

BENNINGTON COLLEGE
HANDBOOK FOR FACULTY

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Bennington, Vermont

March 1955

GENERAL INFORMATION FOR FACULTY MEMBERS

- ANNUITY PLAN: Carried with Teachers' Insurance and Annuity Association. Arrangements for participation are made by faculty individually with the Comptroller.
- BILLS: Monthly statements for College services (freight and express charges, etc.) are rendered to members of the Community about the 10th of each month. Charges are payable when rendered at the Cashier's Office. All telephone and telegram charges are paid at the Switchboard.
- BULLETIN BOARDS: Approval for posting items on the Bulletin Board in the Barn should be obtained from Miss Funnell's secretary. Approval for posting on the Store Bulletin Board should be obtained from Mrs. Harmon, Store Manager.
- CALENDAR OF EVENTS: A calendar of events is kept in Miss Bowman's office. Conflicts can be avoided if all members of the Community who wish to schedule meetings have them recorded on this calendar.
- CARPENTRY SHOP: There is a carpentry shop in the west wing of the Barn and members of the faculty who wish to work in the shop should request permission from the secretary of the Science faculty. The shop may not be used for commercial purposes.
- CHECK CASHING SERVICE: The Cashier's Office is located in Barn #19 and is open from 11-1, 2-4 daily except Saturday and Sunday. Personal checks (not checks drawn to Bennington College) may be cashed in amounts to \$25.00, which is the limit per person per day.
- "COLLEGE WEEK": "The College Week" is published every Tuesday and delivered to the members of the College Community. Notices for insertion in this publication should be delivered to Mrs. Bessie Hovey not later than Monday at 9:30 a.m.
- COMMUNITY MEETINGS: All members of the Community are expected to attend Community meetings.
- COOPERATIVE STORE: A Cooperative Store is maintained on the campus to provide the Community with books, supplies and refreshments. Membership in the Cooperative Store is open to faculty, staff, students and employees upon payment of \$10, refundable when the member leaves the Community permanently. Surplus earnings are distributed to the members in the form of rebates on purchases. All sales are on a cash basis. Store hours are 9:15 a.m. to 5:30 p.m. and 7:00 - 10:30 p.m. daily except Saturday and Sunday. Store hours on Saturday are 9:15-5:00 and 7:00-10:30; on Sunday, 12:30-4:30 and 7:00-10:00 p.m.
- EMERGENCIES: In case of emergency, day or night, dial Operator.

EXPENSE ACCOUNTS: Expenditures by faculty members for which reimbursement will be requested, such as official traveling expenses, should have the prior authorization of the President's Office.

FUEL OIL: Faculty members living in houses on the campus may arrange with the Comptroller's office to purchase oil through the College at a discount and to have it delivered. Faculty members living off campus may use this service if they have tanks holding as much as 1000 gallons.

GARAGES: There are a limited number of garages available for faculty members. The rental charged is \$60.00 per year, payable in monthly installments. Arrangements for renting garages should be made with the Comptroller's secretary.

GARBAGE AND RUBBISH REMOVAL: The College removes garbage and rubbish for the occupants of apartments in student houses without charge. A charge of \$1.25 per month is made for this service for the occupants of houses on the campus. Arrangements for rubbish removal should be made at the office of the Superintendent of Buildings and Grounds.

GARDENS: Space has been allotted for faculty vegetable gardens on the campus. Arrangements are made through the office of the Superintendent of Buildings and Grounds.

HEALTH SERVICE: The College Health Service is maintained primarily for the students but services as follows are available to faculty members and their families: first aid, medication ordered by a doctor (e.g. shots), ordering of medicine, X-ray clinic held by the Vermont Tuberculosis Association. Occasionally such things as influenza shots are offered to the Community at large. Ordinarily the College Doctor has time only for the treating of students.

HOSPITALIZATION PLAN: Carried with New Hampshire-Vermont Blue Cross and Blue Shield. Information concerning plan will be sent from the Comptroller's office to each new faculty member. Participation is voluntary and monthly premium for one or more services is paid entirely by the faculty members.

KEYS: Keys to offices and faculty houses may be obtained at the Cashier's office. Keys withdrawn upon signature of the faculty members require a deposit left with the Cashier which is refundable when the key is returned.

LABOR RELATIONS: The College has a contract with the Building Service Employees International Union of AFL. Employees in the buildings and grounds, dining halls and residences are covered by the agreement.

Any faculty member who is interested in learning more in detail about any personnel policy of the College should contact the Director of the Non-Resident Term, who serves as Director of Personnel for the College.

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- LOUNGE:** The Faculty Lounge is located on the second floor of the Barn. Tea is served there at 4:00 p.m. Monday through Friday when the College is in session.
- MAINTENANCE AND REPAIRS:** The Buildings and Grounds Department is responsible for the maintenance and repair of the College-owned buildings and equipment and requests for service of this type should be made to the office of the Superintendent of Buildings and Grounds. Requests which involve capital expenditures should be discussed with Miss Bowman, in the President's office.
- MEALS IN FACULTY DINING ROOM:** When College is in session meals are served daily in the faculty dining room, which is located on the second floor of Commons Building. Breakfast is served from 8:00 to 8:30, lunch from 12:30 to 1:30, and dinner from 6:30 to 6:45 on weekdays. On Sundays there are two meals: breakfast at 10:30, and dinner at 4:30. All meals except dinner are served cafeteria style.
- Members of the faculty and staff may purchase meal tickets for their own use in blocks of 10 at the Comptroller's office at the following rates: 45¢ for breakfast, 60¢ for lunch, 90¢ for dinner. For their guests, including members of their families, they should purchase meal tickets at the Switchboard. Prices for guest tickets are 55¢ for breakfast, 70¢ for lunch, and \$1.25 for dinner.
- NEWSPAPERS:** Subscriptions for New York papers can be obtained through student agents. Announcements regarding these arrangements will be posted on the bulletin boards.
- POST OFFICE:** Each member of the faculty will have a post office box in the Store on the first floor of Commons Building.
- SALARIES:** Paid once a month on the 30th or, if a Sunday or a holiday, on the last preceding working day to the 30th. Withholding tax forms must be filled out as soon as possible on arrival at College. Non-residents as well as residents are required to pay Vermont withholding tax as well as federal tax. All College employees are covered by social security. One or more of the following deductions are made from salary at the time paid: withholding and social security taxes, annuity (if participating), rent for campus housing, telephone rental charge, rubbish removal charge, hospitalization insurance (if participating). All charges deducted are charges for the month for which salary is paid except the hospitalization premium which is deducted in advance.
- If desired, and upon notice to the Comptroller, salary checks will be deposited directly to the faculty member's account in any of the three local banks: First National Bank of North Bennington, First National Bank and the County National Bank of Bennington.

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SECRETARIAL SERVICE: There are two faculty secretaries: Miss Isabel B. Sherwood is secretary for the natural science, social science, literature and visual arts faculties; her office is in the Barn. The office of the secretary for the performing arts faculties, Mrs. Jean Holt, is in Jennings Hall. The faculty secretaries may not be used by faculty members for personal work.

SIGN-OUT: It is suggested that faculty members sign out at the Switchboard when they leave the campus for over night or longer while College is in session, and that they sign in when they return, so that they can be reached in case of emergency.

STUDENT HELP: All students who wish to earn extra money are registered in the office of the Director of Non-Resident Term. Requests for clerical or typing assistants should be made to this office.

Names and telephone numbers of students who are interested in baby sitting or other work in faculty homes will be sent to all faculty members shortly after the opening of the semester. Faculty make their individual arrangements directly with the students.

STUDENT RECORDS: Student records are on file in the Student Personnel Office. Faculty members wishing to use these records should obtain them from Miss Syverstad in the Student Personnel Office. Folders may be removed from the office for periods of 24 hours.

TAXI SERVICE: Taxis run on a regular schedule between the College and the Village of Bennington. Tickets for these trips may be purchased at the Switchboard. Schedules of trips are posted on the bulletin boards.

TELEPHONE SERVICE: The Switchboard is on duty daily from 7 a.m. to 11 p.m. when College is in session. Outside these hours there is no telephone service, but emergency calls are handled by the Night Supervisor who may be reached by dialing "Operator" from 11 p.m. to 7 a.m.

Faculty members who have home telephones connected with the College switchboard may arrange with the Comptroller's office for unrestricted telephone service at a cost of \$5.00 per month. The charge for restricted telephone service, in which local calls must be put through the switchboard, is \$2.50. All long distance calls must be put through the switchboard.

THE LIBRARY

1. Recommendations for books to be purchased for the Library may be given directly to the Librarian, or to the faculty secretary who will forward them to the Librarian. Ordinarily a month's time is necessary for the ordering and cataloging of American items in print, but it is difficult to estimate the time required; recommendations may be sent in at any time but deliveries are uncertain.

2. Books needed "on reserve" in the Library will be placed on the reserve shelves upon request. Notice should reach the Library 48 hours before assignments in such books are given out to students. The Library should be notified when books may be taken "off reserve".

In general, semester reserves are undesirable and unnecessary. As few books as possible should be kept "on reserve."

3. It has been found helpful to circulate some books for 3 days only. Faculty members who find this arrangement useful for large classes should notify the Library 48 hours in advance as to titles suggested for temporary three-day circulation, and as to the length of time for which the limited circulation should remain in effect. Such books are shelved in their usual places (i.e. they are not on the reserve shelves.)

4. It has been found inadvisable to circulate current periodicals. They may be taken for class use just before a class and returned immediately following the class, if request is made at the desk.

Bound volumes of periodicals circulate as books.

Bennington College
March 1955

TENURE POLICY

The policy of the College is to grant only limited tenure to all of its personnel, including trustees, administrative officers, and faculty.

After five years of service on the Bennington College faculty (two one-year and one three-year appointments), a faculty member becomes eligible for a five-year appointment. No member of the faculty shall be appointed for a longer term than five years, but appointment for five years signifies the expectation on the part of the College that the faculty member so appointed will become a permanent member of the teaching staff. Faculty members on five-year contract may expect reappointment so long as the review and evaluation procedures testify to the effective performance of their teaching and other duties, except in the unusual instances in which financial exigency or a change of educational policy requires the elimination of a teaching position.

Faculty Educational Policies Committee

This committee is composed of six members of the faculty elected for three-year terms by the faculty at large, by preferential ballot.

The following rules of eligibility for Faculty EPC membership have been adopted by the faculty:

1. Only faculty members who will be in at least their third year of service at the time of taking office are eligible for election.
2. Former members of the Committee who have served a regular term of office will not be eligible for re-election until at least one year has elapsed after expiration of the previous term of office.
3. Ballots for EPC elections will indicate (for the information of voters) sabbatical leaves planned for the ensuing year, but faculty members who will be on sabbatical leave will be eligible for election.
4. Part-time members of the faculty will be eligible for election.

It is the function of this Committee to consider, with the President, matters of educational policy, and to advise him on faculty reappointments.

Faculty Committee

The Faculty Committee is composed of representatives from six major faculty groups as follows: Literature, Science, Social Science, Music, Visual Arts, Drama-Dance. Each faculty group elects its own representative to serve for one year, and the Committee elects its own chairman.

The Faculty Committee is to be considered the direct representative of faculty interests and concerns. It acts as clearing house for faculty problems and faculty initiated proposals, and submits these proposals for action on the part of the appropriate administrative body or the faculty as a whole.

Its normal procedure is to receive problematic issues and suggestions from members of the faculty, to prepare a statement of the issue or problem which will include its own recommendations, to submit this statement for discussion within the divisional groups and for approval and action where necessary.

Educational Counseling Committee

1. The Educational Counseling Committee is divided into three panels. The President, the Dean, and the Director of Student Personnel serve as chairmen of these panels and each panel has six members appointed from the faculty by the President.
2. Each panel has assigned to it 1/3 of the counselors (including the six panel members) and has under its jurisdiction their counselees, which constitute 1/3 of the student body.
3. In reviewing, each Chairman will select 2 faculty members from the panel to form a committee.
4. Each counselor will appear once each semester for review of all of his counselees. For individual problems, ad hoc appearances will be arranged. Ad hoc faculty, not on the reviewing committee, may be invited at the counselor's request.
5. The Review Process:

Freshmen - During the first semester, discussion is likely to emphasize assessment and planning rather than review.

During the second semester - regular review, tentative decisions on remaining in College, prospective planning. Special problems will be left to the end of the semester and taken up at ad hoc sessions.

Sophomores - Regular review during third semester.

During fourth semester student submits an assessment of her education thus far and a Tentative Plan for Advanced Work.

Counselors with fourth semester students will be asked to have them formulate Tentative Plans by the time of appearances at panel meetings.

Juniors - Confirmation of Plan for Advanced Work. If the plan falls within the class of a "major" in a divisional field, divisional approval will be sought. If the plan does not fit this category the review committee gives approval (tentatively) but assigns the student to a supervisory committee, including her counselor, appointed for that plan and that student.

Normally plans calling for written projects should envisage completion of the project by the end of the winter period of the Senior year.

Seniors - Regular review on development of plan during first semester.

At the beginning of the second semester all seniors with problems, questionable progress, etc., should be reviewed.

Recommendation for Graduation shall include the following:

1. Approval of satisfactory completion of project, thesis, etc., and recommendation to the Panel by the Division or Supervisory Committee.
2. Panel, acting as a whole, passes on general requirements and recommends to faculty as a whole.
3. In cases where agreement cannot be reached or where a Panel Chairman considers that a decision should be reviewed, the Faculty EPC will act as a reviewing committee.

Coordination between the three panels will be achieved through frequent meetings of the chairmen, who will discuss general policy questions which may arise out of the work of the panels. It will be the responsibility of each panel committee to raise questions such as the following at appropriate times in the student's educational career:

Is the student utilizing the resources of the College to the best advantage?

Is she working up to her capacity?

Does the quality of her work meet the standards of performance for her stage in her educational career?

Is there any question as to whether she should remain in College?

Does her educational planning reflect interest in obtaining a broad liberal education?

Does her work thus far reveal real progress in the development of her abilities, in maturity, and in self-dependence?

Has she achieved the clarity and competence needed for intensive work in some area of concentration?

Throughout the four years it shall be assumed that a student who contents herself with merely passing courses, and who is unwilling to take an increasing share of responsibility for her education is not performing at a level which is acceptable to the College.

PREREQUISITES FOR MAJORS

The Plan for Advanced Work should include concentrated work in the area of the student's major interest and ability. Normally this area of concentration will fall within one of the major divisional fields, but students are encouraged to formulate plans which cross divisional lines.

Prerequisites for majors in natural science, social science, literature, dance, drama, music, and visual arts are stated below in general terms.

Prerequisites for a Major in Natural Science

A student majoring in science usually has a recognized field of concentration, whether it be biology, chemistry, physics, or mathematics. In addition, she is expected to gain a working knowledge of each of the other sciences. Because of the nature of the science major, it is necessary for a student preparing for it to have worked in at least two of the above fields during her first two years in college. Preparatory school work may satisfy one of these requirements. By the time she submits her Tentative Plan for Advanced Work, a prospective science major is expected to have a thorough understanding of the elementary concepts of the proposed field of concentration and, in the case of the laboratory sciences, to be familiar with the elementary techniques and procedures characteristic of that science.

Students planning to go into research or college teaching usually pursue closely defined majors and then proceed to graduate work. Students intending to enter nursing, technician service, or teaching below the college level, plan their programs to meet the professional demands of these vocations. The pre-medical student is provided with advanced work adequate to fulfill the admission requirements of the medical schools; there is, however, no necessity for her to major in science if she can meet these demands and also the demands of a different major.

Prerequisites for a Major in Social Science

Ordinarily a student planning to major in social science includes two or more courses in the field in her program during the first two years in college, but there are no specific prerequisites for the major. A student is accepted as a major as soon as she has demonstrated her capacity to do disciplined and productive work in the field.

Major work in the field of social science and/or political economy normally includes the submission and acceptance of a written senior project. Exceptions will be made only in cases involving subject matter or techniques which do not lend themselves readily to written treatment. In any such case the Division may approve an alternative plan. However, majors and prospective majors in the field should bear in mind that such arrangements are clearly exceptional.

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Prerequisites for a Major in Literature

All work in literature, whether creative or critical, is considered as performance and is judged by performing standards. These standards are discovered empirically for each student in the course of her performance. At the very minimum the student is engaged in refining her sense of language and developing her powers of analysis and expression. Her work should increasingly demonstrate a functional efficiency in the use of language as a craft, a capacity for discriminating between greater and lesser literary values, and an ability to organize her materials into coherent forms. She should strive to translate the meanings of literature and, what is more, the meanings of a culture, into the vocabulary of her own action.

A prospective major in English or American literature includes Language and Literature in her first- or second-year program, and a course in verse or prose writing is desirable.

Equivalent work may be accomplished in a foreign literature. Students wishing to major in literature are expected to consult with a member of the literature faculty before drafting Tentative Plans for Advanced Work.

A reading knowledge of at least one foreign language is considered to be an essential corollary to the study of both English and American literature. Consequently, literature majors will be expected to demonstrate to the satisfaction of the literature faculty that they have an adequate reading knowledge of one modern language. This need not be done until the student's last year in college, but it is clearly desirable to begin these studies as early as possible.

The student majoring in literature usually has a project which she formulates during her junior year and carries to completion by the end of the Non-Resident Term of her senior year. This project may be creative or critical; it may be in English, American, or foreign literature. There is a body of literature and there are certain significant writers and periods with which the majors are expected to become familiar, even if they have taken no courses in those specific areas.

Prerequisites for a Major in Dance

The emphasis in the study of dance is two-fold: it is viewed as an art unique among the other arts, and as an increasingly significant member of the theatre arts of our time. The technical basis for study is the contemporary American style. In an art having limited reproduction in written form, the actual creative product, however simple, speaks the language of the art. Therefore composition, from elementary exercises to fully developed dance forms, is the center of activity for the student engaged in the study of the field.

Students electing a major in dance ordinarily complete during the first two years, the basic course, substantial work in technique and elementary composition, training in stagecraft, and at the same time secure a

Prerequisites for Majors - page 3.

foundation in the requisite musical and rhythmic skills. A major program may emphasize performance, composition and directing, criticism, teaching, or a combination of these. Major students continue daily work in technique, carry forward work in composition, and complete the additional study of dance history and theory, music, and drama needed to fulfill a rounded plan of advanced study. Each major student is responsible for a piece of independent work in the area of her main dance interest.

Prerequisites for a Major in Drama

The conception of drama which underlies work in this field gives attention to all forms of theatre, including the lyric theatre and experimental forms of plays and playing, as well as the traditional ones, which make up the full range of the art. The effort is equally to school the student in the essential collective disciplines of performance and production, and to urge her to personal, creative activity of high quality. Production, ranging from class exercises or single scenes to complete plays, is the central means of study. The student majoring in the field may specialize as actor, director, designer, technician, or student of the history and literature of drama. Regardless of her special emphasis, however, a sound grounding in the cultural and technical background of present-day theatre, a thorough study of the masterpieces of dramatic literature, and a clear knowledge of basic drama forms is the obligation of each student. Further, students, whatever their area of concentration, are expected to acquaint themselves with the basic cooperative nature of theatre and theatre production by collaboration in everyday tasks such as service on costume and stage crews, etc., which make production possible.

The program for a prospective major normally includes an appropriate combination of introductory study of the medium including reading and analysis of plays, acting technique, training in dance, and experience in stagecraft. A student hoping to major in drama will bring that fact to the attention of the drama faculty not later than the time she submits her Tentative Plan for Advanced Work.

The major in drama pursues intensively her special theatrical interest, and carries out the requisite supplementary study in her field as well as broad study in such fields as literature and the social sciences designed to give her perspective. All majors do some independent work in their particular branch of the art. In the planning of this project, however, the student is required to demonstrate a sound basic knowledge of the entire theatre process.

Prerequisites for a Major in Music

The work in music comprises the main musical fields of theory and composition, and the principal branches of vocal and instrumental interpretation. With the basic course, The Language of Music, the student immediately deals with problems of composition and participates in the interpretive field of her choice. Preparation for the major requires the completion of

Prerequisites for Majors - page 4.

at least this basic course and sufficient skill in performance or composition to provide a basis for advanced work. A student hoping to major in music will bring that fact to the attention of the music faculty not later than the time of the submission of her Tentative Plan for Advanced Work. She will by then have discussed her plans with the Division secretary and at least three other music faculty members. All students majoring in music must carry out a project in a creative, interpretive or theoretical branch of the art. The goal of all major studies in music is substantial, well-rounded musicianship.

Prerequisites for a Major in the Visual Arts

A minimum requirement for prospective art majors is three semesters of studio work -- introductory or advanced -- within the first two years.

The visual arts major requires that the student have the capacity to do sustained and creative work in at least one medium, such as architecture, ceramics, design, graphic arts, painting or sculpture. This implies a good working knowledge of the tools and materials employed and a sound understanding of modern research in design and color. At the same time she should gain an understanding of the important fact that all arts are interrelated. For this reason she should do studio work in at least one other than her main field.

Since it is not possible to gain a clear understanding of our present movements in art without knowing which past developments resulted in these movements, it is assumed that the student will acquire a coherent perception of history of art.

Work in the major includes a senior project in the arts or, in special cases, a written thesis. The project is a test of the student's capacity for sustained and concentrated effort and her ability to carry one work or a series of works through to completion.

REQUEST FOR PERMISSION TO STUDY OR WORK ABROAD

The following are the provisions governing the substitution of study or work abroad for a period of residence at Bennington.

1. The student presents a plan in advance which describes in detail the nature of the study or work.
2. This plan is then reviewed by the major division, or prospective major division, and the Educational Counseling Committee.
3. In reviewing the plan the following criteria are used:
 - a. The student's present standing in the College, her maturity and general capacity to carry out her plan.
 - b. Her proficiency in the language of the country in which she would reside.
 - c. The degree to which the work she plans to do abroad would satisfactorily replace the educational experience which would be available to her at Bennington.
4. Approval of a student's plan shall constitute a commitment on the part of the College that if the plan is satisfactorily completed the time spent abroad will be considered the equivalent of a specified period of residence at Bennington.

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

PROCEDURE FOR QUALIFYING FOR GRADUATION

1. The A. B. degree from Bennington College is granted by the Trustees on recommendation of the faculty. This action, which takes place at Commencement, is preceded by the following decisions:
 - a. About a month before Commencement the student's counselor receives a form to be filled out and approved by her major faculty or supervisory committee. The form calls for recommendation for or against the student's graduation.
 - b. These recommendations are sent to the Educational Counseling Committee which votes upon them at its final meeting of the term.
 - c. At the final faculty meeting of the term, a formal vote on candidates is taken by the entire faculty.
2. The basis on which the above decisions are made is the completion of the student's Plan for Advanced Work as approved by the Educational Counseling Committee.
3. The following deadlines should be considered in judging the probability that the Plan for Advanced Work will be completed on time:
 - a. For completion of the Senior Project, whether it be a written thesis or a non-written project: the deadline set by the major faculty or supervisory committee.

If a deadline is set for presentation of a first draft of a written project, that also should be considered.
 - b. For completion of term papers for courses: the deadline set by the instructor.
 - c. For filing in the Library of the final typed copy of a written project: the last Saturday before Commencement.
 - d. The absolute deadline for satisfactory completion of all work is the date of the final faculty meeting at which the vote on candidates is taken. This meeting is usually held on the last Wednesday before Commencement.

PROCEDURE FOR QUALIFYING FOR EARLY GRADUATION

The time required to complete work for the A.B. degree from Bennington College is normally eight resident and four non-resident terms. In the case of transfer students, resident time elsewhere applies.

In unusual cases, a student may qualify for graduation in less than the normal time. In such cases the following criteria are used to judge her performance:

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

The procedure is for the student to incorporate the request in detail in her Plan for Advanced Work and submit the plan to her major faculty. If the major faculty supports her request, it is forwarded with a written endorsement to the Educational Counseling Committee. If the request is not supported, it stands refused and no further action is taken on it.

The Educational Counseling Committee takes final action on requests forwarded to it. Consideration is given to the student's whole accomplishment: her academic record, including the endorsement of her major faculty; her Non-Resident Term record; her maturity as a person; the quality of her membership in the college community.

The following are the usual provisions governing the items listed and are to be administered at the discretion of the faculty.

Late admission to courses

Courses may be entered only during the first fifth of the sessions scheduled for the term. During a normal 15 weeks term, the deadline for courses meeting twice a week would be after 6 sessions; for courses meeting once a week, after 3 sessions, and so on.

Dropping of courses

Courses may be dropped without prejudicing the student's record only during the first fifth of the scheduled sessions. When a course is dropped after the deadline, the instructor shall insert a comment on the change of program form indicating how the course shall stand on the student's record.

Late submission of written work

Written work considered essential to a student's accomplishment in a course which is submitted after the date due will be accepted only if the instructor so chooses. If accepted, it may still be discounted in any degree the instructor decides.

Non-Resident Term reports

Student Non-Resident Term reports will be due in the Non-Resident Term Office (not in the hands of the counselor) by a date announced in advance. Late reports will come under the same provision as that for other essential written work.

Absence from classes

Students are expected to miss classes only for good reason and to notify the instructor concerned. When, in the judgment of the instructor, absence makes it impossible to meet the demands of the course, the student will be dropped, with consequent failure. Substitutes for work missed will be offered only at the instructor's option.

Granting of Incomplete

Students may request, but not elect, an Incomplete in a course. The decision is the instructor's. Incompletes will be granted when the work could not be finished through no fault of the student, when her work otherwise indicates that satisfactory completion of the course is probable and when the work can be finished by the next mid-term. An Incomplete is not an extension of time to compensate for otherwise failing work. Incompletes may not be made up during the Non-Resident Term unless the normal obligations of non-resident work can at the same time be met. Incompletes not made up by the next mid-term are automatically failures in a student's Bennington record and in transcripts of her record to other institutions.