's Plans Committee, which reports its recommendation regarding the plan to the Division. The completed plan is due in the Division Secretary's office by Long Weekend of the student's fourth term in college.

Confirmation of Plan: Will be approved upon successful and satisfactory completion of work to date either as specified in the Tentative Plan, or upon the changes in the Tentative Plan agreed upon at the time of the Confirmation of Plan by the Division and by the Educational Counseling Committee. The Confirmation

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

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

Visual Arts

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

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

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

Confirmation of Plan: Will be approved upon successful and satisfactory completion of work to date either as specified in the Tentative Plan, or upon the changes in the Tentative Plan agreed upon at the time of the Confirmation of Plan by the Division and by the Educational Counseling Committee. The Confirmation of Plan indicates courses to be taken during the fourth year of study and outlines projects in two or more areas, which will be exhibited to the community in the senior exhibition held each year in June. Every junior and senior is expected to participate in reviews of student work in both areas of concentration.

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

Interdivisional Degree

A student who wishes to major in two disciplines, each from a separate division, may prefer to graduate as an interdivisional major. This student should discuss his or her Tentative Plan with one or more faculty members representing the relevant disciplines in order to understand the expectations for advanced work in each of them; the plan will represent the considered judgment of the student

and of the faculty sponsors as to what will make an appropriate program. The basis for approval of an interdivisional plan is a demonstrated ability to perform at an advanced level in each of the two disciplines, which is attested to by the signatures of two faculty members from each of the appropriate divisions. The sponsors of a student's plan constitute an ad hoc advisory committee that takes the place of the division or divisional committee that supervises divisional majors. Like divisional plans, interdivisional plans are reviewed by a panel of the Educational Counseling Committee. Confirmations of Plan as well as Tentative Plans require the signatures of two faculty sponsors from each of the two divisions and are reviewed by a panel of the ECC.

Early in the fall and spring terms the Office of the Dean of Studies will announce the time frame and planning requirements for the submission of student proposals of Tentative Plans and Confirmation of Plans. It is the student's responsibility to be aware of the announcement and to comply with the instructions; otherwise, the Plan will not be considered.

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

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

FIELD WORK TERM

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

Successful completion of an FWT consists of a minimum of thirty hours of work per week for the eight-week FWT period each year a student is in residence at Bennington. Any student on leave in the Fall or Spring term is excused from the FWT in that academic year. Students who are studying in Bennington Abroad Programs which do not overlap the FWT time are expected to complete a FWT. After completion of the FWT work, the student must write a brief evaluation of the winter work experience. This report, coupled with the employer's evaluation, is reviewed by the FWT staff and the student's counselor, who comments on the appropriateness of the activity in relation to the academic plan. All these reports, including the final approval, form part of the student's cumulative academic record. Failure by the student to submit information by the appropriate deadlines

will result in a Not Passing rating for the FWT. Any student who has failed the FWT requirements will be placed on probation and expected to make up the FWT during the following summer. Failure to complete FWT requirements will affect passage of plans and may affect date of graduation.

A student may request approval for one independent study project, in lieu of employment. There must be approval of the project by the sponsor, the student's counselor, and the FWT Director.

THE PLANNING AND EVALUATION OF STUDENT WORK

Program Planning

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

Registration

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

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

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

Evaluation of Academic Work

Student work at Bennington is evaluated by means of written reports submitted to the Office of the Dean of Studies, with carbon copies to the student and counselor, at the middle and the end of each term. These narrative evaluations,

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

Credit for Academic Work

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

Transfers and Transfer Credits

Bennington does not automatically assign a transfer student status as a freshman, sophomore, or junior, but considers the student to be entering without defined class ranking. Bennington’s awarding of transfer credit is based upon the whole program of studies the student has undertaken both at the former institution and at Bennington. In the second term at Bennington (for those students with at least one year’s work elsewhere) the student will be asked to submit a Tentative Plan in which a major is declared in one of the seven divisions of the College, or interdivisionally between two divisions. In this plan will be a formal request for transfer credit. The official transcript from the former school(s) must be in the office of the Dean of Studies before the plan can be acted on. Parameters of transfer credit include the weighted value of the courses (Bennington’s classes are four semester hours each), a grade of C or above, the appropriateness of the courses to be transferred to the student’s Bennington program, and paramount, how strong the studies have been at Bennington. All requests for transfer credit are evaluated by a panel of the Educational Counseling Committee, a committee composed of faculty members from all divisions (see page 7 for a further description of the ECC).

Academic Difficulties

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

TIME AWAY FROM BENNINGTON

Leaves

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

Withdrawals

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

Deposits

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

Study at Another Institution

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

degree. A student who arranges to study at another institution should submit a formal request for a leave of absence in order to protect his or her opportunity to return to Bennington.

Completion of Work in Absentia

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

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

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

Early Graduation

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

ACADEMIC REGULATIONS

Class Attendance

Class attendance constitutes part of the expectations for the successful completion of course work. In the event that a student must miss a class, he or she should notify the instructor. In the event of a personal emergency the student should notify the office of the Dean of Studies, which will notify the instructors and the counselor if necessary and/or appropriate.

Medical problems:

The infirmary staff will give medical excuses for missed classes only when it has been determined by them that a student should miss class as a necessary part of that student's treatment for a particular illness or condition. If a student sees an off-campus physician who indicates that the student should miss class as part of his/her treatment, the student should have that physician issue a medical excuse.

Medical excuses from the Health Service or from an outside physician should be forwarded to the office of the Dean of Studies who will notify instructors and counselors.

Any other class excuses for medical reasons (e.g., for minor illness, colds, discomfort) should be worked out between individual student and faculty member(s).

In any of these situations it is the student's responsibility to initiate a conference with the instructor to discuss making up the work missed, and to in fact make up the work to the instructor's satisfaction.

Plagiarism

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

Whenever plagiarism is discovered or suspected:

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

Work Not Completed During the Term

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

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

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

submit a written statement (to the Dean of Studies) recommending additional time to complete the work.

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

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

THE POLICY CONCERNING THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

At its discretion the College may provide directory information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution

attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold directory information by notifying the Dean of Studies Office in writing within two weeks after the first day of class for each term.

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

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

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

Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the College will permit access only to the part of the record which pertains to the inquiring student. The College is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally with the Dean of Studies. The Dean shall decide whether to amend the education records of the student in accordance with the request within a reasonable period of time of receipt of the request. If the Dean decides to refuse to amend the education records of the student in accordance with the request s/he shall so inform the student of the refusal, and advise the student of the right to a hearing. Student requests for a formal hearing must be made in writing to the Dean of Studies who, within two weeks after receiving such requests, will inform students of the date, place, and time of the

hearings. Students who believe that the adjudications of their challenges were unfair or not in keeping with the provisions of the Act may request, in writing, assistance from the President of the College to aid them in filing complaints with The Family Educational Rights and Privacy Act Office (FERPA), Department of Education, Room 4074, Switzer Building, Washington, D.C. 20202.

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

OTHER ACADEMIC PROGRAMS

Bennington Abroad Program

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

Only those students in good academic standing are eligible for Bennington Abroad Programs.

Graduate Programs

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

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

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

Postbaccalaureate Premedical and Allied Health Sciences Program

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

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

three courses to be considered full time, though one may elect to take more or fewer.

July Program

The July Program is Bennington's four-week annual summer program for high school students. Typically about 250 students entering their junior or senior year (last year from 28 states and 8 countries) participate in a program structured after Bennington College's curriculum and philosophy, and taught by faculty appointed by the July Program Director. A number of July Program participants later attend Bennington.

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

SERVICES

STUDENT SERVICES

The Office of Student Services is concerned with the overall quality of life on campus. It tries to foster an environment conducive to the intellectual, emotional, moral, and recreational growth of each student, serving as an information center for non-academic matters and a place to talk. Students may express their opinions about campus life or discuss personal plans, and the staff is available to listen, help shape practical options, or provide details of pertinent procedures. This office is also the place to lodge an official complaint or to locate assistance outside the College concerning serious personal matters. The Director of Student Services presents complaints within the College and offers suggestions about pursuing matters externally.

The Office offers a broad range of programs, services, and learning experience through student activities, housing, athletics, new student orientation, counseling for international students, and publication of the Student Handbook. It also provides 24-hour emergency coverage for students, and works closely with non-academic community organizations, such as the Student Council and House Chairpersons.

International Students

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

HEALTH SERVICES

The Health Service provides general medical care for students, both for acute and ongoing health problems. In addition, we provide basic information on health related matters pertinent to a college student population. The Health Service is open from 8:00 a.m. until 11:00 p.m., Monday through Friday, and from 12:00 p.m. until 8:00 p.m. on weekends when the College is in session, with the exception of holidays. A nurse is on duty when the Infirmary is open. In the event of an emergency when the Health Service is closed, students should call the Emergency Ext. 210 and the College emergency procedures will be put into motion.

A College physician or a physician's assistant is on campus weekdays during clinic hours. Appointments with the doctor can be arranged either through the

nurse on duty or the Health Service secretary. Students who are unable to keep an appointment should call the Health Service (Ext. 220) or leave a note on the door. Students who need to be seen by a doctor when the physician is not in attendance should contact the nurse on duty during Infirmary hours at Ext. 220 or call the Emergency Ext. 210 when the Health Service is closed.

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

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

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

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

Health Insurance

The College requires students to participate in the Student Health Insurance Plan. The College plan covers most routine, diagnostic tests and medical consultations.

Medical Records

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

PSYCHOLOGICAL COUNSELING SERVICES

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

Confidentiality is strictly maintained within the legal professional guidelines of the State of Vermont. Contact with a student's family, faculty, or administration occurs only in a life-threatening situation or at the student's request.

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

FINANCIAL AID

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

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

Financial Aid Appeals Committee

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

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

Student Employment

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

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

FOOD SERVICES

Dining Rooms

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

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

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

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

State law prohibits bare feet in the dining halls.

Hours:	Monday–Friday
	Breakfast: 8:00-9:30 a.m.
	Lunch: 12:00-1:30 p.m.
	Dinner: 5:30-7:00 p.m.
	Saturday–Sunday
	Brunch: 11:00-12:30 p.m.
	Dinner: 5:15-6:45 p.m.

Snack Bar

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

THE BOOKSTORE

The Bookstore is privately owned and primarily serves the Bennington College community. In addition to course books, the Bookstore carries art supplies (the most complete line in the Bennington area), school and office supplies, personal care items, cigarettes, candy and snacks, greeting cards, tote bags, sweatshirts, T-shirts, and other insignia items. The owners of the Bookstore will make every attempt to stock items requested by students.

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

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

The Bookstore is open from 9:00 a.m. to 5:00 p.m., Monday through Thursday; 9:00 a.m. to 4:00 p.m. on Friday, and 12:00 to 4:00 p.m. on Saturday.

SECURITY

Security officers are on duty seven days a week, twenty-four hours a day to provide protection, aid, and assistance to all members of the College community and to protect College and personal property. In addition, Security enforces non-academic rules and regulations established by the College.

Guest Policy

Students are welcome to have visitors on campus but must register them (limit of two per student) at the Security Booth. All visitors (including alumni and

former students) must sign in at the Security Booth and receive a visitor's pass. Visitors are required to provide an ID, (College ID, state driver's license or passport) and are issued a visitor's pass. Visitors are not permitted to take up residence on campus and overnight and day visits are limited to three days per term. All guests are required to be signed in by their host. Alumni may sign in themselves; a host is not required. The length of a guest's stay is in all cases limited to three days per term; in the event that the guest stays longer, he/she will be required by Security to leave immediately. If a complaint is registered by anyone, Security or the Administration will require the guest to leave. Students are held responsible for the conduct of their guests at all times.

Emergencies

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

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

Other Responsibilities

Security personnel regularly make rounds of all College buildings and patrol the campus in cars. Upon request they will open a student's room, but only for the student who occupies the room; in the case of an emergency, they will enter a student's room.

Other Telephone Numbers

If a call to Security is not an emergency, use Ext. 235, 353, or 291.

STUDENT PLACEMENT OFFICE

The Student Placement Office provides workshops, individual counseling, and informational resources on all aspects of career decision-making and for those seeking Field Work Term positions, summer jobs, or term and full-time employment. Assistance is available through various workshops on resume preparation, interviewing skills and job search techniques, alumni networking, and applying to graduate and professional schools. A Career Resource Library is available for reference material in Barn 52. Resources include: occupational information, employer brochures, career planning materials, directories and guides, graduate and professional school catalogues, and materials on examinations such as GRE, GMAT, LSAT, and MCAT.

The staff of the Student Placement Office is committed to providing career planning assistance to students. We encourage students to visit the office, get to know our staff and use our resources.

Field Work Term

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

Term Employment

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

Summer Jobs and Study

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

Postgraduate Placement

A Career Resource Library is in Barn 52. Job listings, graduate and professional school catalogues, test registration forms, and other pertinent information for graduates are available there. A newsletter is published that contains general information of interest to seniors and graduates. The Bennington College Mentor Program is a network of alumni who have agreed to discuss their careers with students and recent graduates to assist them in their career preparation.

THE BUSINESS OFFICE

The Business Office, which is responsible for billings and collections, will answer questions regarding tuition and room/board payments, medical insurance premiums, and student payroll checks.

Payment of Bills

Students should be aware that payment of all charges for tuition and fees is due on October 31 in the fall term and April 30 in the spring term. Failure to meet these due dates may result in the loss of priority in classes and housing for the subsequent semester. Furthermore, no student may enroll in a subsequent term unless all previous term bills have been paid. A complete description of the College's billing policies may be found in the packet mailed to you with the term bill.

Cashier's Office

Students, faculty, and staff may cash personal checks up to \$25 per day in Barn 19. Hours are Monday through Friday, 11:00 a.m. to 12:30 p.m., and 1:30 p.m.

to 4:00 p.m. The return of a check for insufficient funds will automatically cancel an individual's check-cashing privileges.

Duplicating Room

The Duplicating Room (Barn 6) will reproduce Community Notices (mimeographed notices issued to announce schedule changes, emergencies, and calendar events which were *not* submitted in time to be included in *College Week*. Those wishing to issue a Community Notice should type the information on white paper with at least an inch margin on all sides, and deliver it to the Duplicating Room for reproduction. These notices do *not* need to be approved, and the person responsible for issuing the Community Notice must also distribute it.

THE POST OFFICE

The Post Office is located in the west end of Commons on the ground floor. Each student and faculty member has a mailbox, accessible from 8:00 a.m. to 10:00 p.m., Monday through Thursday, and from 8:00 a.m. to 7:00 p.m. on Friday, Saturday, and Sunday. Messages to administrators may be given to the Post Office Manager who will forward them in the daily intra-campus mail.

Services

The Post Office sells stamps, postcards, envelopes, aerograms, and money orders. Mail may be sent first class, third class, fourth class, book rate or parcel post. The Post Office also can certify, register, insure, and special delivery your mail.

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

Letters to students should be addressed as follows:

Student's Name
Bennington College
Bennington, VT 05201

Forwarding

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

Bulletin Board

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

MAINTENANCE

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

Shipping

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

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

Shipments can be made from the College to Alaska, Hawaii, Puerto Rico, and all of Europe, by UPS. UPS will accept for shipment only stereos and speakers that have been professionally packed in original cartons. Packaging must be done by Radio Shack, etc., or a professional moving company.

THE SWITCHBOARD

The College switchboard is located in the North Suites in Commons. Though their principal function is to route calls, the operators take emergency messages from off campus; in the case of an urgent message, Student Services will be notified. Switchboard hours during term are 8:30 a.m. to 8:00 p.m. Telegrams arrive through the switchboard, and the student is notified by telephone or a message put in their mailbox.

International Calling

International students may have calls placed by the switchboard to phones overseas. The student will be billed by the Switchboard. Students are expected to pay phone bills after receiving their international charges.

COLLEGE VAN SERVICE

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

The van is for all members of the College community and is not a private service for any student, faculty, or staff member. When the van is being repaired, students must make other plans for transportation. Health emergencies will have priority over all other activities.

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

PUBLICATIONS

Quadrille

Quadrille, Bennington's quarterly alumni magazine, contains articles on alumni, current students, current and former faculty, and events at the College. It is distributed to all alumni, students, faculty, parents of students, and friends of Bennington. The Publications Office welcomes suggestions for articles and features from all members of the College community. You can help defray expenses of the publication of your alumni magazine with a contribution of \$15.00.

College Week

College Week is Bennington's weekly calendar of events and list of community announcements. All members of the resident community receive *College Week*, as well as local alumni and subscribers in the Bennington area. (Subscriptions are available at \$5 per term; no charge for alumni.) Anyone may submit notices for publication by Tuesday at 5:00 p.m. for the issue covering the week beginning with the following Saturday. Information must be typed or clearly printed on *College Week* forms, available from the Office of Student Services or from the faculty secretaries. Advertisements and solicitations are not accepted.

Silo

Silo is an arts and letters magazine written and edited by students, which features prose, poetry, music, and art contributed by members of the College community (including alumni). It is published once a term and sold in Commons for \$5.00. Copies of *Silo*, both current and back issues, are available through the Publications Office, which also oversees the design and production of the publication.

PUBLIC AFFAIRS

Galleys

The Galley is a form of expression traditional to Bennington, and galleys have been used to address many different kinds of issues. Any member of the College community wishing to express an opinion on an issue of community concern may publish a galley. It should be typed on a stencil and must be submitted to the Director of Public Affairs. While galleys neither have an editor nor follow an editorial policy, any publication distributed by the College must be reviewed for libelous material. The original galley manuscript must be signed by the author, but the printed galley may appear with a *nom de plume* or without a signature. After approval by the Director of Public Affairs, the galley should be delivered to the Duplicating Room for reproduction. The author is responsible for distribution. The Duplicating Room staff requires two days' advance notice to mimeograph a galley. **Please note:** Galleys are *not* community notices; see Duplicating Room (page 33) for instructions regarding community notices.

HOUSING

All Bennington College undergraduate students are required to live in College housing unless they participate in the “Off-Off” campus lottery and receive authorization to move off campus. Students who do not receive authorization will be expected to pay for room and board and will not receive a refund if they choose to move off-campus. By enrolling in Bennington College, students automatically accept its policies and regulations and acknowledge the right of the College to enforce these policies.

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

Generally, the plan for all the houses is the same. In each, there is a shared living room with a fireplace, a kitchenette, and a storage area. In the older houses, the attic is used for storage; in the new houses there is a storage room on the ground floor. Most of the older houses have apartments occupied by faculty members. All of the houses are coed, as are the bathrooms. Students residing in College housing are provided with a bed, mattress, bureau, desk, chair, mirror, and window shade. If any of these items is missing upon a student’s arrival, he or she should notify Maintenance, Ext. 244.

Students are responsible for locking all doors and windows in their rooms and have the responsibility to report unknown individuals or suspicious activity of any kind to Security, Ext. 235.

Housing Office

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

The Student Housing Committee assists the Housing Office in formulating procedures, priorities, and policy for room drawings and allocations. It acts as an appeal board in cases of dispute and/or violations of house rules, meeting as necessary with the Housing Coordinator. The Housing Committee consists of the Director of Student Services, the Housing Coordinator and five members chosen from among the House Chairs. Only the five members chosen from among the House Chairs have voting rights, except in the case of a tie vote, when the Housing Coordinator votes. Housing Committee decisions may be appealed in writing within five days to the Director of Student Services whose decision is final.

Room/House Changes

All housing changes must be approved by the Housing Coordinator. If arrangements are made to change rooms, students must return their original key to the key man and sign out for a new room key. Failure to do so may result in a fee of \$50.00 at term’s end if the old room key is not returned. **Housing changes will not be**

permitted after Long Weekend of each term except in extreme circumstances. These decisions will be made after a hearing of the Housing Committee.

Room Assignments

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

Abroad Program. Students returning from Bennington abroad programs (Paris/Great Britain/Germany) are eligible for College housing, and the Housing Office will automatically place a student in the house in which the student resided during his or her last term at Bennington, if space is available according to the student's class status unless other requests have been made prior to their return. Students planning to attend a Bennington abroad program should leave their housing preferences for the returning term with the Housing Coordinator before they leave.

Note: Students returning from abroad programs are not guaranteed their former rooms. Additionally, abroad program students are given rooms after current students of the same class status within the house have been placed in rooms of their choice. If space is not available in the house where the student last resided, he or she will be placed in any available space on campus.

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

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

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

Reentering Students. This category applies to all individuals who were on leave or considered withdrawn by the Dean of Studies Office. These students are assigned rooms according to class status after all assignments of currently enrolled students of the same class have been made.

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

Students who are reentering and wish to reside in independent off-campus housing must notify the Housing Office by **November 1** for spring term and **May 1** for fall term to have their names included in the lottery for authorization to live in independent off-campus housing. Those students who are under twenty-two years

of age will be considered for authorization if space is available after all currently enrolled students with the same class status have been offered independent off-campus authorization through participation in the off-campus lottery. Students will be notified by **June 1 for fall term** or **December 1 for spring term** of their eligibility for independent off-campus housing.

Any reentering student who will be twenty-five years of age before the first day of classes each term will have the option of living on or off campus. The student must notify the Housing Coordinator of his/her decision when he/she is readmitted.

Note: Any student who has been granted a leave of absence and then decides to return without taking the leave of absence should notify the Housing Coordinator as soon as possible with his/her decision. There is no guarantee that the student will retain his/her former room or house.

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

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

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

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

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

Special/Part-time Students. The College does not provide housing for students in these categories. Students seeking off-campus independent housing may consult the off-campus apartment board in Student Services, the bulletin board in the Post Office in Commons, the Bennington Banner or the Pennysaver newspapers to find accommodations in the North Bennington/Bennington area.

New Students

Entering students (including local students within a 25 mile radius) who are 18 to 24 years of age who live at home with their parents are expected to live in

housing. Any entering student who will be twenty-five years of age or older before the first day of classes will have the option of living on or off campus. The Admissions Office will notify the Housing Coordinator of the student's decision when he/she completes the Intent to Enroll Form. Any entering local student (within a 25 mile radius) who is independent of his/her parents and has already established his/her own residence will have the option of living on or off campus. The Admissions Office will notify the Housing Coordinator of the student's decision when he/she completes the Intent to Enroll Form.

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

Some of the criteria used for pairing students are: smoking/non-smoking, allergies, music preference, study and living habits. Students living in double and triple rooms are expected to make an effort to get along with their assigned roommate(s).

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

Entering students who are twenty-two years old or older shall be considered for single status housing if space is available and after all seniors and juniors have been placed.

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

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

If a student has a roommate who leaves or withdraws (for example, between terms), the remaining student should, if he or she wishes to remain in the same room, actively search for someone to share the room. If a roommate has not been found after one week, the Housing Coordinator may place anyone in the room who needs the space. Students will be expected to accept a new roommate. Any appeals must be addressed to the Housing Coordinator within 48 hours of receipt of notice of a roommate. The Housing Coordinator has the authority to refer any appeals to the Housing Committee.

Specifics for Assignments to College Housing

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

Class Status. Class status is determined by term, (e.g., a second-term junior is a sixth-term student), with the higher term having higher priority.

Transfers are usually assigned to double rooms for one semester until their status has been determined by the Educational Counseling Committee or the Dean of Studies.

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

House Chairs. Those elected in the previous term may be granted elevated status by their house for the upcoming term that they will be serving. Elevated status has priority only over other members of the same class and term. A House Chair is granted a single room if there is an available one in the house; he or she does not have priority over juniors or seniors. If a House Chair who has attained single room status resigns from the position of House Chair, he or she will lose elevated status and thus their room.

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

For students wishing to remain in the same house:

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

For students who want to change houses:

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

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

At the end of their first year, first-year students in doubles will participate in a campus-wide lottery in the Housing Office to determine priority for the remaining singles. Roommates will draw as pairs; the lower number drawn (given highest priority) will decide priority for singles so that neither student is left without a roommate.

Some sophomores may be eligible for singles; some are not. If a sophomore wants a single room, he or she must participate in the "Sophomore Single" lottery which is held at the end of their freshman year. Placement for single rooms takes place in two stages:

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

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

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

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

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

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

Married students may be eligible for independent off-campus housing. Requests must be made through the Housing Office before November 1 for the spring term and May 1 for the fall term. The following verification must be presented: a copy of the marriage certificate, a copy of the lease for a local house or apartment, and the name and address of the spouse’s local employer. If married students meet the criteria, they will be given priority before seniors on the independent off-campus list.

Restrictions

1. Although juniors and seniors have priority for singles, they are not permitted to transfer their housing status to other students.
2. If for any reason a student with single status is placed in a designated double as a single, it is expected that the student will move if a single should open up in that house during the first full three weeks of the term. If a single opens up after that time, the student has the option of remaining in the designated double (as a single) for the remainder of term, or moving into a designated single.

3. Sophomores and first-year students remaining in doubles must choose rooms and roommates or the Housing Office will assign one to that space.
4. Students are rarely removed from the rooms they occupy. They may be moved (as a last resort) if a freshman is alone in a double or if a sophomore without single status is alone in a double.
5. Housing status cannot be transferred.

Finally, any additional placement of students for the following term will be made by the Housing Office in accordance with normal priorities and policy.

Note: No one may change rooms without the permission of the Housing Coordinator.

Lotteries

The Housing Office holds two lotteries each term for: 1) those who want to change houses, including Welling Town House, and 2) independent off-off campus housing. At the end of the spring term a lottery is held for freshmen who will be returning as sophomores and would like singles.

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

Off-Off Lottery. Since most students must live in College housing, the Housing Office holds a lottery to determine who may live off-off campus. Priority is given by class status, then by lottery number. The quota for off-off campus authorization is determined each term by the Business Office and the Student Services Office.

Any student who will be twenty-five years of age before the first day of classes and participated in the off-off lottery will have priority for off-off campus housing after all seniors who participated in the lottery have been offered.

Only those students who participate in the "Off-Off" lottery and receive authorization from the Housing Office to live off-off campus will not be billed for room and board. If a student maintains a primary residence off campus without off-campus authorization, he/she may lose his/her house/room assignment and priority on campus. In such cases the Housing Coordinator will notify the student before reassigning him/her to another house/room on campus. Should this student wish to be assigned to his/her original or any other house/room on campus in the future, he/she must participate in the Change of House Lottery.

Students who are granted authorization to live off-off campus through the lottery must notify the Housing Coordinator by the assigned date each term to accept off-off status. Failure to do so means the student will be assigned a space on campus, and room and board charges will remain on the bill. In addition, anyone granted off-off authorization cannot hold a space on campus. If a student wants to return to College housing, he or she must contact the Housing Coordinator who will assign him or her to any available space on campus after all other currently enrolled students with the same class status have been placed. Off-campus status does not carry over once a student returns to College housing. Should the student wish to live in independent off-campus housing at any other time while enrolled at Bennington, he/she must participate in the "Off-Off" lottery to be considered for off-campus authorization.

Sophomore Single Lottery. During May, first-year students who will be sophomores in the fall term and wish to be assigned to single rooms must participate in the

“Sophomore Single” lottery. Both roommates pick numbers with the lowest number being shared. The Housing Office uses this number along with house priority as a factor in determining which sophomores will be assigned to available single rooms.

Off-Campus Housing (Welling Town House)

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

Students living in Welling Town House may elect to be on the board plan. Those interested in the board plan must notify the Housing Coordinator.

Services to Off-Campus and Off-Off-Campus Residents

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

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

Complaints

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

House Government

Coffee Hours. Issues of direct concern to students can most effectively be discussed and voted upon in house meetings, generally held every Sunday evening at Coffee Hour. Presided over by a House Chair, Coffee Hour is an informal gathering of residents in each house. It is a time students discuss house and campus activities, the use of living space, excessive noise, and they may also vote on Student Council matters. Each house develops a system of assigning to students the task of preparing the Coffee Hour refreshments each week.

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

1. **Initial complaints** in the house are made to the House Chair. The House Chair uses his or her discretion to decide how the complaint will be handled initially.
2. **If complaints persist**, the House Chair will confront the disruptive individual(s) and discuss the problem.
3. **First Official Warning.** The House Chair gives the individual(s) a verbal warning. This warning is to be recorded in the Housing Office by the House Chair

immediately. The House Chair also notifies the individual(s) that he or she must make an appointment with the Housing Coordinator, who informs the individual(s) that if a second warning is issued then he or she will be placed on housing probation for the remainder of the term.

4. **Second Official Warning.** The House Chair notifies the Housing Committee about the incidents. The Committee sends a letter to the individual(s) informing them that they are now on Housing Probation for the remainder of the term. They are told that if a third warning is issued there is a possibility of being removed from the house. If the individual(s) wishes to dispute this, they are informed that they may attend the next Housing Committee meeting. Other involved house members may attend the meeting if they wish to.
5. **Third Official Warning.** The House Chair notifies the Housing Committee that a third warning needs to be given to the individual(s). The Housing Committee then informs the individual(s) that they must be present at the next Committee meeting. At this meeting the Committee votes on whether or not the individual(s) will be removed from the house.
6. If the individual(s) are not able to attend the Committee meeting, they must give the Committee adequate notice. Failure to do so will result in forfeiture of their right to appeal the Committee's decision.
7. In the event that the individual(s) resides in the same house as a Committee member, that member will abstain from voting.
8. All Housing Committee decisions may be appealed in writing within five days to the Director of Student Services whose decision is final.

Telephones

Each house has two green phones for intra-campus calling and one pay-phone for calls off-campus. Students may have a private phone installed in their room at their own expense. The College's Maintenance Department installs conduits in students' rooms. There is a \$50 charge for conduit installation, and checks should be made payable to Bennington College. Orders for conduits need to be placed through the Housing Office as early as possible to ensure telephone service. Conduits will not be installed after September 30 for the fall term and March 30 for the spring term. Conduits will only be installed in the spring if there is a minimum of ten requests.

Linen

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

Animals on Campus

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

Currently enrolled students living in College housing may have gerbils and fish as pets. No animals, other than the above, may be brought on campus by non-resident students or visitors. Cats must be registered with the Cat Committee at the beginning of each term. **Note:** Effective June 1, 1989, students who did not

previously own a cat may not bring one to campus. Only cats registered as of spring term 1989 will be allowed on campus. Animals found in houses or on College property in violation of the pet policy will be taken to the local animal shelter. This will also result in disciplinary action for the student responsible. The College bans all other pets, including dogs. Students who do not observe the ban will be given one warning to remove the animal within 24 hours. If the warning is ignored, the Director of Security will ask the Director of Student Services to refer the individual to the Judicial Committee for violating the rules and regulations regarding pets. In the event of a dog found unattended on campus or in a building, Security will be instructed to pick the animal up immediately and transport it to the local animal shelter. This will be done without warning to the owner.

Dogs belonging to employees living on campus must be kept on a leash or under the owner's verbal control at all times.

Keys

1. Each student is given one key to his or her room.
2. All room keys must be returned at the end of term. If the key room is not open when the student wishes to return the key, the key should be returned to the Security Booth.
3. Failure to return a key will result in a \$50 charge for replacement of the cylinder.
4. If a key is lost during the term, a replacement may be obtained from the key room for a \$5 charge.

If students make arrangements to change rooms, the old key must be returned to the key man, and a new room key obtained. Failure to do so may result in a fee of \$50 at term's end, if the old room key is not returned.

Appliances

Refrigerators, electric, kerosene or gas heaters, hot plates, coffeemakers, and other heavy-use appliances are not permitted in the houses. If an appliance causes a temporary interruption of service or damage to the electrical system that requires repair by an electrician, the student responsible for the blackout will be required to pay the cost of the service.

HOUSE UPKEEP

The College housekeeping staff cleans all common areas: living rooms, bathrooms, kitchens, and hallways. Students are responsible for the cleanliness of their rooms and for maintaining the condition of the room and the furniture assigned to the room. No holes should be put in the walls with nails, tacks, or staples. No student may alter any feature of the room or its furnishings. The student occupant of a room will be responsible for the cost of repairing any damage to furnishings in his or her room or to any feature of that room. Any student who violates a rule or regulation relating to housing may be removed from College housing and be subject to additional penalties, including but not limited to suspension or expulsion. If any such penalty is imposed, the student will forfeit all tuition, room, and/or board payments, as the case may be, for the remainder of that term.

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

Painting

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

Damages

At the beginning of each term students are given a Room Inspection Form to document any present damage to the room. This protects a student from being charged for damages for which he or she is not responsible. This form should be filled out accurately and returned to the Maintenance Department within twenty-four hours. Failure to do so means that the occupant will assume all damages assessed for that room. Painting and repairs of any kind may be done only by the College Maintenance Department. Students who repair their own rooms or commons areas will not be relieved of damage charges. **Should a student find a discrepancy with his/her maintenance charges, it is the student's responsibility to call or write the Maintenance Department within 10 days of the date of the bill. After that date, the charge(s) will be added to the student's College bill and the right to appeal is forfeited.**

Below is a list of damage charges:

Room repainting	\$250.00
Door repainting	50.00
Wall repainting	75.00
Hole in wall without repainting	50.00
Hole in wall with repainting	125.00
Repair nail holes	10.00
Broken windowpane	25.00
Broken storm window	50.00
Screen replacement	45.00
Window shade replacement	15.00
Door wash	15.00
Furniture replacement	retail value
Extra cleaning	20.00 per hour
Lamp shade replacement	retail value
Recharge fire extinguishers	100.00
Fire prevention equipment	100.00
replacement (smoke detectors, exit signs, etc.)	
Stair spindles	25.00
Key not returned at end of term	50.00
Key replacement	5.00
Furniture moving	50.00
Furniture found outside houses	50.00 per incident
Mirrors	40.00

Room Checks

Room checks will be conducted at least twice each term. Notice is given to students before the mid-term check. The resident will be billed for any damage found. No holes should be put in the walls—no staples, nails, or tacks. If the room is left in disorder at the end of term, there will also be a cleaning charge. In double rooms, the charges for damage will be shared equally by the roommates regardless of the party responsible for the damage; if the room is left in a dirty condition, the roommates will share payment of full fee of cleaning.

Note: If there is damage to a student's room, the occupants of the room are also subject to the College's disciplinary procedures.

The Director of Security or designated Security Officer will accompany the Housekeeper and Housing Coordinator on room checks. He or she will inspect for safety violations. If a violation is found, a note will be left in the room advising the occupant of the nature of the violation. The occupant will be given forty-eight hours to correct the problem unless it is of such nature that immediate action should be taken and the hazard removed by the Director or designee. When the forty-eight hours have elapsed, the Director of Security or designee will reinspect the room. If the problem has not been corrected at this time, the occupant will be subject to disciplinary action.

Common Areas

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

Safety Regulations

For reasons of safety, no burning candles are allowed in the houses, and no tapestries, fabrics, or other hangings may be hung over or near the bed, or over lamps.

The use or possession of firearms, fireworks, explosives, dangerous instruments, or weapons of any kind is prohibited in College housing or on College property. Gas, turpentine, and other flammable liquids are not allowed in College housing. (See Tenets of Student Behavior.)

Right of Entry

The College reserves the right to enter a student's room without notice in cases where immediate action is necessary to preserve the health or safety of individuals, or the maintenance of College property. At all other times, notice will be given to the occupants of the room, but the College may enter without consent.

Storage

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

For FWT:

1. All desks, bureaus, and dressers must be emptied.
2. Most houses allocate one room that is used for storage. This room must belong to a student who is planning to live in that room for the spring term.
3. In some houses belongings may be left in closets; **but this must be approved by the Housing Office.**
4. Attics and storage rooms in the houses may also be used for storage. Belongings should be name tagged.

For the Summer:

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

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

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

STUDENT LIFE AND GOVERNMENT

House Chairs

Student self-government is particularly evident in the student houses, each of which is managed by two chairpersons elected by members of the house to act in appropriate ways to ensure that the life of the house proceeds smoothly and safely and to be responsive to student inquiries and concerns of a more campus-wide nature. House chairpersons are elected in the fall or spring by their respective houses to serve for the following year. Normally, anyone who has attended Bennington College for a year is eligible to serve. The responsibilities of the House Chair are:

1. Scheduling house meetings (primarily Sunday night Coffee Hour): a) conducting the process of resident's room selection, and informing the housing office of results; b) ensuring that elections of student committee representatives take place; c) representing the house at the weekly meetings of the House Chairs, and reporting the minutes of the meetings to house members;
2. Ensuring that life in the house conforms to the expectations of the house and serves the well-being of its members, by making sure that house rules and regulations are understood and obeyed, to maintain the character and "spirit" of the house;
3. Coordinating in-house recreation and leisure-time activities;
4. Providing the Housing Office with a description of the character of the house as determined by house vote at the end of each term;
5. Being available to house members to arbitrate disagreements, help with problems, or facilitate meetings between students and appropriate faculty members or administrators;
6. Being familiar with emergency procedures and basic first aid including serving as fire marshalls;
7. Informing the Office of Student Services and/or the Psychological Counseling Service of medical or psychological problems of house residents that may necessitate skilled intervention;
8. Reporting unexplained student absence to the Office of Dean of Studies;
9. Reporting significant damage to the house to Student Services, or to Security;
10. Serving as a liaison with the Security Department and the Maintenance Department as necessary to provide for the needs of the house or its residents;
11. Participating in an intensive three-day training workshop before the beginning of the fall and spring terms;
12. Serving on standing committees of the House Chairs, or ensuring that those positions are filled by individuals who are not House Chairs, but who have expressed an interest in serving on a particular committee, and who are judged to be good candidates by a House Chair vote. A committee member who is not a House Chair must be prepared to attend any House Chair meeting which is pertinent.
13. If a student is elected as House Chair and is either on probation or is placed on probation (academic or disciplinary) during their first term of elected office, they may remain House Chair only if the probationary period ends by

the following term. If the student will be on probation in that second term, he or she must resign as House Chair, and the house will elect a new one.

Chairperson of House Chairs

The House Chairs meet on a weekly basis. This Committee elects as its Chairperson one of its members who has already had at least one term's experience as a House Chair. The Chairperson, who should be familiar with the academic and administrative structure of the College, has the following responsibilities:

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

Standing Committees of the House Chairs Committee

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

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

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

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

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

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

STUDENT COUNCIL

The Student Council, composed of elected student representatives, is the student deliberative and executive body. It deals with issues of community life, and it

has the power to make recommendations concerning administrative policy. It holds regular meetings that are open to all members of the College community.

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

The President and Vice-President of Student Council are elected in a campus-wide vote late in the spring term to serve a term of one year coinciding with the academic year. To be eligible for these offices, students cannot be on academic probation and the President, to be eligible to serve on Academic Council, must have a Tentative Plan passed. The President presides at Student Council meetings and serves on the Academic Council; the Vice-President serves ex-officio as the Chair of the Judicial Committee and presides over the Student Council in the absence of the President.

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

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

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

Standing Committees of the Student Council

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

Field Work Term Committee. The Field Work Term Committee includes three faculty members appointed by the Dean of Faculty, three students elected by the Student

Council, the Director of the Field Work Term Office, who chairs the committee, and the Dean of Studies, who serves ex-officio. It is responsible for formulating and reviewing policies concerning the Field Work Term.

Film Society. The Film Society is composed of elected student representatives and is responsible for ordering entertainment films and some supplementary course films. Prior to ordering these films the Film Society distributes a questionnaire to students and faculty asking what films people would like to see. Two films per week are shown in Tishman Hall. They are usually free of charge and are open to the entire community.

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

STUDENT EDUCATIONAL POLICIES COMMITTEE (SEPC)

The functions of the Student Educational Policies Committee (SEPC) are to:

1. Ascertain, consider, and communicate student views and recommendations concerning educational policy at Bennington;
2. Ascertain, consider, and communicate student views and recommendations concerning individual courses; and
3. Assist the Faculty Personnel Committee in reappointment proceedings.

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

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

Divisional Representatives

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

Once a week all the division representatives meet to discuss educational policy matters. If significant issues surface in these meetings, they can be brought to the attention of the Academic Council or the Dean of Faculty by the SEPC

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

Class Representatives

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

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

TALKING HEADS COMMITTEE

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

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

DRUG AND DRINKING AWARENESS GROUP (DADA)

The Drug and Drinking Awareness Group (DADA) initiates alcohol and drug education and sponsors periodic substance-free programming for the entire campus community. It also coordinates alcohol and drug awareness weeks coinciding with nation-wide activities. Any student, faculty or staff member is welcome to join the Drug and Drinking Awareness Group (DADA).

CAMPUS LIFE

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

Recreational Activities

All community members, regardless of their athletic ability, are given the opportunity to participate in intercollegiate sports and recreational activities. Events such as bicycling, running, hiking, and skiing are sponsored on an ad hoc basis, as are intercollegiate matches in soccer and volleyball. Spontaneous frisbee, football, softball, and volleyball games occur frequently on Commons lawn. The surrounding area provides many opportunities for hiking, rafting, camping, swimming, and horseback riding. Ideas for programs should be directed to the Office of Student Services.

COMMUNITY OUTREACH OPPORTUNITY PROGRAMS

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

Big Brother/Big Sister of Bennington County. Big Brother/Big Sister seeks to provide special friendships between adult volunteers and boys and girls primarily from single-parent homes. Students interested in being a Big Brother or Big Sister can receive more information from the Office of Student Services or by contacting Big Brother/Big Sister directly.

American Red Cross Blood Drawing. Annual blood drawings are conducted on campus by the American Red Cross serving the Vermont-New Hampshire region. The Red Cross needs volunteers to register donors, record donations, coordinate the canteen area and many other functions. Faculty, staff, and students participate in the blood drawings as donors and volunteers.

The Park-McCullough Haunted House. In the past, the Park-McCullough House has requested assistance from Bennington College for their annual Halloween Haunted House. Students are welcome to volunteer as ghouls, goblins, or guides, and individual creativity is encouraged.

MUSICAL ACTIVITIES

Bennington Community Chorus. This is a community organization dedicated to the presentation of choral music. Singers rehearse weekly on Monday evenings at 7:30 at the Mount Anthony Union High School for a period of about ten to twelve weeks. Regular attendance is required. Major works presented in recent per-

formances: Bach's *St. John Passion*, Mendelssohn's *Elijah*, Handel's *Messiah*, and Orff's *Carmina Burana*. Edwin I. Lawrence is the Director.

Sage City Symphony. This is a community-based symphony orchestra conducted by Louis Calabro, a member of the Bennington College music faculty. The symphony has one of the most extensive commissioning series in the country and performs traditional and contemporary repertoire in four annual concerts in various southern Vermont locations.

American Legion Band. This is a community-based band which meets Thursday evenings at 7:30 p.m. in the American Legion Hall. The Legion welcomes volunteers.

OTHER LOCAL ORGANIZATIONS

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

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

United Way of Bennington County and others: The United Way (442-4947) is the umbrella organization that can put prospective student volunteers in touch with a great number of community groups such as the Southwestern Vermont Medical Center; Hospice of Bennington Area, Inc.; Bennington Area Arts Council; Sunrise Family Resource Center; and the Humane Society. In addition, the public schools can always use interested volunteers to support the academic programs and provide assistance with extracurricular activities. There is also the Mount Anthony Preservation Society (MAPS) and regional chapters of the Nature Conservancy, for those interested in environmental activism.

FACILITIES

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

CROSSETT LIBRARY

The Edward Clark Crossett Library houses more than 110,000 books, 500 current periodicals, microfilms, and some 20,000 art slides. Its primary purpose has been to support the curricular needs of the College; its collection is small, but growing, and it is carefully selected to reflect the educational priorities of Bennington College. It has particular strengths in the visual arts and in theater. The library offers a variety of services including an on-line catalogue, reference help, interlibrary loan, computer searching, and reserves.

Reference

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

Reserves

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

Computer Searches

Students working on research papers or theses may take advantage of database searching available through consultation with the Reference Librarian. The library also has a computerized journal index. These services access to information in periodical literature, government documents, technical reports, and many other sources.

Interlibrary Loan

Through a national computer network (OCLC) the library is able to borrow items from more than 10,000 cooperating libraries. A reciprocal borrowing agreement also exists with Southern Vermont College and Williams College.

Hours: Monday - Thursday	8:30 a.m. - 12:00 midnight
Friday	8:30 a.m. - 10:00 p.m.
Saturday	10:00 a.m. - 10:00 p.m.
Sunday	12:00 noon - 12:00 midnight

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

COMMONS

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

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

THE BARN

The Barn was originally the dairy barn of the Bingham farm. It now houses most of the College's administrative offices, including, among others, the offices of the President, Dean of Faculty, Dean of Studies, Development, Student Affairs, Admissions, Financial Aid, Business, Student Services, and Student Placement (FWT). The Social Sciences and Literature and Languages Divisions' faculty offices, secretaries, and classrooms are on the second floor. The East Wing of the Barn houses the Bookstore and Student Services; the West Wing contains Barn 1 (a lecture hall), Publications, Public Affairs and Summer Program offices, and the duplicating room.

DICKINSON

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

TISHMAN

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

VAPA

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

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

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

JENNINGS

The large stone building on the north side of the campus was the summer home of the Jennings family. It now houses the Music Division and contains faculty studios, practice and rehearsal rooms, the music library, and an electronic music studio.

DEANE CARRIAGE BARN

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

THE MAINTENANCE PLANT

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

The shipping and receiving dock is located on the east side of the building. (UPS deliveries are made there.) Nearby is the central heating plant, which provides heat and hot water to the campus.

THE CAFÉ

Renovated in the spring of 1990, the downstairs Café is a favorite evening social spot. Students can enjoy poetry readings, magic shows, Coffeehouses, lectures, and a variety of other activities on any given night. There are also a snack bar, pinball machines, video games, and a television here.

The upstairs Café is equipped with a ping-pong and pool table, and the unique suspended wood floor makes the space perfect for aerobics that occur on a daily basis. Student bands can also use the upstairs for practicing. Specific rules for the Café's use are developed by the Student Council Café Committee.

THE SECURITY BOOTH

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

FACULTY AND STAFF HOUSING

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

THE BRICK HOUSE

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

THE EARLY CHILDHOOD DEVELOPMENT CENTER

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

SPORTS FACILITIES

For those students interested in sports, the College maintains a soccer field, an outdoor volleyball court, an outdoor basketball court, four excellent clay tennis courts, and a weight room. Students can check out volleyball equipment, basketballs, horseshoes, etc. for their recreational use from the weight room during weight room hours. Many students also take advantage of the Recreation Center in town, which has two weight rooms, an indoor swimming pool, a game room, sauna, a baseball diamond, several outdoor squash courts, and a fitness course.

RULES AND REGULATIONS

Note: The rules and regulations were approved by the Bennington College Board of Trustees in June 1990.

Preamble

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

The following rules and regulations, and all other provisions of this Handbook, supersede any previous Rules and Regulations and provisions. To the extent that any rule, regulation, or provision conflicts in any respect with another student document, such as the Student Constitution, the Handbook shall prevail. By enrolling in Bennington College, students automatically accept its regulations and acknowledge the right of the College to take disciplinary action.

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

I. Student Self-Government

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

II. Source and Lines of Authority

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

- A.** For all academic or classroom activities, the Deans and the faculty of the College.
- B.** In all other areas, the senior administrators of the College, who are responsible for formulating and enforcing appropriate procedures, for regulations con-

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

III. Tenets of Student Behavior

The following tenets are guidelines which the College wishes to emphasize with respect to student behavior, either individuals or group. All other provisions of the Handbook also regulate student behavior and also constitute the basis for student discipline.

These definitions are to be construed broadly according to the significance of their terms. Where specific examples of violations are provided, these examples are intended to be illustrative, not exhaustive or exclusive. The following actions violate College standards of conduct, as do attempts to commit any of these acts:

1. Harassment, abuse, coercion, injurious conduct. Every member of the College community has the right to be free from physical or verbal abuse and intimidating behavior of any sort, including not only direct threats of any kind but also psychological and sexual harassment. Threats, intimidation, physical or verbal abuse, harassment, or discriminatory behavior with regard to age, sex, religion, affectional/sexual preference, handicap, race, or color are prohibited.
2. Causing physical harm or reasonable apprehension of harm, including sexual assault, to any person on College premises or at College sponsored activities.
3. Interfering with essential College activities, such as teaching, research, administration, including computer services and records, or fire, security, or emergency services.
4. Illegal entry. No member of the community may enter either a student's room or a faculty member's office without authorization except as outlined in the "Room Inspection" section of the Housing Regulations. Everyone is expected to treat mail placed in student and faculty boxes as inaccessible to anyone but the box-holder.
5. Substantial disruptive interference with the freedom of expression of others on College premises or at College sponsored functions (e.g., when requests for order by Security, the Chair of a meeting, or any College official are ignored).
6. Excessive noise. Bennington is an academic institution, and its members are expected to refrain from making noise that disturbs students when they are attending classes or lectures, studying, attending public performances, sleeping, or quietly enjoying themselves. In addition, students should be aware that excessive noise after 11 p.m. disturbs local citizens and leads to intervention by municipal authorities.
7. Distribution, or possession for purposes of distribution, of any controlled substance or illegal drug on College premises or at College sponsored functions.
8. Use or possession of any controlled substance or illegal drug on College premises or at College sponsored functions.
9. Initiating or causing to be initiated any false report or warning of fire, explosion, bombs, or other emergency on College premises or at College sponsored activities.

10. Improper use of safety or fire fighting equipment, such as fire extinguishers or exit signs.
11. Use, possession, or storage of any weapon on College premises or at College sponsored functions. Such weapons include, but are not limited to, firearms, pellet guns, switchblade knives, hunting knives, and other similar weapons that pose a potential hazard to the safety or health of others.
12. Violating the terms of any sanction imposed by College disciplinary bodies in accordance with these tenets.
13. Furnishing false information to the College, including, but not limited to, false reports to Security, complaints or other erroneous information to College offices.
14. Acts of fraud or attempted fraud committed by forgery, alteration or use of College documents, records, identification, or by other means.
15. Misuse of the Bennington name which includes, but is not limited to, contractual agreements made in the Bennington College name or unauthorized use of the College name in advertising or media.
16. Misappropriation or property damage. Theft, vandalism, misappropriation of, or negligent or intentional damage to or alteration of the property of another person or of the College (including, but not limited to, students' rooms, public areas, dining halls, lawns) is prohibited. This also includes property stored electronically (e.g., in computer memory, or on electronic, optical or other storage media).
17. Withholding information about and/or possession of stolen property on College premises.
18. Failure to comply with the directions of College officials, including College security officers, acting in accordance with their duties.
19. Violation of College policies or rules (including house rules) concerning entry and use of College facilities, sale or consumption of alcoholic beverages (see "Alcohol Policy" section of this Handbook), use of vehicles, or use of identification cards.
20. Violation of local, state, or federal law. Violation of the laws of any jurisdiction whether local, state, or federal, may subject an individual to disciplinary action at the College. Disciplinary action at the College will normally proceed during pending criminal proceedings and will not be subject to challenge on the ground that criminal or civil charges involving the same incident have been dismissed or reduced. The pending of an appeal of a conviction shall not affect the application of the rule.
21. Disorderly conduct. The College requires orderly conduct of all students while in Bennington and its environs. The College further requires orderly conduct of its students in any College-related function or activity where students are acting as representatives of the College.
22. Behavior by any student, or group of students, which, in the opinion of the College, or of any of its disciplinary agencies, endangers the health, safety, or welfare of the College community or of any person.
23. Repeated violations of College rules and regulations.

IV. Disciplinary Process

Except on occasions in which they are able to deal with infractions against community standards through their House Chairs, students are expected to bring them to the attention of the Director of Student Services or his or her delegate, who may either settle the problem by negotiation or refer a formal complaint and any additional information about it to the Judicial Committee, the Director of Student Affairs, or the Administrative Review Committee. In addition, of course, infractions against federal, state, or municipal laws are subject to College disciplinary action as well as to the legal processes mandated by public authorities, and nothing in these provisions may be taken to exempt students from responsibility for observing the laws of the land. The personnel whose responsibility it is to administer the enforcement of student standards of behavior include the following individuals and groups.

A. The Director of Safety and Security

The Director of Safety and Security has original jurisdiction over traffic and parking violations, violations of the College's rules concerning pets, violations of safety and fire regulations, and also has the responsibility for investigating other kinds of infractions and is responsible for reporting them to the Office of Student Services. The Director has the power to impose parking fines, order towing of vehicles, and remove or restrict privileges for violations of College motor vehicle regulations. He or she may refer repeated violators to the Director of Student Services who may initiate College disciplinary action. Written appeals for parking violations may be made to the Safety Committee via the Vice President for Finance and Administration.

B. The Director of Student Services

The Director of Student Services or his or her delegate receives complaints brought against a student or students by any member of the community. When investigating a complaint, the Director may issue a written notice to appear to persons involved in the matter; failure to appear is in itself an offense and may be referred to a judicial body of the College. The Director or his or her delegate may settle a controversy by negotiations with the parties in a case, provided only that the settlement is acceptable to all of them; but he or she may not impose fines or other penalties on students.

When the Director decides that a given complaint cannot or should not be resolved in an informal manner, he or she may, within eight working days from the receipt of the complaint, direct that case to either the Judicial Committee or Administrative Review Committee for hearing. Temporary emergency measures shall be referred without delay to the Director of Student Affairs.

The Director of Student Services will consult with the Chair of the Judicial Committee and a member of the Administrative Review Committee to discuss which judiciary body should hear the case. After consultation, the Director shall decide, at his/her sole discretion, to which judiciary body the case will be directed. Once the Director of Student Services has decided which body will hear the case, he or she shall then notify the person making the complaint, the person against whom the complaint has been made, and the appropriate judicial body of the referral. In the case of Judicial referrals, the Director of Student Services and the

Chair of the Judicial Committee will arrange hearing time and location and prepare documents.

C. The Judicial Committee

The Judicial Committee has original jurisdiction over infractions of non-academic rules and regulations and provisions of the Student Handbook which are referred to it by the Director of Student Services. Matters which are acted upon directly by the Director of Student Affairs as provided in Paragraph E below, and matters over which the Administrative Review Committee assumes original jurisdiction as provided in Paragraph D below, are not referred to the Judicial Committee. The Judicial Committee consists of seven persons: the Vice-President of the Student Council, who acts ex officio as chair of the Judicial Committee, but who has the power to vote only to settle ties; three members and two alternates of the student body chosen as the Student Council shall direct, and three members and two alternates of the faculty, administration, or staff, two of whom must be faculty members, and all five of whom are chosen by the Dean of Faculty according to his or her best judgment of their appropriateness and their availability for the position. Four persons, including the Chair, constitute a quorum to act on administrative business of the committee, but the Chair or his or her delegate, two students and two non-students must be present at any hearing on any charge brought against a student. If the Chair steps down or cannot serve, the Committee will elect an Acting Chair from the current student committee members who will serve as Chair for the remainder of the term. In the event of a conflict of interest, the Committee will decide to replace member(s) with alternate(s). If a member of Judicial misses three scheduled hearing meetings without the authorization of the Chair, that member will be dismissed, and an alternate will serve in his or her stead. If confidentiality is broken by a member of the Committee, he or she will be excused from the Committee, and an alternate will serve in his or her stead.

The Judicial Committee should normally hear any case referred to it in no less than three and no more than eight working days from the date of referral. Hearings are normally held at any time from the first to the last day of classes of each term. All members of the community are expected to be available during this period. If named as a witness, students must appear; failure to do so is in itself a violation of College rules and regulations and will be referred to either disciplinary body of the College. The information presented and the deliberations entered into by the Committee are confidential.

The Judicial Committee has the power to impose any penalty for any offense it thinks appropriate, which may include but is not restricted to verbal or written censure, community service, a fine, expulsion from College housing, suspension from the College, or expulsion from the College. The decisions of the Judicial Committee are final unless appealed in writing within five days to the Administrative Review Committee; but the suspension or expulsion from the College of any student by the Judicial Committee must be reviewed by the Administrative Review Committee and by the President of the College, whose decision is final.

The Judicial Committee shall use procedures as adopted by the Administrative Review Committee. Failure to comply with a penalty imposed by the Judicial

Committee is in itself an offense and will automatically be subject to further disciplinary action by the Judicial Committee.

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

D. The Administrative Review Committee

The Administrative Review Committee shall hear 1) appeals from the rulings of the Judicial Committee, 2) any offense referred directly to it by the Director of Student Services after consultation with the Chair of the Judicial Committee and a member of the Administrative Review Committee, or 3) any offense referred to it by the Director of Student Affairs from cases requiring immediate action, and 4) all cases in which College suspension or expulsion is imposed by the Judicial Committee.

The Administrative Review Committee consists of three members: the Vice President for Finance and Administration, the Dean of Faculty, and the Dean of Studies, or substitute(s) appointed by the President. Decisions are carried by a majority vote. The Committee deals as expeditiously as possible with appeals. It has the right to affirm, modify, or set aside a penalty imposed on a student. It shall determine its own procedures. The information presented and the deliberations entered into by the Committee are confidential.

When it acts as an appellate body, its decisions are final, except in cases of suspension or expulsion of a student from the College, which must be reviewed by the President of the College, whose decision is final. When it assumes original jurisdiction over a case, its decisions may be appealed in writing within five days of the date of the decision to the President of the College, whose decision is final.

When the Administrative Review Committee has received a case, it should normally hear the case in no less than three and no more than eight working days from the date of referral. The Administrative Review Committee has the power to impose any penalty for any offense it thinks appropriate, which may include but is not restricted to verbal or written censure, community service, a fine, expulsion from College housing, suspension from the College, or expulsion from the College. Failure to comply with a penalty imposed by the Administrative Review Committee is in itself an offense and will automatically be subject to further disciplinary action by the Administrative Review Committee.

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

E. The Director of Student Affairs

When a complaint against a student or students is to be heard by the Judicial Committee or the Administrative Review Committee, the Director of Student Affairs or his/her delegate is responsible for investigating the complaint on behalf of the College, presenting the results of that investigation to the appropriate judicial body and for presenting the charges, evidence, witnesses, and the case for the College at all hearings. The Director of Student Affairs also serves as liaison to the College's legal counsel in all disciplinary matters.

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

F. Review by the President

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

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

The President shall review any such decisions in such manner as he/she shall determine at his/her sole discretion. With respect to the President's review, there shall be no hearing nor evidentiary proceeding of any kind, but the President may, at his or her sole discretion, give an opportunity for written submissions.

G. Disciplinary Procedures

1. **Initiation of Charges.** The Director of Student Services or his or her delegate receives complaints brought against a student or students by any member of the community. In addition, Security Incident Reports may be used as the basis for a charge.
2. **Referral of Cases.** If the Director of Student Services determines that there is sufficient reason to charge a student or students with an offense, then he or she after consultation with the Chair of the Judicial Committee (who is the Vice-President of Student Council) and a member of the Administrative Review Committee will normally refer the case to either the Judicial Committee or the Administrative Review Committee within eight days of receipt of the complaint.
3. **Notice of Hearing.** The Judicial Committee Chair or the Chair of the Administrative Review Committee sends written notification of charges and hearing date and

time to the person(s) charged. Students are required to return the Acknowledgement of Receipt Form by the date specified. Students charged may bring witnesses or an advisor from within the College community to the hearing and are required to name them on the Acknowledgement of Receipt Form. Such advisors or witnesses in no case shall be legal counsel.

4. **Hearing Procedures.** All hearings are private. The Chair of the Committee presides. Electronic recording is not permitted at College disciplinary hearings. The Director of Student Affairs or his or her designee brings the charges, presents witnesses, evidence, and the case on behalf of the College. If the person against whom a complaint has been made, after proper notification, fails to appear at the hearing without prior authorization of the Committee, he/she waives his/her right to appear, and the case will proceed as scheduled. The student charged and the complainant are offered the opportunity to present their own witnesses and to question one another's witnesses. A written disciplinary history of the person charged will be presented by the Director of Student Affairs or his/her designee to the Chair of the Committee at the end of the hearing; copies of the history are available to the student charged upon request. At the close of the hearing, all parties and witnesses shall be excluded during deliberations of the Committee.
5. **Notice of Decision.** A written notification of the decision of the Committee is sent to the student. This letter includes sanctions (if any) and explains the appeals process. Certain sanctions require parental and academic counselor notification and/or documentation in the student's transcript. See "Sanctions" below for details.
6. **Appeals Process.** Appeals of disciplinary decisions may only be made on the following grounds:
 - a. Newly discovered evidence that could not have been discovered at the time of the original hearing;
 - b. Violations of procedure at original hearing;
 - c. Appeal of the sanction(s) imposed.

All appeals of Judicial Committee decisions must be made in writing within five (5) days to the Administrative Review Committee in care of the Dean of Faculty. Appeals of Administrative Review Committee decisions must be made in writing within five (5) days to the President of the College whose decision is final. In cases of suspension or expulsion, the President or his or her designee will review the decision.

7. Statistics detailing the number and nature of all Judicial and Administrative Review Committee cases will be made available to the College community at least once a year.

V. Sanctions

Sanctions for violations of standards of student conduct may include, but are not limited to:

- A. **Restitution.**
- B. **Reprimand.** A letter of reprimand may be sent to the student. Reprimands may be considered in future disciplinary proceedings but are not reflected in the student's transcript.

- C. **Community Service.** This is supervised work in College offices, buildings and grounds, residences, or with outside agencies. Parents will be notified of the decision.
- D. **Disciplinary Probation.** The student is sent a letter warning him/her that further acts of misconduct may result in a charge that could result in suspension or expulsion. The terms of probation may include, but are not limited to, periodic meetings with therapists, related groups, etc. The student is responsible for the cost of these services. Parents will be notified of the decision.
- E. **Housing Probation.** The student is issued written notice that further violations would constitute grounds for loss of College residency privileges. Parents will be notified of the decision.
- F. **Housing Suspension.** The student loses the right to live in College housing for a specified period of time or until a specific condition is met. Students suspended from College housing may not stay overnight in College housing without prior written permission from the Director of Student Services. Students suspended from College housing will be responsible for the total term charges for room and board. Students suspended from College housing must vacate his/her room within forty-eight hours and may not return to their house or College Housing without prior written permission of the Director of Student Services. Parents will be notified of the decision.
- G. **Housing Expulsion.** Housing privileges are denied for the remainder of student's time at the College. Students expelled from College housing may not stay overnight without prior written permission from the Director of Student Services. Students expelled from College housing will be responsible for the total term charges for room and board. Parents will be notified of the decision.
- H. **Suspension from College.** Suspension is a complete separation from all College classes, activities, services, facilities and grounds. Suspension is for a definite period of time, at the end of which the student may petition the Dean of Studies for readmission. A suspension is recorded on the student's transcript. The student's parents and academic counselor will be notified of the decision.

Students suspended from the College must leave the campus within forty-eight hours and may not return unless they have prior written permission from the Vice President for Administration and Finance. Students who are suspended from College housing will be responsible for the total College charges for that term. The President or his or her designee reviews all suspensions. Suspension may be approved, altered, deferred or withheld by the President or his or her designee whose decision is final.

- I. **Immediate, Temporary Suspension.** In the event of serious misconduct, the Director of Student Affairs or his or designee may require that a student leave campus prior to formal disciplinary proceedings. Such action will be taken when the Director believes that the continued presence of the student on campus is contrary to the best interest of the College community. Immediate, temporary suspension normally requires that a student leave campus within twenty-four hours (or a specified period of time) of notification by the Director of Student Affairs, or within a specified time determined by the Director of Student Affairs. The student's parents and academic counselor will be notified of the emergency suspension.

- J. Expulsion from the College.** The student is permanently separated from the College. The student will be barred from all College classes, activities, services, facilities and grounds. The President or his or her designee reviews all cases of expulsion; and the expulsion may be approved, altered, deferred or withheld. Decision of the President is final. Expelled students must leave campus within forty-eight hours of notification and may not return to the College without prior written permission from the Vice-President for Finance and Administration. Students who are expelled from the College will be responsible for the total College charges for that term. Expulsion is recorded on the student's transcript. The student's parents and academic counselor will be notified of the expulsion.

VI. Implementation

Implementation and enforcement of this policy is subject to annual review by the Board of Trustees.

FIRE REGULATIONS

Safety Devices

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

In the Event of Fire

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

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

If the fire is large:

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

Fire Drills

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

False Alarms

Setting off a false alarm is a serious offense. Certain precautions can be taken to prevent false alarms by keeping the kitchen door open while cooking, and by opening the flue before lighting a fire in the fireplace.

Always assume that an alarm is real!

Fire Inspections

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

Fire Regulations

1. Smoking is limited to designated areas on campus. Please refer to the College Smoking Policy.
2. **The use or possession of candles in any campus buildings is strictly prohibited; they will be confiscated by Security when found.**
3. Hallways in student houses must be kept clear at all times.
4. Fire screens must be employed whenever fireplaces are in use.
5. Only extension cords approved by the Safety Committee and available through the College Bookstore may be used. Three-way plugs and oil paints may not be used anywhere in student houses.
6. It is strongly suggested that students supply their rooms with metal wastebaskets and ashtrays.
7. Gatherings in House living rooms must not exceed the Vermont Fire Code. For old houses the maximum number is 200; for new houses the number is 100.

MOTOR VEHICLE REGULATIONS

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

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

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

Parking Permits

All motor vehicles owned by students, faculty, or staff members of Bennington College and operated on the College campus must be registered with Security. A parking sticker will be provided free of charge upon presentation of a valid driver's license, state registration, and a completed application (available at the Security Booth). Parking stickers do not guarantee the availability of a parking space in every lot at all times. Unregistered vehicles will be ticketed; repeat offenders may have their cars towed.

Speed Limits

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

Reckless Driving

Reckless driving is prohibited. The College defines reckless driving as driving that endangers people, property, or animals. Examples of reckless driving include, but are not limited to, drunk driving, driving at an excessive rate of speed, and driving across lawns.

Parking

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

COLLEGE POLICY ON ALCOHOL AND DRUGS

The following policy is designed to be the first step to be taken in order to address alcohol and drug abuse and misuse on campus as well as to encourage the development of alternatives to drinking on campus.

In response to these issues as well as to abide by federal and state laws regarding alcohol and drugs use, the Alcohol Policy Revision Committee met over the spring term 1991 to revise the College's policy on alcohol and drugs. During the fall term 1991, the Committee will reconvene to review the following policy to ensure that the policy meets the needs of the College, the College community, and the law.

ALCOHOL POLICY

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

II. Summary of Vermont State Laws

A. Criminal Offenses:

1. Legal Minimum Purchase Age: No person, partnership, association or corporation shall sell or furnish any alcoholic beverages to any person who has not attained the age of 21. Violators may face a fine of \$1,000 and/or imprisonment of up to 2 years.

2. **Falsely Representing Age/Procuring and Possessing Alcoholic Beverages When Under Legal Age:** A person who has not attained the age of 21 may not falsely represent his/her age for the purpose of procuring alcoholic beverages and may not procure nor possess any alcoholic beverages for the purpose of consumption by himself/herself or other minors. Violators may face a fine of not more than \$500 and/or imprisonment of not more than 30 days.
- B. **Civil Social Host Liability:** A social host who furnishes alcoholic beverages to a guest who is visibly intoxicated, and it is foreseeable that the guest will thereafter drive a motor vehicle, or a social host who furnished alcoholic beverages to a minor, may be personally civilly liable for resulting injuries.
- C. **The Town of Bennington Open Container Ordinance** prohibits consumption of alcoholic beverages in streets, alleys, sidewalks, parking areas, and in or on motor vehicles either moving or stationary in any of said places. Violations are punishable by a fine not exceeding \$100 or imprisonment not exceeding 30 days or both.
- D. Individual students, campus organizations, or houses hosting parties where alcoholic beverages are served should be aware that, under Vermont law, a person who is injured in person, property or means of support in consequence of the intoxication of any other person may be able to bring a legal claim for monetary damages against anyone who, by furnishing liquor unlawfully, contributed to that person's intoxication. For example, a party host might be sued for having unlawfully furnished alcoholic beverages to a minor who thereafter causes harm, or for serving alcohol to an already intoxicated person where it is foreseeable that the intoxicated person will thereafter operate a motor vehicle.

III. College Regulations Regarding Alcohol and Parties

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

A. Alcohol Regulations

1. Only persons of legal drinking age under Vermont state law (21 years of age) may consume alcoholic beverages at events on College property.
2. Food and non-alcoholic beverages must be readily and continuously accessible at every function where alcoholic beverages are available.
3. Publicity and posters for College functions may not mention alcohol or imply that it will be available. Publicity and posters are not permitted for private parties which promote or mention alcohol or imply that it will be available.
4. Admittance to events at which alcohol is served is limited to the College community and invited guests.
5. Individuals who are interested in sponsoring private parties in College spaces (other than house living rooms) may do so only under the auspices of the College's catering permit through the Director of Food Services.

6. All parties (with the exception of parties attended by less than 10 people held in individual rooms) at which alcoholic beverages are consumed must be registered with the Office of Student Services forty-eight hours in advance for private parties and one month in advance for events covered by the College's catering permit managed by the Director of Food Services.
7. A keg of beer or a beer ball may not be taken into a house without prior authorization from the Office of Student Services.
8. Consumption of alcoholic beverages out-of-doors or possession of an open container of alcoholic beverages out-of-doors on the Bennington campus is prohibited except at registered outdoor parties which can only be sponsored by the College's catering service.
9. Consumption of alcoholic beverages is prohibited in any classroom setting whether in a College building or elsewhere.
10. Operating a motor vehicle while under the influence of alcohol is prohibited.
11. The only alcoholic beverages permitted at parties are those supplied by party hosts.
12. Alcohol may not be sold directly or indirectly at private parties.
13. Violations of any of the above policies may result in disciplinary action up to and including suspension and/or dismissal. Participation in alcohol education and/or rehabilitation programs may also be required.

B. Party Regulations

1. All parties (with the exception of parties attended by less than 10 people held in individual rooms) at which alcoholic beverages are consumed must be registered with the Office of Student Services forty-eight hours in advance for private parties and one month in advance for events covered by the College's catering permit managed by the Director of Food Services. Party plans must include party location, planned attendance, provision for enforcement of the Vermont law governing the legal drinking age, amount of alcoholic and non-alcoholic beverages and food to be served. The Office of Student Services may require changes before allowing registration of a party.
2. If the College determines that special custodial service is required following a party, members of the house will be billed for that service and for any damages to College property. House members are required to clean common areas by Monday noon following a weekend party and by noon the day after a weekday party. In accordance with College policy, if common areas are damaged, all or any portion of the costs for repairs will be shared by all members of the house if those responsible for damages do not come forward or are not identified by house members.
3. The Office of Student Services will, in its discretion, post additional Security officers for a party.
4. The Office of Student Services will determine the maximum capacity of the facility in which an event takes place based on fire safety regulations. Attendance may not exceed that number of people.
5. Student party hosts and/or houses are accountable for the condition and behavior of their guests.

6. The responsibility for supervising, regulating, or overseeing the party and the consumption of alcoholic beverages rests with the student hosts, and adherence to the law is the obligation of each individual student and guests.
7. The College, or College Security Officers, if present, assume no responsibility to supervise, oversee, or conduct the party, or the consumption of alcoholic beverages, or for damage(s) or injury resulting from behavior at, following, or resulting from parties.

IV. Guidelines

A. Internal Procedures for Party Management

1. By Fridays at 5:00 p.m. copies of the party registration forms for the weekend will be at the Security Booth.
2. Unregistered kegs or beer balls are in violation of the College's Alcohol and Party Regulations. Individuals will be required to dismantle the tap and to remove the keg/beer ball from College property immediately. Failure to comply will result in the confiscation by Security of the keg/beer ball which will be emptied and returned to the individual the following day. A security incident report will be filed.
3. An unregistered party, of more than ten people where alcohol is served, is in violation of the College's Alcohol and Party regulations. Security will require the individual(s) to close down the party and remove the alcohol from College premises. Failure to comply will result in the filing of a security incident report.
4. Consumption of alcoholic beverages out-of-doors or possession of an open container of alcoholic beverages out-of-doors on the Bennington campus is prohibited except at registered outdoor parties which can only be sponsored by the College's catering service. Security will require individuals to dispose of open containers of alcohol. Failure to comply will result in the filing of a security incident report.
5. The use of a false ID or falsifying one's ID is a violation of College policy and state law. A security incident report will be filed.
6. Party hosts are responsible for ensuring that the College's Alcohol and Party Regulations are enforced. If a guest is found in violation of Alcohol and Party Regulations, the party host(s) will be given a verbal warning by Security and be expected to address the situation immediately. The verbal warning will be documented by Security. If on the second visit to the party a Security Officer still finds a guest in violation of College Alcohol and Party Regulations, an incident report will be filed against the party host(s), the servers, and the individual(s) who are in violation of the alcohol and party regulations.

B. Suggested Sanctions

Any violation of the Alcohol and Party Regulations may be referred by the Director of Student Services for disciplinary action. However, the following are guidelines for use in the formulation of sanctions by the College's judicial bodies.

1. An individual, host, server, and/or guest, who violates the College Alcohol and Party Regulations twice within a term will be required to arrange and complete 10 hours of community service.
2. An individual who violates the College's Alcohol and Party Regulations three times within a term will be required to arrange and complete an additional 10 hours of community service and will not be permitted to host or serve at any parties for the remainder of the term.
3. An individual who violates the College Regulations four times within one term will be required to arrange and complete an additional 15 hours of community service.
4. Any additional violation of College Alcohol and Party Regulations will result in College disciplinary action.
5. Houses with repeated violations may be subject to the College's disciplinary procedures as stated in the Tenets of Student Behavior (p. 62, no. 22) in this Handbook.
6. Individuals who violate the College's Alcohol Policy must be prepared to accept total responsibility for their individual or collective actions and should understand that possible outcomes may include loss of privileges, and disciplinary action up to and including suspension and/or dismissal. The above consequences may occur in instances where it has been documented that an individual/group/house has: a) violated the College's Alcohol and Party Regulations, b) been intoxicated and unruly, c) been abusive in language and behavior, d) caused damage to College or personal property, e) threatened the health, safety, and well-being of any member of the College community, f) or violated local, state, or federal regulations.
7. In the instances where community service is required, the Director of Student Services will keep records and monitor community service. Failure to complete community service by a specified date is in itself a violation and will be referred to the appropriate disciplinary body. In all cases, the Director of Student Services will require written documentation from the supervisor of the community service organization or program coordinator. The letter will be sent directly to the Director of Student Services.

DRUG POLICY

- I. The College seeks to assure the health and well-being of its students. The College is committed to only lawful and prudent use of any drug, and to drug-education programs and counseling.

II. Summary of Vermont Laws on Drugs and Drug Paraphernalia

- A. A person knowingly and unlawfully possessing marijuana may be imprisoned for not more than six months and/or fined not more than \$500. For selling marijuana, a person may be imprisoned for up to two years and/or fined up to \$10,000.
- B. A person knowingly and unlawfully possessing cocaine, heroin, LSD, or any other depressant, stimulant, narcotic, or hallucinogenic drug may be impris-

oned for up to one year and/or fined up to \$2,000. For selling cocaine, heroin, or other depressant, stimulant, or narcotic drug, a person may be imprisoned for up to three years and/or fined up to \$75,000; for selling LSD or other hallucinogenic drug, a person may be imprisoned for up to three years and/or fined up to \$25,000.

III. College Regulations Regarding Drugs

- A.** The College prohibits illegal possession, use, or transfer of any controlled substance and/or drug paraphernalia as defined in the statutes of Vermont. Violations of the policy may result in disciplinary action (maximum penalty of expulsion).
- B.** The College cooperates with local and state law enforcement agencies in the investigation and prosecution of illegal drug use and distribution.
- C.** Seeking confidential help from or being referred to Psychological Services and/or the Health Service for drug abuse will not in itself result in disciplinary action. Individual privacy will be respected unless otherwise required by law. However, a student cannot be protected if he/she uses illegal drugs and is detected by legal or College authorities.
- D.** Since drug abuse is a serious legal and medical problem, all members of the College community should be encouraged to seek assistance for themselves or others from appropriate College services or private agencies.
- E.** New federal regulations permit federal judges to revoke federal student aid to anyone prosecuted and convicted of a drug offense.

IV. Support Services

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

- A.** The educational, counseling and referral services of the Psychological Services and Health Services are available for all students who are experiencing difficulty due to the use/abuse of alcohol and/or drugs. These services are available to the user and also to those whose lives are affected by the use/abuse of others.
- B.** Anyone named in police and/or security reports as being involved in the illegal use/abuse of alcohol or drugs may be required to meet with the Director of Student Services; he/she may also be required to meet with Psychological Services for evaluation, factual advising, and/or counseling.

Psychological Services and/or Health Services may require an assessment process (through the College service or through an outside referral agency) to determine whether the person can be presumed to be chemically dependent and in need of intervention and treatment. The cost of this assessment will be borne by the student directly or through appropriate insurance coverage. If

dependency is confirmed, the student will be expected to seek treatment as soon as possible.

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

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

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

SMOKING POLICY

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

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

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

Smoking is prohibited in the following buildings:

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

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

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

POLICIES AND PROCEDURES GOVERNING SEXUAL HARASSMENT COMPLAINTS AS ADOPTED JUNE 1990 BY THE BOARD OF TRUSTEES

I. POLICY ON SEXUAL HARASSMENT

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

Sexual harassment may be described as unwelcome sexual advances, requests for sexual favors, and other physical or expressive behavior of a sexual nature where:

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

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

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

Consensual Relationships

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

or appear to abuse, their power in such a context violate their duty to the College community.

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

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

II. PROCEDURES

Use of the following procedures does not foreclose legal action, and a complainant who wishes to consider pursuing such action should seek legal advice.

Acts of sexual harassment of a very serious nature may be referred by the College to the appropriate law enforcement authorities.

No retaliatory actions may be taken against any person because he or she makes such a complaint or against any member of the Bennington community who serves as an advisor or advocate for any party in any such complaint. No retaliatory actions may be taken against any members of the Bennington community merely because he or she is or has been the object of such an unresolved complaint; provided, however, that interim emergency measures may be taken as provided below pending the resolution of a complaint.

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

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

Each of these three options is described in detail below.

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

Confidentiality: There is no such thing as an "unofficial" complaint of sexual harassment. Anyone seeking to discuss incidents or situations *in private* should

speaking with a sexual harassment advisor or the College's psychological counseling office. Once any other College officials learn of sexual harassment complaints, written or unwritten, the College is required by law to investigate them, and to take action consistent with the law and its policies and procedures.

Option #1

Sexual Harassment Advisors

A. The Sexual Harassment Advisors will be composed of two students, two faculty members, and two staff members. The Advisors will be appointed by the President after consultation with the Head of House Chairs or the President of Student Council, the Faculty Personnel Committee, the officers of the Staff Association, and the senior staff of the College. Advisors will serve staggered terms of one year, though an advisor may be reappointed. The names of Advisors will be published in *College Week*, as will the times during the term when they will be available.

B. Any member of the Bennington College community who believes that he or she has been sexually harassed while a member of the Bennington College community by another member of that community may seek the assistance of one of the College's Sexual Harassment Advisors in any or all of the following respects:

1. The Advisor will listen to and discuss the case with the advisee.
2. The Advisor will outline for the advisee the possible courses of action open to him or her in those cases under this Policy.
3. The Advisor may assist the advisee with gathering the necessary documentation to bring a formal complaint or to pursue a complaint through mediation and may accompany the advisee through the College's mediation and/or formal complaint procedures if the advisee has decided to follow such procedures and wants his or her Advisor present.

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

Option #2

Mediation

A. Any member of the Bennington College community who believes that he or she has been sexually harassed while a member of the Bennington College community by any other member or members of the Bennington College community may pursue a complaint through a mediation procedure. Such a complaint must be filed during the tenure at Bennington of the accused person, and must be filed not more than 12 months after an alleged incident. Recognizing that prolonged delay may complicate the comprehensive presentation of evidence, prompt reporting of the incident is strongly encouraged.

B. The mediation request must be filed in writing to the Dean of Faculty, the Dean of Studies, or the Vice-President for Administration and Finance; or if the case involves student-to-student harassment, to one of these three administrators or to the Director of Student Services. For cases involving complaints against a member of the senior staff of the College (the Deans; the Vice-President; the Directors of Student Affairs, Development, or Publications), and for cases

involving complaints against any member of the Sexual Harassment Hearing Committee (hereafter SHHC), the complainant must file the mediation request with the President of the College. For a case involving a complaint against the President, the complainant must file the mediation request with the Dean of Faculty or Vice-President, who will transmit the request to the Board of Trustees. The Board will proceed from that point in a matter it shall solely determine.

C. The Dean of Faculty, the Dean of Studies, the Vice-President for Finance and Administration, or the Director of Student Services may take such interim emergency measures as he or she sees fit pending the outcome of a complaint pursued through mediation.

D. Once a mediation request is filed with one of these College officials, he or she shall investigate the complaint and determine whether there are grounds for continuing with the mediation procedure. If the administrator determines that there are not such grounds, the administrator shall notify the complainant in writing. If the complainant wished to pursue the complaint, she or he may file a formal complaint. If the administrator decides that there are such grounds, then the complainant and the administrator may agree to adopt one of the following courses of action, to be completed within ten working days of that agreement:

1. The administrator will attempt an informal resolution of the complaint directly and privately with the person complained against.
2. The administrator and the complainant will seek an informal resolution of the complaint by meeting together with the person complained against.
3. The official will appoint someone from the College community who will seek to resolve the complaint informally. This person will meet with both parties, either separately or together.
4. The official will transmit the complaint to the SHHC as a formal complaint (see below).

E. Each party may be accompanied by an advisor or advocate of his or her own choice, which advisor must be a current member of the Bennington College community, in any stage of this mediation procedure. Such persons may, but need not be, chosen from among the Sexual Harassment Advisors.

F. An official record will be kept, consisting of the complaint, a list of all meetings and interviews that comprised the procedure (identifying the time and place of the meeting and all of the participants in them), and a statement by the administrator indicating which of the four procedures listed in Paragraph D under Option # 2 above will be used in the resolution of the complaint. One copy of this record will be kept in the confidential Sexual Harassment file kept by the Director of Student Affairs. In cases where the person complained against is a member of the staff, an additional copy of the record will be kept in that person's personnel file. This file will be accessible to the Vice-President for Finance and Administration, the person's supervisor, the Director of Personnel and Programs, and others as deemed necessary by the Vice-President. In cases where the person complained against is a student, an additional copy of the record will be kept in a file in the Office of the Dean of Studies. This file will be accessible to the Dean of Studies, the Assistant to the Dean, and others as deemed necessary by the Dean. In cases where the person complained against is a faculty member, an additional copy of the record will be kept in the person's personnel file in the Office of the Dean of

Faculty, which file is accessible to the Faculty Personnel Committee and the President.

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

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

Option #3

Formal Complaint

A. Any person who believes that he or she has been sexually harassed while a member of the Bennington College community by any other member of the Bennington College community may make a formal complaint against the alleged harasser. Such a complaint must be filed during the tenure at Bennington of the accused person, and must be filed not more than twelve months after an alleged incident. Recognizing that prolonged delay may complicate the comprehensive presentation of evidence in the grievance procedures, prompt reporting of an incident is strongly encouraged.

B. Sexual Harassment Hearing Committee (SHHC). The Sexual Harassment Hearing Committee shall consist of five members appointed by the President. The non-student Committee members shall be appointed initially for staggered terms of service varying in length from one to three years, and thereafter for three years. Student members of the Committee may be appointed for one, two, or three years. The Committee shall be chaired by the Director of Student Affairs and the remaining membership of the Committee shall consist of two faculty members, one staff member, and one student.

C. All formal complaints except those against a member of the SHHC or the President must be filed in writing with the Director of Student Affairs, who will transmit the complaint to the SHHC. Formal complaints against any member of the SHHC shall be filed in writing with the President, who will appoint a replacement on the Committee, which will then proceed according to the procedure outlined below. A formal complaint against the President shall be filed with the Dean of Faculty or Vice-President, who will transmit the complaint to the Board of Trustees. The Board will proceed from that point in a manner it shall solely determine.

D. The Committee shall investigate and conduct hearings for all formal complaints of sexual harassment brought directly to the Committee by the complainant as an initial complaint. The Committee shall also hear complaints referred to it directly by the President, Vice-President for Finance and Administration, the Dean of Faculty, the Dean of Studies, or the Director of Student Services pursuant to the mediation complaint procedure. In every case, a written statement by the complainant is required.

E. The Chair of the SHHC may take such interim emergency measures as she/he sees fit, pending the outcome of a case.

F. The Committee may formulate its own procedures insofar as they are not specified in this Policy and may rely on College resources in the course of an investigation.

G. Investigation and Hearing Decision. The Chair of the SHHC will investigate the charges and make a recommendation to the Committee as to whether a hearing shall be held or the case shall be dismissed. The SHHC shall determine, by majority vote, whether to schedule the case for hearing or issue a notice of dismissal. A complainant may appeal the Committee's decision to dismiss a case, in writing within ten working days of the Committee's decision, to the President. The decision of the President is final.

H. Notice of Hearing. The Chair of the SHHC will send written notification of the charges, a copy of the complainant's statements, and the date and time of the hearing to the person charged. The person charged is required to return the Acknowledgement of Receipt Form by the date specified. Person(s) charged may bring witnesses and one representative from within the College community to the hearing and are required to name them on the Acknowledgement of Receipt Form. Such representatives or advisors in no case shall be legal counsel.

I. Hearing Procedure. Hearings shall not be open to the public. The Chair of the Committee presides. If the person against whom a complaint has been made, after proper notification, fails to appear, without prior written authorization of the Chair, he/she waives the right to appear, and the case will proceed as scheduled. The person charged and the complainant are offered the opportunity to present their own witnesses and to question one another's witnesses. At the close of the hearing, all parties shall be excluded during the deliberations of the Committee. A written history of prior findings of sexual harassment against the person charged will be presented to the Committee by the Chair if sexual harassment is found, but before deciding sanctions. (A copy is available to the person charged upon request.)

J. Notice of Decision. A written notification of the Committee's recommendation is sent to the Dean of Faculty in the case of faculty members, the Vice-President for Finance and Administration in the case of non-faculty employees, or the Dean of Studies in the case of students. This recommendation includes sanctions (if any).

K. The Committee may take one of the following actions:

1. In those cases in which the Committee concludes that formal disciplinary action against a faculty member should be imposed, it may recommend sanctions ranging from a written reprimand to discharge from employment at the College; these recommendations are forwarded to the Dean of Faculty who will review the case and will then recommend to the President the implementation, modification, increase, or suspension of the sanctions recommended by the Committee and will notify the faculty member in writing. The faculty member may appeal the Dean's recommendation to the President within ten working days of the recommendation. The decision of the President shall be final.
2. In those cases in which the Committee concludes that disciplinary action against a non-faculty employee should be imposed, it may recommend sanctions ranging from a written reprimand to discharge from employment at the College; these recommendations will be made to the Vice-President

for Finance and Administration who will review the case and who may implement, modify, increase, or suspend the sanctions recommended by the Committee and will notify the employee in writing. The staff member may appeal the Vice-President's decision within ten working days to the President. The decision of the President shall be final.

- 3.** In those cases where the Committee concludes that disciplinary action against a student should be imposed, it may recommend sanctions ranging from written reprimand to expulsion from the College; these recommendations will be made to the Dean of Studies who will review the case and who may implement, modify, increase, or suspend the sanctions recommended by the Committee and will notify the student in writing. The student may appeal the decision of the Dean of Studies within ten working days to the President. The decision of the President shall be final.

L. The President shall determine, in his/her sole discretion, the format of appeals under subparagraphs K1 to K3 above. The President may implement, modify, increase, or suspend the sanctions recommended or imposed. The decision of the President is final in all cases.

M. In all cases involving disciplinary action, one copy of the decision letter will be kept in the confidential Sexual Harassment file kept by the Director of Student Affairs. In cases where the person complained against is a non-faculty employee, an additional copy of the decision letter will be kept in that person's personnel file. This file will be accessible to the Vice-President for Finance and Administration, the person's supervisor, the Director of Personnel and Programs, and others as deemed necessary by the Vice-President. In cases where the person complained against is a student, an additional copy of the decision letter will be kept in a file in the Office of the Dean of Studies. This file will be accessible to the Dean of Studies, the Assistant to the Dean, and others as deemed necessary by the Dean. In cases where the person complained against is a faculty member, an additional copy of the decision letter will be kept in the person's personnel file in the Office of the Dean of Faculty, which file is accessible to the Faculty Personnel Committee and the President.

N. Materials and records of the SHHC shall be kept by the Director of Student Affairs.

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

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

ADMINISTRATIVE ORGANIZATION

ADMINISTRATION

The Board of Trustees

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

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

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

The President

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

The Vice-President for Finance and Administration

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

Dean of Faculty

The Dean of Faculty is responsible to the President and the Faculty for the formulation and supervision of policies relating to the faculty of the College, including curriculum planning, the instructional budget, faculty appointments and reappointments, salaries and fringe benefits, sabbaticals, leaves, faculty research funds, faculty committee assignments, the operation of the Library and the Early Childhood Center, the preparation of the agenda for faculty meetings, the Faculty Personnel Committee, and the Academic Council and other duties. Faculty related problems that cannot be resolved through divisional offices or the Dean of Studies should be taken to the Dean of Faculty.

Dean of Studies

The Dean of Studies is responsible to the President and the Faculty for the management of all matters relating to the academic operations of the College including the preparation of the academic calendar, publication of the curriculum,

operation of the Educational Counseling Committee, assignment of students' counselors, scheduling of courses and assignment of academic space, planning registration of courses, maintaining student records, and providing transcripts and academic recommendations for students who leave the College.

Director of Development

The Director of Development and Development Office staff are responsible for annual and capital fund raising from alumni, parents, friends, foundations, and corporations; the alumni relations program, and many special events on and off campus. The Director also provides staff support to the Trustee Development Committee.

Director of Public Affairs

The Director of Public Affairs is the official spokesperson for the College, handling inquiries from the media and providing information to the general public. The Director reports to the President of the College.

Director of Publications

The Director of Publications oversees all publications for the College. The office provides communications support to academic divisions.

Director of Student Affairs

The Director of Student Affairs reports to the President of the College and administers the non-academic policies and regulations of the College as they apply to students. The Director oversees those areas related to student life including Health Services, Psychological Counseling Service, Student Services, as well as Financial Aid and Admissions.

COMMITTEES

Academic Council

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

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

A budget subcommittee, composed of three faculty members and the Dean of Faculty, has access to data regarding the financial condition of the College, excepting information which would infringe upon personal privacy. The budget subcommittee reviews both administrative and educational expenses. The subcommittee also reviews and formulates salary policy. This subcommittee pre-

sents budget recommendations to the entire Council and reviews this material with the Budget and Finance Committee of the Board of Trustees.

Facilities Committee

The Facilities Committee represents the College community in matters concerning the physical facilities—both buildings and grounds—of the College; it is the vehicle through which the Community participates in the shaping of its physical environment. In particular, proposals for structural changes or additions to buildings (including architecture and architects, design and siting, and general maintenance), and significant changes in landscaping or use of College properties should be considered by the Committee in the planning stage. Proposals or requests concerning facilities may be brought to the Committee by any member of the College community. The Committee's authority is advisory; the sense of the Committee concerning proposals brought before it (including the Committee's approval or disapproval) will be conveyed to the Dean of Faculty, Dean of Studies, the President, or the Trustees as appropriate. The Committee provides a forum for discussion among all Community constituencies of issues and questions concerning facilities; it does not give final approval of proposals brought before it, nor does it have authority to determine allocation of College funds.

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

Library Committee

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

Safety Committee

The Safety Committee is responsible for recommending rules and policies to ensure the health and safety of the community.

The Safety Committee has the authority to make policy recommendations related to general safety as they may occur in the day-to-day operation of the College. Examples of safety matters are: protection of individuals, fire equipment systems, the condition of the physical plant, motor vehicles and parking, pets, group emergencies, and adherence to state and federal building codes.

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

Bennington College was founded on the principles:

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

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

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

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

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

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

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

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

That intellectual development cannot and should not be isolated from the development of the whole personality, and that as far as possible the general College arrangements, especially individual guidance, should give proper weight to physical, emotional, moral, and aesthetic as well as to intellectual factors in personal growth;

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