BENNINGTON COLLEGE

STUDENT HANDBOOK

2002-2003

BENNINGTON REGARDS EDUCATION AS A SENSUAL AND ETHICAL, NO LESS THAN AN INTELLECTUAL, PROCESS. IT SEEKS TO LIBERATE AND NURTURE THE INDIVIDUALITY, THE CREATIVE INTELLIGENCE, AND THE ETHICAL AND AESTHETIC SENSIBILITY OF ITS STUDENTS, TO THE END THAT THEIR RICHLY VARIED NATURAL ENDOWMENTS WILL BE DIRECTED TOWARD SELF-FULFILLMENT AND TOWARD CONSTRUCTIVE SOCIAL PURPOSES. WE BELIEVE THAT THESE EDUCATIONAL GOALS ARE BEST SERVED BY DEMANDING OF OUR STUDENTS ACTIVE PARTICIPATION IN THE PLANNING OF THEIR OWN PROGRAMS, AND IN THE REGULATION OF THEIR OWN LIVES ON CAMPUS. STUDENT FREEDOM IS NOT THE ABSENCE OF RESTRAINT, HOWEVER, IT IS RATHER THE FULLEST POSSIBLE SUBSTITUTION OF HABITS OF SELF-RESTRAINT FOR RESTRAINT IMPOSED BY OTHERS. THE EXERCISE OF STUDENT FREEDOM IS THE VERY CONDITION OF A MEANINGFUL EDUCATION, AND AN ESSENTIAL ASPECT OF THE NURTURE OF FREE CITIZENS, DEDICATED TO CIVILIZED VALUES AND CAPABLE OF CREATIVE AND CONSTRUCTIVE MEMBERSHIP IN MODERN SOCIETY.

TRADTIONAL BENNINGTON COLLEGE COMMENCEMENT STATEMENT, READ AT EVERY GRADUATION SINCE 1936

Cover: Dance at Bennington
Photographed by: Cynthia Locklin

CALENDAR 2002 - 2003

Fall Term

Tuesday, September 3
New international students arrive

Thursday, September 5
Houses open for new students;
orientation begins

Sunday, September 8
Houses open for returning students

Monday, September 9
Convocation
Greenwall Auditorium, 10 - 11 a.m.

Tuesday, September 10
Classes begin

Thursday, October 3 -
Sunday, October 6
Reunion, Family, and Trustee Weekend

Thursday, October 24 , 8 a.m. -
Monday, October 28, 8 a.m.
Long Weekend
(No classes Thursday and Friday)

Wednesday, November 27 -
Monday, December 2, 8 a.m.
Thanksgiving recess, begins at 12 noon

Wednesday, December 4
Spring Registration, 3 - 5 p.m.

Wednesday, December 18
Last day of classes

Thursday, December 19
All houses close at 5 p.m.

Field Work Term

Thursday, January 2 - Friday, February 21

Spring Term

Sunday, February 23
Houses open for new, transfer,
and returning students

Tuesday, February 25
Classes begin

Sunday, March 30 -
Monday, March 31
Admitted Students Weekend
Students visit classes

Wednesday, April 16, 8 a.m. -
Monday, April 21, 8 a.m.
Long Weekend
(No classes Wednesday, Thursday, and Friday)

Monday, May 26
Memorial Day, classes will meet

Wednesday, May 28
Registration for Fall 2003, 3 - 5 p.m.

Wednesday, June 4
Last day of classes

Thursday, June 5
Houses close for undergraduates

Friday, June 6
Commencement dinner and speakers, 6 p.m.

Saturday, June 7
Commencement, 10 a.m. sharp
Houses close for graduates

Changes to the 2002-2003 Student Handbook

Tenet #1 has been separated into three distinct categories.

Tenet #17 encompasses the distribution of copyrighted materials.

ARC is composed of Executive Vice President, Dean of the College or Dean of Studies, and faculty/staff member appointed by the President. Joan Goodrich chairs. Previously, Executive VP, Dean of the College or Associate Dean of the College, and a faculty/staff member.

Appeals for disciplinary fines must now be made to the Director of Student Life instead of the Judicial Committee. His decision is final.

New sanction of social suspension
The student loses the right to attend or participate in all campus non-academic events, including but not limited to, parties in houses, CAB-sponsored events, café activities, outdoor events.

Guest policy
Alumni must be signed in by current students and are limited to 6 overnight visits per month.

Visitors may not stay the last six days of one month followed by the first six days of the next month. There must be 5 days in between such visits.

Guests are not permitted to use College supplies for their own personal use.

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ADMINISTRATION OF THE COLLEGE

Board of Trustees
The Board of Trustees is legally responsible for the financial and educational integrity of the College. Trustees meet four times a year, three times on the Bennington campus and once in New York City. The Board is composed of both alumni and non-alumni.

President
Responsibility for all aspects of the academic and non-academic life of the College is delegated by the Trustees to the President of the College. In addition to carrying out these responsibilities, the President is the liaison between the College and the Trustees.

SENIOR ADMINISTRATION

Provost and Dean of the College
The Provost/Dean is primarily responsible for the quality of the academic life of the College. The Provost/Dean is charged with maintaining the academic integrity of the College and the supervision and implementation of all policies relating to the faculty.

Dean of Studies
The Dean of Studies works with the Dean of the College, assisting with the responsibilities for the academic life. The Dean of Studies is responsible for overseeing advising, registration, and the review of student plans. The Dean of Studies also collaborates with other offices in conducting institutional research.

Executive Vice President and Chief Financial Officer
The Executive Vice President and Chief Financial Officer is responsible for all financial aspects of the College and for the operations of most non-academic areas including the Business Office, Financial Aid, Human Resources, Student Life, Facilities, Maintenance, Information Technology, the Post Office, Security, and Programs and Rentals.

Vice President for Planning and Special Programs
The Vice President for Planning and Special Programs is responsible for campus planning, including new construction and land use, legal affairs, Health and Psychological Services, the July at Bennington Program, and emerging programs.

Vice President for Development
The Office of Development, overseen by the Vice President for Development, is responsible for alumni, annual, and major gift fundraising. The Development Office is also responsible for events and activities involving alumni, campus, and surrounding communities, such as Commencement and Reunion.

Director of Admissions
The Director of Admissions is responsible for recruiting, admitting, and enrolling new students. The Office of Admissions works closely with the offices of the Dean of the College, Student Life and Campus Services, and Development.

Director of Communications and External Relations
The Director of Communications and External Relations is responsible for strategically positioning the College with respect to both internal and external constituencies. This includes overseeing media relations and all College publications.

Director of Student Life and Campus Services
The Director of Student Life and Campus Services administers the non-academic policies and regulations of the College as they apply to students; and supervises student activities, residential life, and special events such as Family Weekend. The Director also oversees the College's Food Service, Programs and Rentals, Post Office, and Telecommunications.

STUDENT LIFE

The Office of Student Life serves to further the overall quality of life on campus and works to foster an environment conducive to the intellectual, emotional, and recreational growth of each student. The Office provides information and guidance on non-academic matters. The professional staff provides 24-hour emergency coverage for students.

The Office provides a broad range of programs, services, and learning experiences through student activities, community service, residential life, recreation options, new student orientation, outdoor programs, counseling for international students, publication of College Week, and publication of the Student Handbook. The focus of cultural, social, and intellectual life at Bennington is on campus. Students, faculty, and staff initiate concerts, plays, dance performances, lectures, movies, readings, and other performances during the school terms. Additionally, visiting artists and scholars are invited to campus throughout the

year. All students are encouraged to become active members of the many committees and/or student organizations that affect campus life. Among the organizations this office works closely with are: Student Action Network, Student Council, Campus Activities Board (CAB), W.H.I.P radio station, *SILO*, the Film Society, and Student Endowment for the Arts.

The process of self-governance at Bennington operates within the context of rules and regulations intended to ensure the health and safety of the whole community. Before each term, the Office of Student Life sends information to new and returning students detailing College services and requirements for residential life and student life. It is the responsibility of each student to know the rules and regulations of the College via the Student Handbook and to abide by these while enrolled.

STAFF

Director of Student Life and Campus Services

The Director administers the non-academic policies and regulations of the College as they apply to students; and supervises student activities, residential life, and special events such as Family Weekend. The Director also oversees the College's Food Service, Programs and Rentals, Post Office, and Telecommunications.

Associate Director of Student Life

The Associate Director assumes responsibilities in the areas of student activities and special events, supervising Student Life operations, and advising student organizations. This includes coordinating the selection and training of Student Life staff, advising student organizations, co-chairing the Peer Advising Program, serving on College-wide committees, collaborating with the Office of Admissions and the First Year to design and facilitate Orientation, overseeing Family Weekend and other special events, and assuming the responsibilities of the Director of Student Life in his/her absence.

Assistant Director of Student Life (Residential Life)

The Assistant Director is primarily responsible for residential life. This includes assisting with the selection and supervision of House Chairs and serving on College-wide committees.

Assistant Director of Student Life (International Students and Judicial)

The Assistant Director assumes primary responsibilities in the areas of advising international students, coordinating the judicial system, and co-chairing the Peer Advising Program.

Assistant Director of Student Life (Recreation and Wellness)

The Assistant Director is responsible for planning, organizing, and implementing recreational and instructional programs as they relate to wellness and fitness. This includes the supervision and management of the Meyer Recreation Barn; use and maintenance of all recreational equipment; coordination and development of intercollegiate co-ed sports programs; and offering a host of outdoor trips such as canoeing, hiking, backpacking, whitewater rafting, caving, rock climbing, and cross country and down hill skiing. The Assistant Director is also responsible for wellness programming in the Meyer Recreation Barn, serving on the student health committee, organizing social clubs, scheduling tournaments, special events and coordinating intramural programming.

VISTA (Volunteer in Service to America)

The VISTA member focuses on strengthening the link between the College and the community, particularly around art and performance. The member works on building the College's service-learning infrastructure by helping faculty identify service-learning components to integrate into the curriculum. Additionally, the VISTA member helps to coordinate an interactive and sustainable mentoring program at Bennington College, creating an America Reads/America Counts program, increasing civic engagement on campus, and creating student leadership by increasing awareness of social issues on campus and in the community.

INTERNATIONAL STUDENTS

The Assistant Director of Student Life is the College's international student advisor, who provides assistance and advice to students from abroad on matters relating to U.S. Immigration and Naturalization Service regulations, as well as life in Vermont. The Assistant Director works closely with the Associate Director of Field Work Term regarding matters pertaining to international students' FWT arrangements. Advice is also given regarding practical training after graduation. Students of Bennington College must follow United States immigration regulations and procedures, including completing necessary forms for FWT. The Office of Student Life helps students to register with the Social Security Administration and assists with U.S. tax form preparation. The Associate Director of Student Life will assume responsibility for international students in the Assistant Director's absence.

HOUSING

All Bennington College undergraduate students are required to live in College housing unless they receive authorization from the Office of Student Life to live off campus. Students who do not receive authorization will be expected to pay for room and board and will not receive a refund of these charges if they choose to move off campus.

By enrolling in Bennington College, students automatically accept its policies and regulations and acknowledge the right of the College to enforce these policies.

There are 18 undergraduate student houses on the Bennington College campus. Twelve are colonial style, built in the 1930s. Three are of more recent design, built in the 1970's. Three award-winning houses opened in fall 2001. Each of the houses accommodates 30-40 students in single and double rooms. Welling Town House, located within walking distance of the campus in North Bennington, is also available to returning undergraduate students who apply to live in a cooperative living environment. New students may occasionally be invited to live in the Welling Town House if space permits.

Generally, the design of the houses is the same. In each, there is a shared living room with a fireplace and a kitchenette. Some of the traditional houses and the three newest houses have adjacent apartments occupied by faculty or staff members. All of the houses are co-ed, as are the bathrooms. All first-year students are required to live with a roommate. Students transferring to Bennington with upper-class student status (as determined by the Office of the Dean of Studies) may be eligible for a single room based on space availability. Students residing in College housing are provided with a bed, mattress, bureau, desk, chair, mirror, and window shade. If any of these items are missing upon a student's arrival, he/she should notify Maintenance, ext. 4584.

Students are responsible for locking all doors and windows in their rooms and for reporting unknown individuals or suspicious activity of any kind to Security, ext. 4250. **Please note: The College assumes no responsibility or liability for the theft, loss, or damage of any property owned by students. The College recommends that students obtain their own insurance for their valuables.**

House Meetings / Coffee Hours

Issues of 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 House Chairs, Coffee Hour is an informal gathering of residents in each house. It is a time for students to discuss house and campus matters.

New Students

Entering undergraduate students who are 23 years of age or younger are required to live in campus housing. Any entering student who resides at home with his/her parent(s) in the local area (within a 25-mile radius of the College) may apply to live off campus. Any entering student who will be 24 years of age or older on the first day of classes has the option of living either on or off campus. The College does not provide housing for married students or for students raising a child.

Housing Assignments

Housing assignments are the responsibility of the Office of Student Life. Every reasonable effort is made 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 College cannot provide hypoallergenic rooms to students.

There are many variables that determine house/room assignments at Bennington. In all cases, it is the responsibility of the student to meet all required deadlines for housing or to inform the Office of Student Life of any changes in requests. The following is a summary of the housing assignment process.

NOTE: The College reserves the right to change a student's housing assignment, to consolidate students without roommates, and/or to close rooms and/or houses due to space usage considerations, maintenance needs, emergencies, etc., at its discretion. In all cases, the College will make every effort to communicate with and take into consideration the preferences of the students affected.

Housing Assignment Process

Housing Assignment Week takes place approximately three weeks before the end of each term and provides an opportunity for all current students to select a room for the following term in either their current house, or a room in another house. This process begins with the selection of lottery numbers for those students who are considering entering the Change of House/Singles Lottery. This determines the priority for selection within each class. Upper-class students who do not wish to change houses do not have to select a lottery number.

On the Sunday before the Change of House/Singles Lottery begins, all on-campus houses hold a Room Selection Coffee Hour. Students who will be juniors or seniors can either reserve their current room, or prioritize their requests for other single rooms within their house. Roommate pairs can also reserve rooms during room selection coffee hour. Confirmations of in-house room assignments will go out to students within two days of the In-House Room Selection Coffee Hour. Rooms

not selected during the In-House process will be available to those students entering the Change of House/ Singles Lottery.

Priority for available rooms – singles and doubles – is established by a combination of factors: class status, residency, and lottery results. Once a student has been assigned to a room, she/he has priority for that assignment. The following list of priorities for room assignments applies to all campus housing unless an exception is granted by the Office of Student Life.

1. **Class Status**. Priority among students trying for available rooms within a house is determined first by class status. Class status is determined by term (e.g. a second-term junior is a sixth-term student), with the higher term student having top priority. Within each class, all else being equal, students in their second term have priority over those in their first term.
2. **Residency**. Priority among students with the same class status for rooms within their current house of residence is determined by residency. Residency is determined by the number of consecutive terms a student has lived within their current house. If a student changes houses, he/she cannot retain their residency in their previous house.
3. **Lottery**. Lottery numbers are used when students wish to leave their current house of residence. All students with the same class status who wish to change houses select a lottery number to determine priority for the rooms available after the In-House Selection process.
4. **House Chairs**. Students selected as House Chairs in the previous term may be granted priority over other members of the same class and term. A House Chair may be granted a single room if there is one available in the house after juniors and seniors within the house have been placed. If a House Chair who has been elevated to single status resigns or is dismissed from the position, he/she will lose elevated status, and thus her/his room.

For Students Wishing to Remain in their Current House

1. **Seniors and Juniors**. Students who will be seniors or juniors may reserve their current room for the upcoming term. Students who will be seniors or juniors who wish to remain in the same house but change rooms may do so if the room is available and if no other resident with higher priority wants the room. If two or more residents with equal priority (class status and residency) want the same room, they will meet with the Assistant Director of Student Life to determine how the room is assigned.
2. **Sophomores**. Students who will be sophomores may reserve a double room, with a roommate, in their current house. Students currently in a double room may not reserve a that room unless they have identified a roommate. Sophomores who wish to try for available single rooms must enter the Change of House/Singles Lottery.

For Students Wishing to Change Houses

On the Wednesday through Friday before In-House Room Selection, all students interested in changing houses must choose a lottery number during lottery selection. Following the In-House Room Selection a list of available rooms will be posted outside the Office of Student Life. On the Wednesday following In-House Room Selection all seniors and then all juniors who wish to change houses will select their rooms based on their lottery number. Students who will be seniors go first, then re-entering seniors who wish to change houses will be assigned. Then students who will be juniors will select their rooms, after which all re-entering juniors who are changing houses will be assigned. On Thursday, students who will be sophomores will select available singles based their lottery numbers.

Sophomores who did not find a single room (or any students who did not get a single in the house of their choice) may choose from the available doubles on campus only if they have identified a roommate. Students who have not selected a single and are not able to identify a roommate will fill out a new Housing Preference Form before they leave campus at the end of term. The Assistant Director of Student Life will use the preferences indicated on this form to pair the student with a roommate and assign them to a house.

Housing Assignment Restrictions

1. Students may not change their housing assignment without the permission of the Office of Student Life. Students who change their housing assignment without obtaining permission may be required to return to their official housing assignment. Failure to obtain permission may also result in disciplinary action.
2. Although seniors and juniors have priority for singles, they are not permitted to transfer their housing status to other students.
3. If for any reason a student eligible for a single is assigned to a designated double without a roommate, the student may be instructed to move to a single in that house as soon as one becomes available.
4. Based on the number of students living in housing each term, the Office of Student Life may temporarily assign available doubles as singles to seniors. Seniors will be sorted by priority and lottery number for available designated doubles. First-year students and other students who wish to live in a double with a roommate are given priority for available doubles in each house.
5. Students are rarely removed from the rooms to which they are assigned. However, sophomores without single status and first-year students remaining alone in doubles will be asked to choose a roommate or move in with another student who is alone in a double in the house.
6. Any additional placement of students for the following term is made by the Office of Student Life in accordance with normal priorities and policies.

Housing Assignment Changes

During the first two weeks of term, the only room changes that will be permitted are person-for-person switches, or switches that separate a non-smoking roommate from a smoking roommate. This allows the Office of Student Life to confirm available rooms and to house any last minute re-entering students.

Before room changes can take place, House Chairs will offer the room to eligible house residents at their Coffee Hour. If a resident wants the room, the House Chair will notify the Assistant Director by 5 p.m. on the subsequent Monday so the necessary paperwork can be prepared for the student. If no resident is interested in the room, the Assistant Director will post the room on the "List of Available Rooms" located outside the Office.

Students establish residency if they move into a house within the first three weeks of term. If they move into a house after the first three weeks, they will not start accruing residency until the start of the next term. When room selection for the following term takes place, a student who has not accrued residency may reserve his/her current room, but will have last priority for any other available singles in the house.

It is the responsibility of students who change their housing assignment to notify Maintenance and to schedule an appointment to have their room inventoried. Failure to do so means that the occupant will assume all costs for damages and/or missing items in that room.

Roommate Assignments

1. **Roommate Compatibility**. Aided by a Housing Questionnaire that each new student completes before coming to the College, the Office of Student Life pairs entering students with roommates and assign them to houses. Great care is taken to make a compatible, comfortable match. Some of the criteria used for pairing students are: study and living habits, allergies, and music preference. Students living in double rooms are expected to make every effort to get along with their assigned roommate.
2. **Doubles**. All first-year students will be assigned to doubles. Roommate changes may only be made after obtaining permission from the Office of Student Life. No roommate changes will be granted based on race, religion, sexual orientation, national origin, or for any other discriminatory reasons. Students in double rooms must show that an effort to work things out with their roommate has been attempted before a room change will be approved. 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 Assistant Director of Student Life. The College does not require parental permission for males and females to be placed in the same room. However, only students requesting such a room will be housed together.
3. **Assigning a New Roommate**. When a student is left without a roommate in a double room, he/she may be assigned to another double by the Office of Student Life. If this move is from one house to another, the student may retain residency in the first house for the following term. If a student has a roommate who leaves or withdraws (e.g., between terms), the remaining student should, if she/he wishes to remain in the same room, actively search for a roommate. If a roommate has not been found after one week, the Office of Student Life may place another student in the room who needs the space. Appeals must be made to the Office of Student Life within 48 hours of receipt of notice of a roommate.

Housing for Students on Leave of Absence/Abroad Programs

Returning students who were on leave, studying abroad, or are re-entering after being considered withdrawn by the Office of the Dean of Studies are assigned to rooms based on their class status and residency at the time they went on leave or withdrew from the College.

Students must complete the LOA/Consortium Student Housing Preference Form by **May 1st for the fall term and November 1st for the spring term** in order for the Office of Student Life to include the returning student's class status and house residency in the Housing Assignment process.

If the Office of Student Life receives this information after the housing assignment process is completed, the re-entering student will be housed after new students (early August for the fall, and over FWT for the spring).

If re-entering students wish to return to their former house before going on leave, they will be assigned a room, if available, based on their class status and resi-

dency. If re-entering students wish to change houses, they must identify a proxy (either a student currently on campus or the Assistant Director of Student Life). Their proxy will select a lottery number for them and receive a copy of their Housing Preference Form. When the student's lottery number is called, the proxy will select a room based on the re-entering student's preferences and room availability.

Visiting Students

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

Single Status

Entering students who are 22 years of age or older shall be considered for single status housing if space is available and after all seniors and juniors have been placed.

Eligibility for Off-Campus Housing

All Bennington College undergraduate students are required to live in College housing unless they receive authorization from the Office of Student Life to live off campus. Exceptions to this requirement are:

1. Students who are or will be 24 years of age or older prior to the first day of classes;
2. students residing at home with their parent(s) in the local area (within a 25-mile radius of the College);
3. students who are married or have a legal civil union under Vermont law;
4. students who are parents.

Students who meet the above criteria and who wish to live off campus must notify the Office of Student Life of their intent in writing. This notification ensures that the Financial Aid Office and the Business Office may make appropriate adjustments to billing and financial aid awards (if applicable).

Students who do not meet the above criteria may make a written request to the Office of Student Life for exceptions. Students should not assume that an exception will be granted and should not make arrangements for alternate housing until they are formally notified that an exception is granted. If the exception is not granted, or if a student who is not eligible to live off campus does so without authorization from the Office of Student Life, the student is held responsible for all room and board charges.

Bennington College does not provide housing for married students or students raising a child.

Eligibility for Welling Town House Coop

Welling Town House residents agree to live in a cooperative environment and share all responsibilities associated with the running of the residence. Students who wish to live in Welling Town House complete an application and are selected prior to the regular housing assignment process each term. The Office of Student Life may select eligible new or returning students to fill vacant positions in Welling Town House during the summer or over FWT.

Students residing in Welling Town House participate in a lunch-only meal plan. The remaining portion of funds paid for the meal plan are set aside by the College and are deposited into a coop checking account on a regular basis during each term. Under the supervision of the Office of Student Life, Welling Town House residents manage this account for the purchase of food and other approved household expenses. Residents may make recommendations to the College for house improvements should there be unused funds remaining at the end of a term.

Welling Town House is considered campus housing in all respects, and all College policies apply to residents and guests. Because of its physical location, Welling Town House is also part of the North Bennington neighborhood. It is expected that residents will respect their unique relationship with the surrounding community and will at all times conduct themselves in a manner considerate of their neighbors.

Services to Welling Town House and Off-Campus Residents

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

Students living in Welling Town House and off campus must come to the campus if they wish to use the College Health Service or Psychological Counseling Service.

Postbaccalaureate / Graduate Students

Graduate students seeking other off-campus housing options may consult the bulletin board in the Post Office in Commons, the *Bennington Banner, The Advocate,* or the *Pennysaver* newspapers to find accommodations in the North Bennington/Bennington area.

Graduate students who wish to live on campus will be offered available singles after all undergraduate students are housed at the end of July. Postbacc and graduate students who wish to be considered for any available singles on campus must notify the Office of Student Life by July 15. The Office of Student Life cannot guarantee on-campus accommodations for Postbacc and graduate students.

The Residential Committee

The student Residential Committee assists the Office of Student Life in formulating procedures, priorities, and policy for room selection and allocations. The Committee also hears cases of dispute and/or violations of house rules. It meets when necessary with the Assistant Director of Student Life. All Committee decisions are forwarded to the Director of Student Life in the form of recommendations.

The Residential Committee is chaired by a Student Residential Coordinator and consists of a minimum of three members chosen from the House Chair body and a minimum of two members chosen from among the Student Council representatives or the student body as a whole (total committee membership will consist of an odd number of members, not to exceed nine). The Assistant Director of Student Life advises the committee. Committee decisions may be appealed in writing within five days to the Director of Student Life and Campus Services whose decision is final.

House Community Concerns

The Residential Committee has adopted the following procedure for removing a student from a house if there are excessive concerns from house members:

1. Initial concerns regarding excessive violations of a house rule are made by the residents of the house to the House Chair, who then uses his/her discretion to decide how the concern will be handled initially.
2. First Official Warning. If concerns persist, the House Chair gives the individual(s) a verbal warning. The warning is also to be recorded immediately in the Office of Student Life by the House Chair. The Assistant Director of Student Life informs the individual(s) that if a second warning is issued, he/she may be recommended by the Assistant Director of Student Life and the Chair of the Residential Committee to appear before the Judicial Committee.
3. Second Official Warning. The House Chair notifies the Residential Committee about the incidents. The Committee sends a letter to the individual(s) informing the student that he/she is on Housing Probation for the remainder of the term, and 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, the student is informed that he/she may attend the next Residential Committee meeting. Other involved house members may attend the meeting if they wish.
4. Third Official Warning. The House Chair notifies the Residential Committee that a third warning needs to be given to the individual(s). The Residential Committee then informs the individual(s) that he/she must be present at the next Committee meeting, at which the Committee votes on a recommendation to remove the individual from the house. If the situation warrants, the Director of Student Life may act on the recommendation.
5. If the individual(s) cannot attend the Committee meeting, he/she must give the Committee adequate notice. Failure to do so will result in forfeiture of the right to appeal the Committee's decision.
6. In the event that the individual(s) resides in the same house as a Committee member, that member will abstain from voting.
7. All Residential Committee decisions may be appealed in writing within five days to the Director of Student Life and Campus Services whose decision is final.

Telephones and Telecommunications

Bennington College operates its own telephone system, including campus, local, and long distance dialing. There is a direct telephone line and telephone in every room for our on-campus resident housing. Each student is provided with a private voicemail account and unlimited local and campus dialing. The cost for this service is included on the tuition statement. The College also provides international, interstate, and intrastate dialing through AT & T at very competitive rates. There are no hidden fees or per-call surcharges. All student rooms are also equipped with data jacks for Internet connections.

Appliances

Electric, kerosene, or gas heaters; hot plates; halogen lamps (with bulbs that exceed 300 watts); and other heavy-use appliances/such as coffee pot, baker's ovens, warming ovens and toasters are not permitted in the houses. If any of these items are found in a student's room, they will be confiscated and returned at the end of the year. If any 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 repair 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 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. Students are responsible for cleaning and sweeping and/or vacuuming their rooms at the end of the term. All garbage, trash, and refuse must be placed in plastic bags and disposed of in the dumpster. In double rooms, the charges for damages will be shared equally by the roommates regardless of the party responsible for the damage; if the room is left in a dirty condition, the roommates will share payment for full cost of cleaning. Any student who violates a rule or regulation related 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.**

Room Checks

Room checks will be conducted at least once each term. The Director of Security or designated Security Officer will accompany the Head of Housekeeping, a member of the Student Life Office, and a House Chair on room checks. They will inspect for safety violations. If a violation is found, a note will be left in the room advising the occupant of the nature of the violation. The occupant will be given 48 hours to correct the problem unless it is of such nature that disciplinary or immediate action must be taken and the hazard removed by the Director or designee. 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.

Safety Regulations

Candles are not allowed in the houses. Strict fines and, in some cases, disciplinary action will be imposed for such violations. In addition, no tapestries, fabrics, or other hangings may be hung over or near the bed, or over lamps. **The use or possession of firearms, fireworks, explosives, dangerous instruments, or weapons of any kind is prohibited in College housing or on College property. (See Tenets of Student Behavior.) Halogen lamps (with more than 300 watt bulbs), gas, turpentine, and other flammable liquids are not allowed in College housing.**

Right of Entry

The College reserves the right to enter a student's room without notice or consent to preserve the health or safety of individuals, or the maintenance of College property. At other times, notice will be given to the occupants of the room if possible.

Painting

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

Common Area Damages

All residents of a house share the responsibility for the condition of hallways and common areas. Charges in an amount calculated to cover costs are assessed equally to those officially listed as residents of that house whenever repair is required. In such instances, a notice of the charges will be sent to the House Chairs to review with other house residents at Coffee Hour. Students who accept responsibility for damages before the end of term will pay the actual cost of repair, as determined by the College and must meet with the Director of Student Life and Campus Services who will determine if disciplinary action is warranted. If residents of a house sign a statement documenting who they believe is responsible, the Director of Security and the Director of Student Life and Campus Services will investigate the situation and may determine that the house is not responsible for the damage charges. Attributions of common area charges to individual(s) later than the end of term will not be considered.

Exceptions to damage charges based on actual costs include a basic charge for removing furniture/boxes or other items from hallways and an end of term charge for extra cleaning ($50 per item for moving charge, $20 per hour for cleaning charges). No furniture or personal belongings may be left in common areas of the house because of fire hazard.

When College furniture is moved from its designated location (e.g., lawn furniture brought inside a house, living room furniture taken outside) the residents will be fined $50 per item. The House will be given an opportunity to move the furniture back to its appropriate location. If the furniture is not returned to its designated location, there will be an additional charge of $50 per item for the College staff to move the items. If the furniture is damaged in any way, the House residents will be responsible for the cost to repair or replace the items, in addition to the fine. If a student removes any common area furniture into his/her own room, they will be charged a fine of $50 for the misappropriation of College-owned property.

The Maintenance Department and the Office of Student Life work together to determine billing for specific damages. Usually, the bill is initiated by Maintenance; it is then sent to Office of Student Life. It is forwarded to the appropriate House Chair who will determine if the individual(s) responsible can be identified.

Student Room Damages

At the beginning of each term, each individual student is given a Room Inspection Form to document the condition of their room and furnishings upon check-in. The Head of Housekeeping fills out this form, with space for the student to make additions, corrections, and comments. The form must be filled out by the student and sent to Maintenance within 24 hours of check-in. This protects the student from damage charges for which he or she is not responsible. Failure to turn in the form means that the occupant will assume responsibility for all damages assessed to that room. **Note: Forms handed in any later than 2 weeks beyond check-in will not be accepted.**

Students are not allowed to remove College furniture from their rooms even if they are occupying a double room as a single. **If any College furniture is missing at the end of the term, students will be billed for the replacement cost of the missing pieces.** Students who leave non-College furniture in their rooms will be charged $50 per item for its removal.

Damage charges (including charges for missing furniture) assessed to a double room will be billed equally to both roommates unless one accepts responsibility for the entire charge.

Damage Charges:

Door repainting	$ 50.00
Wall repainting	75.00
Phone booth repainting	Materials/labor
Hole in wall without repainting	Materials/labor
Hole in wall with repainting	Materials/labor
Room repainting (entire room)	$300.00
Fill in nail/tack holes	Materials/Labor
Broken windowpane	25.00
Broken storm window	50.00
Screen replacement	45.00
Window shade replacement	15.00
Door wash	15.00
Extra cleaning	$5.00 per quarter-hour
Lamp shade replacement	Replacement value
Recharge fire extinguishers	100.00
Electricians/plumbers	$6.25 per quarter-hour
Stair spindles (per spindle)	25.00
Key charge (for not returning key at end of term)	50.00
Key replacement	5.00
Mirrors	20.00
Phone Jacks (damaged)	Materials/labor
Phone replacement	40.00
Furniture moving charge	$50.00 per item
Bed frame replacement	50.00
Mattress replacement	100.00
Box spring replacement	100.00
Dresser replacement	246.00
Desk replacement	289.00
Wardrobe	485.00
Chair replacement	113.00
Bookcase replacement	116.00
Damaged furniture	Materials/labor
Broken light fixtures	Materials/labor

Additional Charges:

Bed set-up fee	$50.00
Rooms, both doubles and singles, are to be left set up (complete bed setup, dresser, desk, and chair) as they were at the beginning of term. Failure to do so will result in the assessment of a minimum room set-up fee of $50 per item	
Tampering with fire prevention equipment (ex: dismantling smoke detectors, removing batteries, discharging fire extinguishers)	100.00

Note: Excessive or unusual damages will be separately assessed by Maintenance and may be referred to the Director of Student Life and Campus Services for disciplinary action.

Students who repair their own rooms/or common areas will not be relieved of damage charges.

House & Room Checks - Billing

After the houses close at the end of term, a House Chair and a member of the Maintenance or Student Life staff check each house and room for damages. Room damages or extra cleaning will be billed to the resident(s) of the room, unless the Room Inspection Form indicates the damages were pre-existing. Common area damages will be charged to the whole house or the individual student(s) responsible.

Specific information about what is expected of students upon check-out, including possible charges, will be reviewed at House Coffee Hours prior to closing and will be outlined in the End of Term Announcements.

Damage Billing Appeals

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. All College bills must be paid before a student may enroll in a subsequent term.

If, after contacting the Maintenance Department, the student still wishes to contest the charge(s), he/she should write a written appeal to the Appeals Committee. The appeal should explain in detail the reasons the student is contesting the charge(s). Appeals should be sent to the Office of Student Life no later than 30 days after the beginning of the subsequent term. Appeals received after this date will not be accepted. Appeals that are received during the summer or FWT will be held and reviewed by the Appeals Committee at the beginning of the term. The Appeals Committee will investigate the appeal and make a recommendation to the Director of Student Life and Campus Services. The Director of Student Life and Campus Services will provide a written decision to the student(s). All decisions are final. If the appeal is upheld, the student(s) account in the Business Office will be credited with the appropriate amount.

Note: All occupants of a room may be subject to the College's disciplinary procedures if there are damages to that room.

Appeals Committee

The Appeals Committee serves as an appeals board for damage billing appeals. It meets when necessary with the Assistant Director of Student Life and the Head of Housekeeping.

The Appeals Committee is chaired by a Student Residential Coordinator and consists of a minimum of three members chosen from the House Chair body and a minimum of two members chosen from among the Student Council Representatives or the student body as a whole (total committee membership will consist of an odd number of members, not to exceed nine). The Assistant Director of Student Life advises the Committee. The Head of Housekeeping attends as a resource to provide background and information concerning the charges being appealed.

Keys

1. Each student is given one key to her or his room.
2. All rooms must be locked and 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 all keys within 24 hours of a room change or the last day of the term will result in a $50 charge for replacement of each corresponding cylinder.
4. If a key is lost during the term, a replacement may be obtained from the key room for a $5 charge.

   If students make arrangements to change rooms, the old key must be returned to the key room along with a Room Change Authorization Form from the Office of Student Life and a new room key obtained. Failure to do so may result in a fee of $50 at term's end.

Housing Policy for Withdrawn, Dismissed, or Expelled Students

Students are considered officially withdrawn and ineligible for College housing when the Office of Student Life receives official notification from the Office of the Dean of Studies that a student has been dismissed or has withdrawn from the College.

Once the Dean's Office determines that a student is expelled, dismissed or is withdrawing, it is the responsibility of the student to remove his/her belongings from her/his room within 48 hours or a period specified by the College, whether or not an appeal is pending. If the student does not remove his/her belongings within the specified time, the College will make arrangements for the contents of the room to be packed by either the Housekeeping Department, or by an outside contractor. In either case, the student will assume the cost of labor and shipping charges. If for any reason the College is unable to ship the student's belongings, the College will arrange for storage with an outside contractor and the student will assume responsibility for the cost of storage. The College assumes no responsibility or liability for the theft, loss, or damage of any property not removed by the student within the specified time.

If a student appeals the Dean's office decision and is re-admitted, he/she will be offered an available space on campus as of the date of the final decision appeal. Students who are re-admitted by the College after having been withdrawn or dismissed will be regarded as new students in the housing assignment process.

End of Term

Because the houses must be maintained and repaired and are often used by outside groups, students must remove their belongings from their room for FWT and the summer. Rooms, both doubles and singles, are to be left set up (complete bed setup, dresser, desk, and chair) as they were at the beginning of term. Failure to do so will result in the assessment of a minimum room set-up fee of $50 per item.

Rooms in every house must be completely emptied at the end of each term. Residents will receive information about on and off campus storage options in the End of Term Announcements distributed prior to the end of each academic term. No on-campus storage is provided during the summer.

Note: Students leaving belongings on campus do so at their own risk. The College assumes no responsibility or liability for the theft, loss, or damage of any property left on campus. Belongings left by students no longer in attendance will be donated to local charities.

STUDENT RESIDENTIAL COORDINATORS

The Student Residential Coordinator positions work closely with the Assistant Director of Student Life and the House Chairs to ensure a quality residential environment for students. The Student Residential Coordinators are supervised by the Assistant Director of Student Life and are accountable to the Office of Student Life. Candidates are nominated by the House Chair body and are interviewed by members of the Student Life staff and either the current Student Residential Coordinators or a House Chair. The position is held for an academic year, fall to spring term. The selection process takes place at the end of each spring term.

Requirements and Expectations

1. To be eligible for the position, the candidate must have served as a House Chair for at least one year.
2. Student Residential Coordinators shall not concurrently be a House Chair, Student Council representative, or hold any other compensated student leadership position.
3. Cannot be on academic or disciplinary probation at the time he/she will assume the position and/or during the term of office.
4. Student Residential Coordinators must be familiar with the academic and administrative structure of the College and may not be on academic or disciplinary probation.
5. Student Residential Coordinators are required to return to campus on the dates specified by the Office of Student Life to prepare for and participate in House Chair training and must stay on campus until the Houses close.

Responsibilities

1. Participate in all House Chair meetings.
   a. develop agendas and run meetings with the Assistant Director of Student Life.
   b. arrange for guests.
   c. coordinate copying and distribution of minutes.
2. Assist with the supervision of House Chairs.
   a. consult regularly with the Assistant Director of Student Life.
   b. assist with bi-weekly House Chair supervision meetings.
3. Assist the Associate Director with House Chair selection process and House Chair training.
4. Hold regular office hours in the Office of Student Life.
5. Serve as representatives to the Community Council and Campus Life Committee.
6. Under the direction of the Assistant Director of Student Life, work on special projects either individually or through House Chair committees.

Duties of the SRC Responsible for the Residential Committee

1. Chair the Residential Committee.
2. Coordinate scheduling of meetings and all communications with committee members.
3. Manage all correspondence or other communications, when necessary, between the committee and relevant campus offices and/or the residential community.

Duties of the SRC Responsible for the Appeals Committee

1. Chair the Appeals Committee.
2. Coordinate scheduling of meetings and all communications with committee members.
3. Manage all correspondence concerning receipt and outcome of appeals.
4. Coordinate communication, when necessary, between the Committee and Housekeeping, Maintenance, Security, the Director of Student Life, etc.

If a Student Residential Coordinator does not meet job requirements or responsibilities, the Assistant Director of Student Life will determine a course of action. If the Student Residential Coordinator resigns or is dismissed, a new selection process will take place.

Compensation

The SRCs will receive a stipend each term for fulfilling the requirements of the position.

HOUSE CHAIRS

House Chairs comprise a team of peer assistants and play a pivotal role in determining the quality of student life by providing leadership, support, and assistance to students residing in their house community. Success in this position depends on developing positive, productive

relationships with students, faculty, and staff. The following guidelines are presented to help clarify common expectations. The responsibilities of the House Chair are:

1. Maintaining a safe, healthy living environment.
2. Providing useful, timely information about College regulations, policies, and procedures.
3. Encouraging students' academic, personal, and social development.
4. Facilitating and supporting the first year students' adjustment to College life.

Requirements and Expectations

1. House Chairs must be full-time undergraduates and have attended Bennington College for at least one year.
2. House Chairs cannot be on academic or disciplinary probation either at the time of selection and/or during their term of office.
3. House Chairs on academic concern may be placed on probation or removed from their position by the Director of Student Life who will determine if the situation warrants.
4. House Chairs are expected to adhere to College rules and regulations including the Tenets of Student Behavior.
5. House Chairs must attend all weekly House Chair meetings.
6. Each pair of House Chairs meets as directed with the Assistant Director of the Student Life for ongoing supervision and evaluation.
7. House Chairs are required to return to campus on the date specified by the Office of Student Life to participate in training and must stay on campus through the date of house closings.
8. House Chairs shall not concurrently hold any other compensated student leadership position without advance permission from the Office of Student Life.

Responsibilities

1. *Maintain safe, healthy living environment.*
   a. Be available to mediate, help with problems, or facilitate communication.
   b. Comply with emergency procedures and fire regulations.
   c. Report unexplained student absences to the Office of Student Life.
   d. Serve as a liaison with Maintenance and Security to provide for the upkeep and needs of residents.
2. *Provide useful, timely information about College regulations, policies, and procedures.*
   a. Provide information about College and house events, and promote house involvement in educational, social, and cultural co-curricular activities.
   b. Engage house members in planning and implementing educational programs or activities for house living rooms and/or related to community service.
3. *Encourage students' academic, personal, and social development.*
   a. Encourage house members to participate in the development of an inclusive, tolerant, and responsible community.
   b. Act as a resource to assist students with various community, academic, and personal issues and needs by referring them to the appropriate office or individual.
   c. Discuss house issues, share feedback, and engage in problem solving.
   d. Ensure members of the house are informed of rules and regulations and follow these expectations.
4. *Support first-year students' adjustment to College life.*
   a. The House Chairs are responsible for participating in fall orientation of first-year students as specified by the Office of Admissions and the First Year and the Office of Student Life.
   b. Assist first-year students with adjustment to life in the houses.
   c. Facilitate first-year students' ongoing transition to college life.
5. *Other responsibilities:*
   a. Schedule and facilitate regular house meetings (primarily Coffee Hour).
   b. Assist the Office of Student Life with the housing assignment process.
   c. Serve on a House Chair committee.

Composition and Selection

In order to maintain continuity, House Chairs serve one-year terms. Nominations for the House Chair positions take place during the second half of the spring term. House Chair candidates must have spent one full year at Bennington College to be eligible. The House nominates up to two candidates for each open House Chair position. The candidates are then interviewed by a selection committee composed of current House Chairs and a staff member from the Office of Student Life. The selection committee determines if the candidates are qualified and appropriate for the positions. Comments are then forwarded to the Assistant Director of Student Life, who in consultation with the Student Residential Coordinators selects the appropriate candidates. The Office of Student Life confirms final decisions.

In the event the House does not select an appropriate candidate or if there is an unanticipated vacancy, the Associate Director of Student Life, after consulting with the Assistant Director and the Student Residential Coordinators, decides a course of action. A House Chair who wishes to continue after her or his calendar year of service ends, must be re-nominated by the House and go through a selection process again.

Accountability

If any of the requirements, expectations, or responsibilities are not met by a House Chair, the Assistant Director of Student Life, after consulting with the Student Residential Coordinator, determines if a House Chair will be removed from the position. The Assistant Director and the Student Residential Coordinator will investigate and discuss the matter with the House Chair. The Assistant Director, after consultation with the Student Residential Coordinator, will determine a course of action. If a House Chair is removed, the Assistant Director of Student Life, after consultation with the Student Residential Coordinator and the remaining House Chair, will choose a replacement. If a House Chair is removed, he/she will forfeit the remainder of his/her stipend for the term. Appeals may be written to the Director of Student Life who will determine the process. The Director's decision is final.

Compensation

House Chairs will receive a stipend each term for fulfilling the requirements of the position.

CAMPUS LIFE

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

STUDENT COUNCIL

The Student Council, composed of elected student delegates, is the student deliberative and executive body. It is the central forum for the discussion of campus issues of concern to students. The Student Council holds regular meetings that are open to all members of the College community. Through its Head, the Council may advise the faculty, staff, and administration of student opinion on pertinent issues. It also has the power to make recommendations concerning College policies and procedures. The Head of the Student Council may call an all-student meeting, a forum in which the floor is open to all students.

A major responsibility of Student Council is the appropriation of the Student Activities Fund. Every year a portion of College fee income is placed in a Student Activities Account. At the beginning of each year the Council presents a tentative budget that is voted on by students at house meetings, after which the Council distributes the funds in accordance with the outcome of the budget vote. Recipients may include campus organizations or groups, such as the Film Society, *Silo*, or WHIP (the College radio station).

The Student Council is responsible for holding elections for the offices of Head of Student Council, Chair of Judicial Committee, student members of the Judicial Committee, and at-large student representatives to Community Council and Campus Activities Board.

HEAD OF STUDENT COUNCIL

The Head of the Student Council is elected in a campus-wide vote at the end of the spring term to serve for the following academic year.

Requirements

1. Must be a full-time undergraduate student.
2. Cannot be on academic or disciplinary probation at the time she/he will assume the position and/or during the term of office.
3. Holds the position for one full academic year (consecutive fall and spring terms).
4. Shall not concurrently hold any other compensated student leadership position.

Responsibilities

1. Facilitate Student Council meetings.
2. Meet with the Director of Student Life and Campus Services advisor once a week to discuss the Student Council meeting agenda and issues of concern.
3. Communicate student issues by serving as a liaison with other student and faculty governing groups on a regular basis to exchange information and communicate student issues.
4. Coordinate the budget voting process and allocation of student activities funds to student organizations and clubs.
5. Coordinate Student Council Committees by ensur-

ing that positions on committees are filled and committee membership expectations are met.

6. Serve as a representative to the Community Council and the Campus Life Committee.

Compensation

The Head of Student Council will receive a stipend each term for fulfilling the requirements of the position.

CAMPUS ACTIVITIES BOARD

The Campus Activities Board plans and coordinates student events on campus. Any student may bring a proposal for an event to CAB or to a CAB sub-committee. CAB sub-committees and CAB meet once a week. The membership of CAB consists of the Chairperson of CAB, the Secretary/Treasurer, and seven elected student members of CAB. Each of these seven (compensated) members serves as a chairperson for a CAB subcommittee, which are as follows: bands, dance parties, Sunfest/fall festival, major events, theme parties, cafe programming, and public relations/promotion. Membership to the subcommittees is open to the entire student body. The Associate Director of Student Life advises CAB.

CHAIRPERSON OF CAB

The Chairperson of CAB serves for one academic year and is selected through an application/interview process in the spring. The Selection Committee consists of the outgoing CAB Committee, including the outgoing Chairperson of CAB, the Secretary/Treasurer of CAB, and the CAB advisors.

Requirements

1. Must be a full-time undergraduate student.
2. Cannot be on academic or disciplinary probation at the time he/she will assume the position and/or during the term of office.
3. Holds the position for one full academic year (consecutive fall and spring terms).
4. Shall not concurrently hold any other compensated student leadership positions.

Responsibilities

The Chairperson shall supervise the organization, its members, and see that its bylaws and obligations are fulfilled. The Chairperson organizes and facilitates CAB. The Chairperson is responsible for insuring that the board plans and implements diverse events that are representative of the student body's interests. The Chairperson coordinates all contracts, in conjunction with the Secretary/Treasurer and the CAB advisor. The Chairperson meets weekly with the CAB advisor.

Compensation

The Chairperson of CAB will receive a stipend each term for fulfilling the requirements of the position.

SECRETARY/TREASURER OF CAB

The Secretary/Treasurer of CAB serves for one academic year and is selected through an application/interview process in the spring.

Requirements

1. Must be a full-time undergraduate student.
2. Cannot be on academic or disciplinary probation at the time he/she will assume the position and/or during the term of office.
3. Holds the position is for one full academic year (consecutive fall and spring terms).
4. Shall not concurrently hold any other compensated student leadership positions.

Responsibilities

1. Provide weekly minutes of meetings and budget summary.
2. Coordinate all check requests and record keeping of contracts.
3. Send all official correspondence from CAB.
4. Take attendance and enforce attendance policies when needed.
5. Serve as chairperson, in chairperson's absence.
6. Catalog videos, brochures from lecturers, bands, and other forms of entertainment.

Compensation

The Secretary/Treasurer of CAB will receive a stipend each term for fulfilling the requirements of the position.

SUB-COMMITTEE CHAIRPERSON

Responsibilities

1. Recruit and maintain a committee.
2. Meet weekly with committee.
3. Coordinate the planning of the activities generated by the committee with the other members of CAB and in conjunction with the CAB calendar.
4. Oversee the implementation of committee activities as well as assist with major CAB programs as needed.
5. Meet weekly with CAB.

COMMITTEE MEMBERS

Responsibilities

1. Attend weekly committee meetings.
2. Assist in the planning and implementation of committee programs.

STUDENT EDUCATIONAL POLICIES COMMITTEE (SEPC)

The SEPC is a committee of student representatives, two representatives per academic discipline or program group, elected by the student body. These students act as representatives for students studying in specific disciplines, conveying their concerns and interests to other members of the Committee, faculty, administrators, and other students. The SEPC also considers larger questions of academic policy facing the College community.

SEPC discipline representatives collate and distribute end-of-term class and faculty evaluation forms used for College evaluations. They also offer suggestions on policy concerning the end-of-term evaluations or other matters to the Office of the Dean of the College. SEPC reps usually have an approved plan in their given discipline.

Responsibilities of SEPC representatives

1. To attend all meetings of the faculty in each member's discipline and all meetings of the SEPC weekly meetings.
2. To talk to students who have concerns and to convey those concerns to the SEPC, the faculty, or College administrators.

HEAD OF SEPC

The Head of the SEPC is elected by the SEPC and serves for one academic year. The election takes place at the end of the spring term. The Head of the SEPC will be any current member of the SEPC who has been a member of SEPC for at least one academic term and may not serve concurrently as a discipline representative.

Responsibilities

1. To set agendas, preside over, and schedule all meetings.
2. To divide the various responsibilities of the SEPC among its members.
3. To attend every meeting of the Community Council and be aware of and abide by all policies of the Community Council.
4. To serve as a voting member on the Community Council.
5. The Head of SEPC shall not concurrently hold any other compensated student leadership positions.
6. Cannot be on academic or disciplinary probation at the time he/she will assume the position and/or during the term of office.

Compensation

The Head of SEPC will receive a stipend each term for fulfilling the requirements of the position.

Note: No elected student leaders may be on academic or disciplinary probation at the time they assume and serve in their elected positions.

STUDENT ORGANIZATIONS AND ACTIVITIES

An array of student organizations and/or clubs such as the Campus Activities Board (CAB), Student Endowment for the Arts, *Commons*, Film Society, Amnesty International, and W.H.I.P. radio station are active at the College. Many events are planned and sponsored by student organizations each year. A new organization may be proposed if two or more students with a shared interest submit a registration form and a budget proposal to Student Council. During the first week of the fall term, a Student Activities Fair is held; representatives from various organizations are on hand to answer questions, sign-up new members, and solicit feedback from students. Students are encouraged to join an organization or club. A list of student organizations is available in the Office of Student Life.

Student Activities Funds

The Office of Student Life oversees student activities funds. The Student Council coordinates the budget voting, and allocation of student activities funds to organizations and clubs. At the beginning of the fall term, each organization submits a budget proposal to the Student Council and participates in a budget summit to work out reasonable budget requests. Students in each house review the proposals and vote by consensus on allocation amounts to each organization. The recommendations from each house are averaged and results are publicized by Student Council. The Student Council determines how unused fund should be reallocated to student organizations and clubs.

Allocations and Expenditures

Student Activities funds are requisitioned through the Office of Student Life. The chairperson(s) of an organization/club may request funds for purchases, services, supplies, etc. At the beginning of the fall term, the Office of Student Life offers a workshop for chairpersons on preparing budget proposals, managing budgets, and following guidelines regarding purchases and reimbursements. The chair of each student organization is responsible for monitoring the budget and ensuring that the budget is balanced at the end of the academic year.

All purchase orders, reimbursements, and requests for payments must be approved by the Director of Student Life and Campus Services or a designee. Students will not be reimbursed for purchases and/or expenses without prior approval from the Director of Student Life and Campus Services or designee. A receipt for each purchase and/or expense must be submitted; students who do not submit receipts will not be reimbursed.

RECREATIONAL OPPORTUNITIES

During the fall months Bennington College participates in an intercollegiate soccer league with colleges from Vermont and Massachusetts. Bennington's co-ed soccer team is composed of players with various skill levels, beginners to the more advanced, and all players participate in games. The College also has an intramural program which includes activities such as basketball, volleyball, flag football, and ultimate frisbee.

Bennington College's Outdoor/Weekend program offers students an opportunity to experience and learn a wide range of outdoor activities. Activities during the fall term range from canoeing and hiking to caving and rock climbing. During the spring term, students can participate in cross country skiing and whitewater rafting.

The Office of Student Life also has information on outdoor activities available in the greater Bennington area such as hiking and biking trails, canoeing, horseback riding, and downhill skiing.

Meyer Recreation Barn

The Meyer Recreation Barn houses an aerobics room, climbing wall, free weights, sauna, and showers. The Recreation Barn offers both aerobic and weight-training equipment, including selectorized/cable, cardiovascular, and plate-loaded machines. Oversight of the facility is provided by the Office of Student Life. Students may also check out sporting equipment such as basketballs, soccer balls, volleyballs, tennis racquets, camping and skiing equipment, and badminton and croquet sets.

Outdoor Facilities

The College's outdoor facilities consist of a basketball court, a volleyball court, and a soccer field. The soccer field is regarded as one of the best fields in the area. Bennington also maintains an indoor volleyball net and an indoor portable basketball hoop. The Office of Student Life also has information on racquet and health clubs in the area, as well as the Bennington Recreation Center, which has an indoor swimming pool.

COMMUNITY OUTREACH OPPORTUNITIES

Community service is a way for Bennington students to supplement their education, develop their sense of self, make a positive contribution to their community, and increase their understanding of complex social issues. The Field Work Term Office and the Office of Student Life has compiled a list of service opportunities in the Bennington community and the surrounding areas. Opportunities range from social services to the environment to the arts. This resource guide is available at both the Office of Student Life and the Field Work Term Office.

The Office of Student Life works to develop both short-term and long-term community service initiatives.

Below is a list of a few of the opportunities available in the Bennington community. Kathleen McCarthy, VISTA Community Service Coordinator, is available for information about these and other opportunities.

Social Services

United Way of Bennington County and others. The United Way is the umbrella organization that can put prospective student volunteers in touch with many community groups which include Hospice of Bennington County, Inc., Sunrise Family Resource Center, and the Southwestern Vermont Council on Aging. In addition, the public schools enlist interested volunteers to support the academic programs and provide assistance with extracurricular activities. They can be reached at 442-4947.

Big Brothers/Big Sisters of Bennington County. Big Brothers/Big Sisters seeks to provide special friendships between adult volunteers and boys and girls primarily from single-parent homes. Interested students can receive more information from the Office of Student Life or contact Big Brothers/Big Sisters directly at 442-5491.

Project Against Violent Encounters (P.A.V.E.). This agency provides support services to survivors of sexual assault and domestic violence. Students wishing to work as volunteers are welcome to contact the office at 442-2371.

Arts

Bennington County Choral Society. This is a community organization dedicated to the presentation of choral music. Singers rehearse on Monday evenings at Mount Anthony Union High School. Regular attendance is required.

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

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

Oldcastle Theatre Company. An outstanding professional theater company in Bennington, Oldcastle presents a variety of productions throughout the year.

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

BRIDGES: BENNINGTON CONFLICT RESOLUTION PROGRAM

Mission Statement

BRIDGES, the Bennington College Conflict Resolution Program, assists students in resolving conflicts between students by promoting communication and developing skills to support constructive dialogue. A range of programs including workshops, formal mediation, and informal conflict resolution, encourage students to take an active role in achieving resolution and making conflict resolution a part of their education. BRIDGES is a program for students by students.

BRIDGES:

- Develops and supports constructive dialogue.
- Empowers and supports individuals.
- Promotes positive communication among students.
- Helps resolve conflicts when they occur.
- Educates students in conflict resolution skills.
- Trains students as mediators.
- Provides a voluntary approach to problem solving.

What is Mediation?

Mediation is a process in which a neutral third party helps to facilitate resolutions to conflicts between two or more parties. Here are some examples of situations that can be mediated:

- Two students are in conflict over a personal relationship.
- Two roommates are in conflict over space/visitors/possessions.
- Two or more House members are in conflict over kitchen/bathroom/noise.
- Student committees have internal conflicts or conflicts with each other.
- Any student conflict that is referred by a College committee or official.

What is the Value of this Program at Bennington?

- Settles disputes privately and confidentially.
- Focuses on problem-solving.
- Creates flexible and creative solutions.
- Resolves conflict before it escalates.
- Serves as a way for individuals to clarify issues.
- Can replace gossip and rumors as a way of promoting truthful communication in the community.
- Can be useful in the practice of self-governance.

Here are some examples of issues that cannot be mediated:

- Alcoholism or drug addiction
- Physical or sexual abuse
- Any violation of College rules, regulations, and policies as stated in the Bennington College Student Handbook
- Academic issues
- Matters related to student employees and their employers

The existence of this program does not exclude any student from pursuing existing judicial or administrative procedures.

Description of the Program

1. Education and training will be a major component of the Mediation Project. The process, history, and psychology of mediation will be part of the educational training offered to interested students, faculty, staff, and administration.
2. Professional mediators, two Bennington faculty members, will meet with various individuals and groups such as House Chairs, Student Educational Policies Committee, and Student Council to provide materials and information about the program.

Co-Mediation

In co-mediation, two mediators work together and share the role of facilitator. Co-mediation will be used so that students can gain the necessary experience first by co-mediating with the faculty advisors and then with each other. More experienced student mediators will be paired with newly-trained student mediators.

Initial Contact by Party Requesting Mediation

A voice mail box is provided for the program. A post office box in Commons will also be available to leave messages. The student mediators will be on a rotating schedule to pick up messages from the phone and post office box.

Contact by Rotating Student Mediator

The student mediator will arrange an appointment with the party who requested mediation to briefly describe the mediation process. The student mediator will rely on intake questions such as :

"What is the issue from your viewpoint?"

"In your judgment, who are the people involved?"
"Are there issues involved of drug abuse, violence, or other matters that cannot be mediated ?"

The student mediator will secure permission to contact the other parties involved.

The student mediator will discuss the matter with one of the faculty members and the Student Life staff member who serves on the Mediation Advisory Group to:

1. Determine if the matter is appropriate for mediation.
2. Refer the matter to another College body or individual (if not appropriate for mediation) and decide who will make the next contact (e.g., student mediator, Director of Student Life and Campus Services, Psychological Services Director).
3. Seek whatever other guidance is appropriate.

If the matter is not appropriate for mediation, the caller will be contacted by the person (see #2 above) determined by the designated members of the Advisory Group to let him/her know that the matter is not to be mediated and what the next steps are.

If the matter is appropriate for mediation, the student mediator will judge whether (s)he is an appropriate mediator for the case, (no conflict of interest or bias) or whether to refer the case to another mediator. The student mediator will contact the other parties for intake and schedule the mediation session.

SERVICES

EMERGENCY LOANS

The Emergency Loan Fund is administered by the Associate Director of Student Life or designee. Students with academic-related emergency financial needs may borrow up to $150 per term from this fund on a short-term basis. Students can pick up an application for a loan in the Office of Student Life. Loan requests typically take 24 - 48 hours to process. Loans are available during the academic year only.

HEALTH SERVICES

Health Services is located on the first floor of Commons, and provides health care and health education to students. The staff includes a physician's assistant, registered nurses, and consulting physicians. Office hours are:

Monday - Thursday 9 a.m. - 7 p.m.
Friday 9 a.m. - 9 p.m.

Health Services staff are on-call 24 hours per day, 7 days per week for telephone consultation. In the event of an emergency when Health Services is closed, students should contact Security at ext. 210. **Please note that most health insurance plans will not cover emergency visits without prior authorization from a primary care provider unless the emergency is life-threatening.** Emergency Room visits must be pre-approved by Health Services or Bennington Family Practice (802-447-1191). Co-payments may be charged for unapproved visits. Please contact Health Services for details.

Health Services staff provide physical exams, laboratory tests, and prescriptions for medications. Students with prescription drug plans should present their insurance cards at the time of the office visit. The services of Southwestern Vermont Medical Center in Bennington is used as needed for laboratory tests, x-rays, and emergency care.

Confidentiality

Health Services staff will not discuss a student's illness or injury with parents, administrators, faculty, or any other person without the student's consent. Exceptions are made in compliance with Vermont state law, when a student is under age 18, and in the event of a life-threatening illness or emergency.

Required Forms

The College requires each entering student to complete a confidential health history and vaccination record and to have a physical examination within one year prior to arriving on campus. The information becomes part of the student's medical record within Health Services and is confidential. The following health requirements must be met and forms must be received by Health Services before a student may register for classes:

1. A completed Bennington College Health Service History and Physical Exam Form; this exam must have occurred no more than one year prior to arriving on campus and must be signed by your physician.
2. A completed vaccination record, required by Vermont state law, documenting that the student has met all Bennington College requirements for vaccination. This form must also be signed by your physician.
3. A signed consent for the provision of emergency care. Note: Students under age 18 must also have their parent(s) sign the consent form.

Any student failing to comply with these health requirements will not be allowed to register for classes or remain on campus.

Health Insurance

All students participate in a supplemental accident and sickness plan as part of the required health service charge. The plan is underwritten by Bollinger Insurance Company and provides year-round supplemental health insurance coverage for students. For more information about this plan, students may see a staff person in Health Services.

The student accident and sickness plan covers most office visits and laboratory tests performed by Health Services staff. The plan does not cover vaccinations, allergy injections, or medications. Charges for services not covered by the plan will be placed on the student's Bennington College bill.

PSYCHOLOGICAL SERVICES

Psychological Services for students is located on the second floor of Commons (North Suite) and is open 9 a.m. to 5 p.m., Monday through Friday. Therapists are on call for emergencies 24 hours a day. Licensed psychotherapists and a psychiatrist are available to students with personal, social, and academic problems. Appointments can be made by dialing ext. 4451 or students can leave class schedules in an individual therapist's post office box or at the Psychological Services Office. Students with psychological emergencies may call ext. 210. Security will contact the counselor on call. Students wishing to remain anonymous do not have to give their names to the Security officer. The College and the student health fee cover fees for initial evaluations and short-term psychotherapy. A fee schedule for longer-term psychotherapy and for psychiatric evaluations is available in the Psychological Services Office. Everything told to therapists is confidential within the legal professional guidelines of the state of Vermont.

DISABILITIES SUPPORT SERVICES

The College provides reasonable accommodations for individuals with disabilities, in accordance with the law. The Director of Student Life and Campus Services is the College officer with responsibility to oversee the reasonable accommodation of students with disabilities. Students may contact one of the two coordinators listed below to request accommodations. Students will be asked to provide appropriate documentation of the disability from a qualified professional source to the satisfaction of the college. Students with a physical disability seeking accommodation should contact:

Eva Chatterjee-Sutton, Associate Director, Office of Student Life

Students with a learning disability seeking accommodation should contact:

Wendy Hirsch, Dean of Studies, Barn 49

FINANCIAL AID

The Financial Aid Office in Barn 7 is open to all students at Bennington. Students can stop by with questions regarding financial aid or alternate financing options. All forms of financial assistance are processed by the office staff. For additional information, students may consult the Financial Aid Handbook which is distributed with a student's financial aid award.

Student Employment

Students who wish to work on campus during the academic year (either Federal Work Study or Regular Employment) should investigate the job listings in the Field Work Term Office. Before working on campus, students must complete the requisite paperwork: i.e., I-9 form, W-4 form, Work Authorization Form.

Students are paid by check about twice per month, although the first paycheck may not be received by the student until approximately one month into the term. (*College Announcements* will list each term's schedule.) **Students should be aware that the College does not schedule overtime work for students, whether engaged in one or more than one job on campus. Certain federal restrictions may apply to work hours performed by international students. It is the students' responsibility to ensure that time sheets are submitted by the payroll deadline, posted in *College Announcements*.**

FOOD SERVICE

Snack Bar

The Snack Bar is located on the first floor of Commons. Hours are posted at the beginning of each term.

Dining Rooms

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

Non-boarding students attending a meeting during meal hours, will have to pay for the meal.

Students must present their ID cards at each meal. At the beginning of each term, each student will have his or her ID card validated as proof of payment for eating in the dining rooms. There is a $10 fee for replacing lost or damaged ID cards. 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. Nonresident students may contract for the term board plan, lunch only board plan, or they may purchase meals individually or by meal ticket. Guests are welcome but they must have a meal ticket or pay full price. Students may inquire at the Dining Halls Office for more information.

State law prohibits bare feet in the dining halls.

Hours:	Monday–Friday	
	Breakfast	8:00–9:00 a.m.
	Continental Breakfast	9:00–10:00 a.m.
	Lunch	11:30 a.m.–1:30 p.m.
	Dinner	5:00–6:30 p.m.
	Saturday–Sunday	
	Continental Breakfast	8:00-11:00 a.m.
	Brunch	11:00 a.m.–12:00 p.m.
	Continental Breakfast	12:00–1:00 p.m.
	Dinner	5:00–6:30 p.m.

THE BOOKSTORE

The Bookstore serves the Bennington College community. In addition to course books, the Bookstore carries art supplies, school and office supplies, personal care items, candy and snacks, greeting cards, book bags, sweat shirts, T-shirts, and other insignia items. The Bookstore will make every attempt to stock items requested by students. The Bookstore accepts MasterCard, Visa, Discover Card, American Express, and personal checks, but does not extend credit. If a check is returned because of insufficient funds, it will be sent to a collection agency for payment. Check privileges will be revoked if a second check is returned. A full refund will be given for course books during the first week of class, with a receipt. After the first week, a full refund will be given up to 30 days after the start of classes, with a receipt if: within two days of purchase or with proof of schedule change. All other textbook refunds within the first 30 days will be honored at 75% of the purchase price, with a receipt. Please note: textbooks must be in original condition.

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

UPSTAIRS/DOWNSTAIRS CAFE

The Upstairs Café, located just to the west of the Commons Building, offers students an alcohol-free alternative space for conversation, studying, and performances. The Café offers a variety of soft drinks, coffee, and espresso, fresh baked desserts, nachos, bagels and smoothies. A big screen television and VCR may be reserved for watching movies. Students are encouraged to contribute artwork and murals for display at the Café. The Upstairs Cafe may be reserved during non-business hours by contacting the Dining Services at Ext. 4436.

The Downstairs Café operates as the campus pub. Open Tuesday through Saturday, the Café offers alcohol-free beverages, along with beer, wine, and wine coolers. The Café has a sound system, dance floor, television, foosball table, dartboard, and is adjacent to the Café Annex game room. The Downstairs Café may be reserved through CAB for bands, DJ's, open mike or other sponsored events. Food may be purchased from the Upstairs Café for enjoyment in the Downstairs Café. In accordance with the State of Vermont Liquor Control Board's laws and regulations, the Downstairs Café does not serve alcoholic beverages to anyone under the age of 21, or to those that appear to be intoxicated.

SECURITY DEPARTMENT

The Bennington College Security Department is located in the small building at the entrance to the main campus, opposite the Barn. The Security Office can be reached by phone by dialing ext. 0 or in the event of an emergency, by dialing ext. 210. Security officers are on duty 24 hours a day, 365 days a year.

College Security officers have full authority granted by Bennington College to enforce the rules and regulations as outlined in the Student Handbook. Security officers are also required to monitor violations of state laws regulating underage drinking and the use of controlled substances. Firearms and dangerous weapons are not allowed on College property and are immediately confiscated if discovered. Security officers have the authority to detain individuals and request identification and will contact the Bennington Police Department if criminal activity is observed or reported.

Although Bennington College Security officers do not carry weapons or have powers of arrest, they can contact the Bennington Police Department for assistance at any time. The Security Department maintains excellent working relationships with both the Bennington Police and the Vermont State Police. These departments assist the College Security force when requested, but do not conduct patrols of College-owned property.

Student Housing Safety

At the beginning of each term, House Chairs receive training to help them deal with a variety of situations that may arise in their houses. Normally, they are instructed in crime awareness and prevention, including rape prevention, first aid, fire safety, and coping with psychological emergencies. Information and updates on safety and security are provided throughout the term in community notices circulated to campus members or posted in houses and academic buildings.

All houses remain open 24 hours a day. Students are responsible for locking all windows and doors in their rooms and should report unknown individuals or suspicious activity of any kind to Security. The general public may attend events on campus that are open to the local community, but their access is limited to the facilities in which those events are held. Overnight guests are allowed in student houses but are limited to six days per month. All students must register their guest(s) with Security, at which time a pass is issued, with the guest required to leave an I.D. at the Security Office. This I.D. is returned when the guest pass is surrendered and the guest departs campus. Students are responsible for the conduct of their guests at all times.

Safety Programs

Campus safety and security are coordinated by the Security Department. Security officers receive on-the-job training and throughout their careers as Security officers continue to receive training in pertinent areas. All are trained in first aid, CPR, blood-borne pathogens, and fire safety.

Programs and seminars for students are normally offered throughout each term regarding such issues as personal safety, self defense, rape, date rape, and protection of personal property. Students are informed of on- and off-campus resources for help, including counseling services, health services, and campus safety services.

Responsibility for the safety and security on campus is shared by various offices and personnel. Safety features include the presence of Security officers in radio contact with a dispatcher, the locking of facilities at appropriate times, security alarm systems, and the maintenance of an emergency phone ext., 210, that rings directly into the Security Office. Security officers, House Chairs, Maintenance staff, and various administrative officers continually monitor lighting, underbrush, necessary repairs, and general safety concerns.

Ways Students Can Help

Security officers conduct foot and vehicle patrols 24 hours a day, but they cannot cover every room of every building. For Security to be completely successful, all members of the College community must be security conscious. If students witness a crime or suspicious incident, they should dial ext. 210 immediately and be prepared to provide as much information as possible. Doors, windows, locks, lights or unsafe conditions in need of repair should be reported.

Crime Statistics Report

In accordance with the "Jeanne Clery Disclosure of Campus Security Policy and the Campus Crime Statistics Act," all colleges are required to provide their current students and employees with an annual copy of crime statistics. The Crime Statistics Report is designed as a general overview of safety-related programs and departments that Bennington College provides to its community. Included in the report are statistics for crimes that occurred on Bennington College property during the most recent calendar year as well as the three preceding years and the number of persons referred for campus disciplinary action for criminal offenses and for arrests made for liquor law violations, drug-related violations, and weapons possessions.

The following are the crime statistics on College property for the period of January 1, 1997 through December 31, 2000:

Category	Calendar Year			
	1998	1999	2000	2001
Arson	0	0	0	0
Murder/Non-negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offenses				
Forcible	0	0	0	0
Non-Forcible	0	0	0	1
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Drug Abuse Violations	0	0	1*	1*
Alcohol Violations	0	0	0	0
Weapons Violations	0	0	0	0

*Student overdose resulting in death. Investigated by Bennington Police Department

Campus Disciplinary Action

Bennington College is also required to provide statistics for drug, alcohol, and weapons violations that are referred for campus disciplinary action.

Category	Calendar Year		
	7/1 - 12/31/99	2000	2001
Drug Related	2	2	6
Alcohol Related	16	48	40
Weapons Related	0	1	0

SEXUAL ASSAULT/RAPE

The First 48 Hours: If you were the victim of sexual assault and/or rape, would you know what to do within the first 48 hours of the event to protect yourself physically, emotionally, and legally? This section provides you (the victim or anyone who knows of an incident of sexual abuse and/or rape) with crucial information which may help at a time when action and decision-making can be difficult. You have many options, but the procedures required to protect yourself are not

easy to consider. A friend is often good support, and you may also seek support and information from other trained personnel, both on and off campus.

Confidentiality: Staff members at the College will do their best to respect the need for confidentiality and for you to make your own decisions. However, the rules of confidentiality will not apply if there is a threat to your own well-being or safety or a threat to other members of the College community.

If you are in immediate danger, dial 210 and report the incident to Security. If you are not in immediate need of aid or protection, consider contacting others who will be knowledgeable and helpful to you. Feel free to go to Student Life, the Health Service, or Psychological Counseling Office on campus for assistance. Sexual Harassment Advisors, listed in *College Announcements* are also available and can offer information about your options and can assist you in notifying the appropriate authorities. During off-hours (after 5 p.m.) you may contact the on-call coordinator by dialing 210. You may go to Health Services Monday through Thursday from 9 a.m. to 7 p.m., Friday from 9 a.m. to 9 p.m., and Saturday from 1 p.m. to 9 p.m.

Medical Considerations: Consider a medical evaluation for your own safety and well-being. If you dial 210, emergency personnel on campus can arrange for you to speak with the College physician who is on call. You will be examined in the emergency room at Southwestern Vermont Medical Center and the College may provide aftercare in Health Services. The medical examination has two goals: first, to treat the full extent of any injuries or physical trauma and to consider the possibilities of sexually transmitted disease or pregnancy; and second, to obtain legally correct evidence in case you decide to report the crime to the police. You may report the crime to the police at any time. However, the College has been informed that evidence collected by the hospital will only be held for up to two weeks and that if you do not choose to have a rape protocol examination within the first 48 hours, you will hinder a prosecution later.

Venereal Disease: Tests for venereal diseases are done and may be repeated later.

Pregnancy: The doctor can review the possibility of pregnancy with you and help you consider your options. You can wait six weeks after your last period and have a pregnancy test, or you can consider the pros and cons of taking a "morning-after" pill. This pill must be taken within 72 hours after intercourse.

Emotional Considerations: We advise that you seek professional help to take care of your emotional responses promptly in order to avoid chronic and long-standing emotional trauma. Initially you may experience an acute response during which many victims report difficulty sleeping, loss of appetite, pain in the areas affected by the assault, and mood swings with a decrease in ability and/or desire to relate to others. Professional guidance and support is available to help during this acute phase. You may talk to a psychological counselor on campus (to make an appointment, dial 4451, or go to the Psychological Counseling Office in Commons, north suite). Off-hours, you can reach an on-campus counselor by dialing 210 and asking to speak to the counselor on-call. You also have the option of talking to professionals off-campus who are trained to respond to the needs of a victim: PAVE (Project Against Violent Encounters) has a 24-hour hot line at 442-2111; and United Counseling Service has a 24-hour emergency service at 442-5491.

Legal Considerations: You may want to consider bringing legal action against the perpetrator. You may consult with a lawyer at any time or report a crime to the Bennington Police at 442-1030. You may consult with the State's Attorney's Victim Advocate at 442-8116, who serves as an advisor for victims of crimes.

To gather information about prosecution, you can expect to talk to a police investigator who is specifically trained to handle crimes of sexual assault and/or rape. If you decide to bring such action, the police investigator will need a statement from you to secure the evidence after your physical examination and to investigate the area where the incident occurred. **If possible, you should ensure that the area where the incident occurred is not disturbed** until the police have a chance to examine the environs for evidence. Remember that if you do not choose to have a rape protocol examination within the first 48 hours, you will hinder a prosecution later. If you are considering legal action, **do not bathe, shower, or change your clothing.**

College Procedures: If the perpetrator of the sexual assault is another member of the College community, victims may refer to the Bennington College Policy and Procedures Governing Sexual Harassment which covers sexual assault and rape. Procedures for making a sexual harassment complaint are found on page 44 of this handbook. Victims may also wish to contact a Sexual Harassment Advisor (listed in College Announcements) who can offer information about options for complaints of this nature.

The information contained in the Security Department section can also be found in the annual Campus Security brochure available in the Office of Student Life and at the Security Booth.

Van Policy

During the week, a Red Cross bus transports students to and from the campus to North Bennington and Bennington. Hours of operation are posted in the Security Booth at the beginning of each term. In addition, the College has three vans at its disposal.

One van provides service into town periodically and to nearby Williamstown, MA, on weekends so that Bennington students can use the Williams College library. The other two vans are used for academic or co-curricular events involving members of the College community and is not a private service for any student, faculty, or staff member. Health emergencies have priority over all other activities.

Recognized student organizations may reserve a van for field trips. Organizations must seek approval from the Office of Student Life prior to reserving the van through Security. The expenses of hiring a van driver will be charged to the organization's account. Note: There is a 200-mile limit for trips. If the round-trip is beyond 200 miles, the trip must first be approved by the Executive Vice President. For further information, students may contact the Director of Security at ext. 4250.

Emergencies

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

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

FIELD WORK TERM OFFICE

This year Field Work Term (FWT) begins January 2 and ends February 21, 2003. Field Work Term has historically been a central part of Bennington's educational program. FWT takes place during January and February of each year. During this time all academic classes are suspended, allowing students the opportunity to travel off-campus and explore professional interest and/or diversify their work experiences. Although FWT experiences vary in form and focus, specific program requirements must be met. For a complete listing of FWT requirements see

The Field Work Term Office handles all administrative aspects of FWT. In addition, the FWT Office provides job search support for FWT, summer and post-graduation employment. Student term employment is also advertised by the FWT Office, with campus and local position posted year round. Student support services and resources provided by the FWT Office are highlighted below.

Field Work Term Program Guide

A Field Work Term Program Guide is distribute in each student's mailbox at the beginning of fall term. This guide explains program requirements, lists resources and takes students step-by-step through the FWT job search process. All students should review this guide upon its receipt for updates and changes to FWT, as well as for helpful FWT planning strategies.

FWT Job Listings

The FWT Office arranges FWT opportunities with a range of employers. Throughout the summer, new positions are developed and past listings are renewed. The majority of these jobs are ready to accept applicants at the beginning of fall term. Additional listings continue to come in during term as well. A database of these positions is available in the FWT Office and can be searched by both job-type and location. There are approximately 1,000 positions listed annually in the FWT Office. Students are also encouraged to create their own FWT opportunities.

FWT Housing Database

The FWT housing database helps students locate temporary, affordable housing during FWT. The database is currently made up of alumni and parents of Bennington students. Efforts are currently underway to expand this database.

Career Assistants/FWT Workshops

Student Career Assistants have experienced at least one FWT themselves and are trained by the FWT Office to assist other students with FWT planning. Career Assistants lead FWT workshops in student house living rooms throughout the fall term, assist with resume and cover-letter counseling, and provide general job search support.

Job Search Resource Library

The FWT Office houses the Job Search Resource Library, which contains a collection of directories, planning guides, databases and information to assist students with FWT opportunities, summer jobs and post-graduation employment. A sampling of the FWT Office's publications include: online job searching, relocation information, resume and cover-letter writing, interviewing skills, and more.

Alumni "Mentor" Network

Forming a network of contacts is an essential part of any job search. The FWT Office helps students build this network through its Mentor Program. Mentors are Bennington alumni who have agreed to assist students in the FWT, summer, and post-graduation job search process. Although mentors may not specifically offer jobs, they are willing to informally counsel students on how to best prepare for a career in a specific discipline or simply provide relocation information. Over 600 alumni belong to this program from a wide array of fields and locations. Many Bennington students benefit from the Mentor Program each year in a variety of ways.

JOBWIRE Newsletter

This weekly, electronic newsletter is available on the College's Intranet site under the FWT section. JOBWIRE lists new FWT positions, housing possibilities, upcoming workshops, and relevant deadlines.

Student Term Employment

Student term employment opportunities (Federal Work Study and otherwise) are posted in the FWT Office. A comprehensive listing of these positions are available in the FWT Office at the start of each term. During term, new openings for local and on-campus jobs are posted on the Job Board, also located in the FWT Office.

THE BUSINESS OFFICE

The Business Office, which is responsible for billings and collections, will answer questions regarding student accounts.

Payment of Bills

The College currently offers three options for payment of fees. Failure to meet the required due dates of payment under the selected option, or other charges when due, may result in the loss of priority in classes and housing for the term. Furthermore, no student may enroll in a subsequent term unless all previous amounts due have been paid. A complete description of the College's billing policies is included in the packet mailed out with the term bill.

Cashier's Office

Students, faculty, and staff may cash personal checks at the Cashier's Office, located in the Barn. Hours will be posted outside the Office. Checks under $25 may be cashed during normal hours; checks over $25 but not to exceed $200 may be cashed only during specific hours posted. There is a fee for the return of a check for insufficient funds and this may result in the loss of an individual's check-cashing privileges. Students must present their College ID when cashing a check.

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 a.m. to 10 p.m., seven days a week. Messages to administrators may be given to the Post Office staff who forwards them in the daily intra-campus mail.

Services

The Post Office sells stamps, postcards, envelopes, aerograms, and money orders. Mail may be sent first class, parcel post, or media rate. The Post Office also can certify, register, and insure mail. Overnight or second day delivery is available via Post Office Express, UPS, or Federal Express. United Parcel Service Ground is also available for packages of 30 lbs. or less. COD mail is not available with any carrier. FAX transmissions may be sent or received for a nominal fee.

Hours:	Monday–Friday	10:00 a.m. – 4:00 p.m.
	Saturday	10:00 a.m. – 12:00 noon

Letters to students should be addressed as follows:

Student's Name
1 College Drive
Bennington College
Bennington, VT 05201-6003

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 important administrative announcements, campus activities, student notices, such as ride offerings and items for sale, may be posted.

MAINTENANCE

The Maintenance staff is responsible for the upkeep of the buildings and grounds of the College. If students notice damage to a house or need repairs to their rooms, they can contact the House Chair or call Maintenance, who will make out a work order. If there is an emergency, such as a burst pipe, Maintenance should be contacted directly; if the emergency is after hours, Security should be called at ext. 210.

Shipping

Shipping can provide 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 8:30 a.m. and 3 p.m., Monday through Friday. Trunks and suitcases must be securely locked with two address tags on them or put into cardboard cartons. Each carton must be clearly labeled. Free used cardboard boxes are available but the supply is limited. Payment for UPS in cash or money order must be given to Shipping with your package.

Students must do their own packing and are responsible for any damage in shipment due to poor packaging. Each package is insured for $100 and additional insurance is available by request for $.35 extra per $100. UPS will only accept for shipment stereos, speakers, and computers that have been professionally packed in original cartons. For insurance purposes, packaging must be done by a place like Radio Shack in town, a packaging store, or a professional moving company. UPS also requires all bicycles to be dismantled and put in an original carton by a professional bicycle dealer to be covered by insurance.

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

The College Shipping Office does not use UPS for overseas shipping due to the large number of requirements and restrictions imposed. **No package weighing more than 150 pounds will be accepted by UPS.**

Further shipping information is available from Shipping/Purchasing at ext. 4621.

PROGRAMS AND RENTALS

Located in Commons 13, the Programs and Rental Office is responsible for all rentals of Bennington College's facilities, including housing during non-term periods. During non-term time, including Field Work Term, the College facilities are leased by outside organizations for various conferences and workshops. These groups rent College facilities and contract the use of the College during their stay.

During non-term time, students and staff are welcome to make use of Crossett Library, the Meyer Recreation Barn, the Post Office, and the College snack bar during the day. All other facilities and services are unavailable and off limits. Essentially, the campus is closed unless you are a member of or participating in one of the programs.

Any use of College facilities during non-term time must be approved by either the Dean's Office or the Program and Rentals Office. Depending on availability, students may rent studios in Jennings and VAPA during Field Work Term and the summer by contacting the Programs and Rental Office.

COLLEGE COMMUNICATIONS

Bennington and *Notes*

Bennington, the College's alumni magazine and *Notes*, a shorter version of the magazine, are each published twice annually. They contain news of the work of alumni, current students, and faculty members, as well as updates on College events and are distributed to the Bennington community. The Office of Communications welcomes suggestions for articles and features from all members of the College community.

College Week

College Week is Bennington's weekly calendar of events. A list of community announcements is published bi-weekly. All members of the resident community receive *College Week* free of charge. Local alumni and subscribers in the Bennington area may purchase subscriptions at $5 per term. Anyone may submit notices for publication by Tuesday at 5 p.m. for inclusion in the issue that covers the week beginning the following Friday. Information must be typed on *College Week* forms, available from the Office of Student Life. Advertisements and solicitations are not accepted.

Publicity

The College Communications Office sends releases about individual student's accomplishments to local and hometown media throughout the year. Communications encourages students to inform the Office of any publicity opportunities that arise. Please note: Students who do not want any publicity must notify the Director of Communications in writing.

Community Notices

Community notices are mimeographed notices issued to

announce critical schedule changes, emergencies, and calendar events that were not submitted in time to be included in *College Week*. Those wishing to issue a community notice should type the information, sign it, deliver it to the duplicating room for reproduction, and distribute the completed notices.

Galleys

Any member of the College community wishing to express an opinion on an issue of community concern may distribute a galley. It must to be typed and submitted to the Publications Office which will review it for libelous material. The galley must be signed by the author. After the galley has been approved, it must be delivered to the duplicating room. The duplicating room staff requires two days' advance notice to mimeograph a galley. **Please note: Galleys are not community notices; for instructions regarding community notices, see section above.**

SILO

SILO is a literary/arts journal, written and edited by students, that features prose, poetry, music, and art contributed by members of the College community (including alumni). It is published once a term and sold in Commons and the Bookstore. To obtain copies of *SILO*, both current and back issues, see the Publications Office.

COLLEGE COMMITTEES

ACADEMIC POLICIES COMMITTEE

The Academic Policies Committee, composed of an elected faculty Chair, six other elected faculty members, the President, the Executive Vice-President, and the Dean of the College, reviews academic programs, curriculum, academic budgeting, and the hiring of new faculty members. The APC is authorized to recommend new academic initiatives, work with the Executive Vice-President concerning budgetary matters, review the curriculum on a regular basis.

COMMUNITY COUNCIL

The Community Council is a representative body which provides a means of communication for all individuals and organizations within the Bennington College community. The Bennington College community consists of undergraduate, graduate, part-time, and post-baccalaureate students, as well as faculty, part-time faculty, visiting faculty, administrators, and all staff of Bennington College.

The Community Council serves in an advisory capacity to the President of the College and other appropriate bodies, which include, but are not limited to, the student body, the faculty, and the senior staff. The Council may recommend specific projects and proposals to other appropriate councils, committees, or groups within the community.

The Community Council will not consider matters where existing College bodies have jurisdiction. Examples include any personnel or disciplinary decisions, decisions of the Sexual Harassment Hearing Committee, Faculty Review Committee or Faculty Grievance Committee.

The emphasis is on the written proposal as a means of effectively communicating an idea to the Council, as well as to the entire community. The Council focuses on specific ideas rather than broad issues, and helps secure reasonable agendas for its meetings. Community members submit written proposals which offer possible responses to campus-wide issues. These procedures encourage members of the community to solidify and develop their ideas by directing their energy into a constructive, well-written formal statement. The Council uses the proposal to focus discussion. It may support what is proposed, modify what is proposed, or offer an alternative response.

The Council may recommend proposals to other groups if they fall within their jurisdiction (Student Educational Policies Committee, Academic Policies Committee). The Council has a responsibility to encourage, respect, and facilitate through these recommendations the active use of established channels of governance, whether administrative, faculty, or student.

Composition

The Community Council is comprised of fifteen voting members, a non-voting moderator, and a non-voting secretary. The fifteen voting members consist of five members from the staff or administration, five faculty members, and five students.

1. *Administrative Representation*
   Of the five administrative/staff members of the Community Council, two are elected by the Staff Association and three are selected by the Senior Staff. Of the three selected by the Senior Staff, at least two must be members of the Senior Staff. These representatives serve for one year, with the option of reappointment in subsequent years.
2. *Faculty Representation*
   The five faculty members of the Community Council are appointed by the President. Each faculty representative serves for one year and may be reappointed in subsequent years.
3. *Student Representation*
   The five student members of the Community Council are: the Head of Student Council; one Student Residential Coordinator; the Head of Student Educational Policies fall term (to serve one year term beginning Spring Term) and a Graduate Student-at-Large (as elected by the graduate students to include postbaccs and MFA students).
4. *The Community Council Moderator*
   The Moderator sets the agenda and facilitates Community Council Meetings. The Community Council Moderator must: a.) be a full-time member of the faculty, b.) have been employed by the College for a minimum of three years, and c.) have previous experience chairing a committee. Faculty members are nominated by the faculty, and from those nominations, a Moderator will be elected by the membership of the Community Council. After the first year, the Moderator may be any person who has served for at least one year on the Community Council and will be elected by the members of the Council. The Moderator serves for one year and may seek re-election in subsequent years.
5. *The Community Council Secretary*
   The position of Secretary is open to any individual in the community who is not a voting member of the Community Council. The Community Council Secretary is responsible for recording and distributing the Community Council minutes, documenting the Council's response to specific proposals, and providing the authors of those proposals with the documented responses. The Secretary will be nominated by the Moderator and elected by the Council.

Membership Accountability

The following are the regulations for membership on the Community Council.

1. Any student who is on academic or disciplinary probation may not serve or continue to serve on the Community Council.
2. Any member who has been absent for more than two meetings per term of the Council may not continue to serve.
3. Any member who has been removed from his/her office by a vote of his/her respective group, committee, or council, or who has resigned that office, may not continue to serve on the Community Council.

When a Community Council member must step down, an acting member shall be selected by the appropriate group or committee to serve out the remainder of the academic year.

Functions

1. The Council prepares a report at the end of every term which includes: a.) the minutes of all the Council meetings, and b.) a written summary of all the proposals considered by the Council. The Council sends copies of this report to the President of the College, the Dean of the College, and other appropriate groups. Copies are available to any member of the community who requests it.
2. The Council may present to the President and/or other appropriate bodies a particular proposal for consideration.

Proposal Requirements

1. Prerequisites for Submission
   In order for a proposal to be considered by the Community Council, it must be submitted by any member of the College community.
2. Proposal Specifications
   Any proposal submitted to the Community Council, either by a member of the Council or by a member of the College community, must meet all of the following requirements:
   a. A proposal must be a typewritten document, no more than three pages in length.
   b. A proposal must contain a written statement that clearly demonstrates the existence of a campus-wide concern, need, or other situation requiring decision-making beyond the capacity or capability of the individual author and/or authoring group. It must also provide concrete plans for a practical solution to that problem or need.
   c. In addition to the written argument, a proposal may include supplementary material. These materials may consist of photographs, diagrams, survey results, statements from members of the community, etc. (The total length of the proposal including the written argument and supplementary materials may not exceed five pages.)
   d. A proposal may make no specific reference to any of the following: any administrative or faculty personnel decision any judicial hearing, case, or decision; any administrative review hearing, case, or decision; any other situation in which, due to financial, academic, medical, or psychological reasons, rules of confidentiality prohibit open discussion; any Sexual Harassment Hearing Committee decision; any Faculty Grievance Committee decision.
   e. A proposal must be submitted to the Community Council Moderator at least five working days before the next scheduled meeting if it is to be

eligible for the agenda of that meeting. The moderator will set the agenda. Time constraints may necessitate postponement of discussions until the following meeting.

Procedures

1. Community Council meetings shall be scheduled at least once a month, or when circumstances warrant such a meeting, as determined by the Moderator. All members of the Community Council should make every effort to attend all meetings.
2. Any proposal may be placed on the agenda by a Community Council member at the start of a meeting, if it is moved and seconded by another member of the Community Council. Such proposals shall be discussed after all other business on the agenda.
3. A quorum of the Community Council consists of 10 members.
4. Any vote must be passed by a 2/3 majority with at least one favorable vote from each of the three constituencies.
5. No vote or action will be taken on issues not listed on the agenda.
6. If debate on a proposal extends for longer than 45 minutes, a 2/3 majority vote may close debate.
7. No member may hold the floor for longer than 5 minutes at a time during the discussion of a particular proposal.
8. All Community Council meetings will be open to the College community, but visitor participation will be at the discretion of the Moderator.

LAND AND BUILDING USE COMMITTEE

This committee is charged by the President to set policies governing the enhancement of the College campus, the protection of the environment, and the safety and accessibility of the campus. LBUC is responsible for any projects involving the buildings or the landscape of the College, and its decisions are consistent with the campus master plan. Proposals for alterations to any exterior or interior spaces belonging to the College must be made on forms available from the Office of the Vice President for Planning. Temporary art exhibitions must be approved by the appropriate offices. The Committee is chaired by the Vice President for Planning and Special Programs and is made up of the Executive Vice President, the Director or Student Life, the Director of Maintenance, a member of the faculty in environmental studies and in architecture, the special assistant to the President, and a student appointed by the Dean of the College.

CAMPUS LIFE COMMITTEE

This standing committee is responsible for assisting the Office of Student Life in formulating policies and in making decisions regarding campus life issues. The committee may make recommendations to the Office of Student Life on issues raised by members of the committee, by the Director of Student Life and Campus Services, or by community members who appear before the committee.

The Campus Life Committee consists of five faculty members and five student representatives. The Director of Student Life and Campus Services serves as the non-voting chair. The faculty members are those elected to serve on the Community Council.

RESIDENTIAL COMMITTEE

The Committee assists the Office of Student Life with the housing assignments process and serves as an appeals board in cases of dispute. The Residential Committee also addresses issues concerning the maintenance and upkeep of the houses.

HEALTH COMMITTEE

The Committee works with Health Services, Psychological Services, and Student Life staff to discuss issues concerning health and psychological services on campus. The Committee also assists with community outreach education programming. Students who have concerns about College health care should communicate with the Coordinator of Health Services.

FOOD COMMITTEE

The Food Committee works in collaboration with Dining Services, providing recommendations for creative menu planning and special events.

LIBRARY & TECHNOLOGY COMMITTEE

The Committee works in collaboration with the Computer Center, Director of Student Life and Campus Services, and the Crossett Library providing student feedback and recommendations regarding new and existing computer technology, telecommunications, and library resources.

FACILITIES

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

CROSSETT LIBRARY

The Edward Clark Crossett Library is a dynamic educational and information environment which supports student study and research. The library houses more than 130,000 books, access to over 3,000 full-text periodicals, over 1,200 videocassettes, and over 25,000 art slides. Its primary purpose is to support the curricular needs of the College and its collection is carefully selected to reflect this educational priority. The library offers a variety of services including Web access to its catalogue and databases, reference assistance, interlibrary loan, and reserves.

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

Reference

Reference services include one-on-one research consultation. A reference librarian is generally available for assistance at the following hours:

Hours:	Monday–Wednesday	9:00 a.m. – 9:00 p.m.
	Thursday-Friday	9:00 a.m. – 5:00 p.m.
	Sunday	1:00 p.m. – 9:00 p.m.

We recommend students confirm these hours each term in case any changes have been made.

Interlibrary Loan

Items not in our collection may be requested through interlibrary loan. The Crossett Library is able to borrow items from over 13,000 cooperating libraries. In addition, the College has reciprocal borrowing agreements with Southern Vermont College and Williams College. Timely return and careful use of borrowed interlibrary loan materials ensures the continuation of these privileges.

Circulation and Overdue Fines

The standard circulation period is one month, with the exception of slides (one-week circulation) and videos (24-hour circulation). Materials may be renewed as long as someone else has not requested them. All borrowed materials must be returned at the end of term.

In order to encourage access to the collection, the current fine for overdue materials is 25 cents/day for general materials, $1/day for interlibrary loans, and $1/hour for reserves. Fines begin immediately after the due date, regardless of notice by the library, and continue to accumulate until the book is returned. Materials not returned in a timely manner will be billed at their full replacement value plus accumulated fines and processing fees. **Note: Students must have an ID card to borrow materials. All items are the responsibility of the student who borrows them.**

COMMONS

The Commons building is a social center of the campus and also houses many essential services. The first floor houses the Health Service, Post Office, Snack Bar, Commons Lounge, Key Room, Laundry Room, and vending machines. The second floor south is occupied by the dining halls and the kitchen; the second floor north houses the Psychological Counseling Service Office, and several other offices. The Director of Dining Services is located on the first floor north.

The Laundry Room is located on the first floor of Commons just off the loading dock and is open 24 hours a day, seven days a week. In addition to washers and dryers, the laundry room has a vending machine that dispenses detergents and softeners, and a change machine.

Vendors wishing to display and sell items must first request authorization from the Director of Dining Services. Students who would like to display art in Commons must request authorization from the Director of Dining Services.

Note: The third floor of Commons is not open for use and access is not permitted for any reason.

THE BARN

The Barn was originally the dairy barn of the Bingham farm. It now houses most of the College's administrative offices, including those of the President, Provost, Dean of Studies, Development, Financial Aid, Student Life, and Field Work Term. Faculty offices and classrooms are on the second floor. The east wing of the Barn houses the Bookstore, the July Program, and the Human Resources Office; the west wing contains Barn 1 (a lecture hall), the Business Office, and the Duplicating Room.

Note: Students wishing to display art in the East Gallery, must request a form from the Office of the Vice President for Planning and Special Programs; for art in the West Gallery, students must obtain a form from the Director of Communications and External Relations.

CRICKET HILL

Cricket Hill, located next to the Barn, houses the Admissions Office and Data Services.

DAVIS ALUMNI HOUSE

The Virginia Todahl Davis Alumni House is normally available for the use of Bennington College alumni and

parents throughout the year. Set on the edge of the Orchard near Jennings Hall and the Deane Carriage Barn, Bennington's Alumni House is welcoming, comfortably furnished, and reasonably priced. Equipped with six bedrooms, living room, kitchen and dining area, and two full bathrooms, Davis House can accommodate as many as twelve people.

DICKINSON

The Elizabeth Harrington Dickinson Science Building contains classrooms, laboratories, faculty offices, a reading room, a greenhouse, and the Computer Center which provides authoring and viewing stations that are equipped with high-end audio and video digitizing and processing capabilities, as well as a range of software supporting the creation of multimedia projects. The Center provides training and support for Macintosh and PC computers.

TISHMAN

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

VAPA

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

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

Kinoteca, a high-tech film- and video-screening studio and theatre, has a 48-seat terraced theatre for viewing the large, wall-mounted screen, a projection booth with film projectors, a DVD player, VHS player, PAL/SECAM VHS Deck, NTSC VHS Deck, and the capability to view computer graphics. Newly-released blockbusters and independent films, film classics, student documentaries, along with popular foreign language and animé film series are regularly shown.

JENNINGS

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

DEANE CARRIAGE BARN

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

MEYER RECREATION BARN

The Meyer Recreation Barn houses an aerobics room, climbing wall, free weights, sauna, and restrooms. The exercise equipment includes selectorized/cable, cardiovascular, and plate-loaded machines. Oversight of the facility is provided by the Office of Student Life.

STICKNEY OBSERVATORY

The Rebecca B. Stickney Observatory, located on the west side of campus, houses a classroom, a 16-inch computer-controlled telescope, and accessory observing equipment.

THE MAINTENANCE PLANT

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

The shipping and receiving dock is located on the east side of the building. Nearby is the central heating plant, which provides heat and hot water to the campus.

THE SECURITY BOOTH

Bennington College Security personnel are stationed in the Security Booth near the Barn. The Director's office is also located in the Security Booth.

COLLEGE HOUSING

The College provides housing for some faculty and staff. There are eight houses in the "Apple Orchard" and four on "Faculty Row." Apartments are located in Longmeadow, 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.

POLICIES AND PROCEDURES

Preamble

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

The following rules and regulations, and all other provisions of this Handbook, supersede any previous Rules and Regulations and provisions. By enrolling in Bennington College, students automatically accept its regulations and acknowledge the right of the College to take disciplinary action.

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

I. Student Self-Governance

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

II. Source and Lines of Authority

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

A. For all academic or classroom activities, the Dean and the faculty of the College.
B. In all other areas, the senior administrators of the College, who are responsible for formulating and enforcing appropriate procedures, for regulations concerning student behavior, for the judicial consideration of violations, and for the imposition of sanctions.

III. Tenets of Student Behavior

The following tenets, along with other provisions of the Handbook, regulate student behavior and constitute the basis for student discipline. For the most part, these definitions are to be construed broadly. Specific 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 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.
   a. Threats, intimidation, physical abuse or verbal harassment are prohibited.
   b. Discriminatory behavior with regard to age, sex, religion, affectional/sexual preference, handicap, race, or color are prohibited.
   c. Complaints involving sexual harassment and sexual assault should be made to the Sexual Harassment Hearing Committee or to Sexual Harassment Mediators or advisors. (See Sexual Harassment Policy on page 46.)
2. Causing physical harm or reasonable apprehension of harm to any person on College premises or at College-sponsored activities.
3. Interfering with essential College activities, such as teaching, research, administration, including computer services and records, or fire, security, or emergency services.
4. Illegal entry. No member of the community may enter without authorization, College property or College property assigned to another (e.g., student, faculty,

or College rooms, studios or offices) except as outlined in the "Right of Entry" section of the Housing Regulations. Everyone is expected to treat mail placed in student and faculty boxes as inaccessible to anyone but the box-holder.

5. Substantial disruptive interference with the freedom of expression of others on College premises or at College-sponsored functions (e.g., when requests for order by Security, the Chair of a meeting, or any College official are ignored).
6. Excessive noise. Bennington is an academic institution, and its members are expected to refrain from making noise that disturbs others when they are attending classes or lectures, studying, attending public performances, sleeping, or quietly enjoying themselves. In addition, students should be aware that excessive noise after 11 p.m. disturbs local citizens and may lead to intervention by municipal authorities.
7. Distribution, or possession for purposes of distribution, of any controlled substance or illegal drug on College premises or at College-sponsored functions.
8. Use or possession of any controlled substance or illegal drug on College premises or at College-sponsored functions.
9. Initiating or causing to be initiated any false report or warning of fire, explosion, bombs, or other emergency on College premises or at College-sponsored activities.
10. Improper use of safety or fire fighting equipment, such as fire extinguishers, smoke detectors, or exit signs.
11. Use, possession, or storage of any weapon on College premises or at College-sponsored functions. Such weapons include, but are not limited to, firearms, pellet guns, switchblade knives, hunting knives, and other similar weapons that pose a potential hazard to the safety or health of others.
12. Furnishing false information to the College, including, but not limited to, false reports to Security, complaints or other erroneous information to College offices. This includes Voluntary Witness Statements given to Security.
13. Acts of fraud or attempted fraud committed by forgery, alteration or use of College documents, records, identification, or by other means.
14. Misuse of the Bennington name which includes, but is not limited to, contractual agreements made in the Bennington College name or unauthorized use of the College name or letterhead in advertising or media or correspondence.
15. Vandalism. Vandalism of property or negligent or intentional damage to or alteration of the property of another person or of the College (including, but not limited to, students' rooms, public areas, dining halls, lawns) is prohibited. This also includes property stored electronically (e.g., in computer memory or on electronic, optical or other storage media).
16. Theft of property. Theft, misappropriation of the property of another person or of the College is prohibited. This also includes property stored electronically (e.g., in computer memory or on electronic, optical, or other storage media).
17. Unauthorized use of computer systems. This violation includes the intentional, willful, and unauthorized access, attempt to access, or to cause to access any computer, computer network, software, control language system, services, data base, or any parts of these systems or services. It is also a violation to willfully make a false entry, alter, deface, destroy, remove, or conceal any computer generated or stored records without authorization. This violation includes: distributing copyrighted materials and using computer facilities including the campus network, computer accounts, or computer data for purpose other than that for which they are intended or organized; using College computer resources to harass or threaten others; sending fraudulent computer message; breaking into others electronic mail, or reading others electronic messages without their permission; attempting to remove or modify computer equipment software or peripherals without authorization; and monitoring network transmissions without the College's consent.
18. Withholding information about and/or possession of stolen property on College premises.
19. Failure to comply with the directions of College officials, including College security officers, acting in accordance with their duties.
20. Violation of College policies or rules (including house rules) concerning entry and use of College facilities, sale, serving, or consumption of alcoholic beverages (see Alcohol Policy section of this Handbook), smoking, use of vehicles, or use of identification cards.
21. 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 grounds that criminal or civil charges involving the same incident have been dismissed or reduced. The pending appeal of a conviction shall not affect the application of the rule.
22. Disorderly conduct. The College requires orderly conduct of all students while in Bennington and its environs. The College further requires orderly conduct of its students in any College-related function or activity where students are acting as representatives of the College. Disorderly conduct includes public intoxication.
23. Failure to appear as a named witness at Judicial, Sexual Harassment, or Administrative Review Committee hearings, after being given written notice by a College official.
24. Failure to meet with the Director of Student Life and Campus Services or his/her delegate regarding disciplinary matters.
25. 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.
26. Violating the terms of any sanction imposed by College disciplinary bodies in accordance with these tenets.
27. Violation of Guest Policy. (See Guest Policy section of this handbook.)
28. Repeated violations of College rules and regulations.

IV. Disciplinary Process

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

A. The Director of Security

The Director of Security has original jurisdiction over traffic and parking violations, guest policy 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 Life. The Director of Security has the power to shut down parties and call in local authorities when the situation warrants their intervention, impose parking fines, order towing of vehicles, and remove or restrict privileges for violations of College motor vehicle regulations. He or she may refer repeated violators to the Director of Student Life and Campus Services who may initiate College disciplinary action. Written appeals for parking violations may be made to the Executive Vice President.

B. The Director of Student Life and Campus Services

The Director of Student Life and Campus Services administers all non-academic policies and regulations of the College as they apply to students. The Director, the Assistant Director of Student Life, and the Director of Security may receive complaints brought against a student or students by any member of the community. The Assistant Director of Student Life will investigate these complaints as described below in Paragraph C. The Director may settle a controversy by negotiations with the parties in a case, provided only that the settlement is acceptable to all of them. The Director may impose campus service or fines for certain offenses.

When the Director decides that a given complaint cannot or should not be resolved in an informal manner, he or she may, direct that case to either the Judicial Committee or Administrative Review Committee for hearing.

The Director 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 within 24 hours to the President and must refer the same to the Administrative Review Committee. The student(s) must comply with the terms of suspension until the Administrative Review Committee hears the case.

The Director also serves as liaison to the College's legal counsel in all disciplinary matters.

C. The Assistant Director of Student Life

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

them. The Assistant Director may impose campus service or fines for certain offenses.

When the Assistant Director decides that a given complaint cannot or should not be resolved in an informal manner, he or she may, within eight working days from the receipt of the complaint, direct that case to either the Judicial Committee or Administrative Review Committee for hearing.

The Assistant Director will consult with the Chair of the Judicial Committee and, if necessary, a member of the Administrative Review Committee to discuss which judiciary body should hear the case. After consultation, the Assistant Director shall decide, at his/her sole discretion, to which disciplinary body the case will be directed. Once the Assistant Director has decided which committee 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 disciplinary body of the referral. In the case of Judicial referrals, the Assistant Director and the Chair of the Judicial Committee will arrange hearing time and location and prepare documents.

When a complaint against a student or students is to be heard by the Judicial Committee or the Administrative Review Committee, the Assistant Director or his/her designee is responsible for:

1. Investigating the complaint on behalf of the College;
2. Presenting the results of that investigation to the appropriate judicial body;
3. Presenting the charges, evidence, witnesses, and the case for the College at all hearings;
4. Participating in the examination of person(s), charges, and witnesses.
5. Recommending sanctions to the Committee.

D. The Judicial Committee

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

Composition. The Judicial Committee consists of 15 persons: the Chair, six members of the student body, and six members of the faculty/staff; ex-officio members of the Committee are the Assistant Director of Student Life and the Director of Student Life.

Election of the Chair. Nominations for the position of Chair of the Judicial Committee are submitted to the Assistant Director of Student Life. Eligible candidates must be full-time enrolled students who have served on the Committee for at least one term, and may not be on academic or disciplinary probation either at the time of election and/or during their term of service. The candidates must be interviewed by a selection committee composed of the outgoing Chair of the Judicial Committee, the Head of Student Council, the Assistant Director of Student Life, a faculty member, and one student member selected by and from the Judicial Committee. In the event that the outgoing Chair of the Judicial Committee is reapplying for the position, a member from the Judicial Committee will be elected by the Committee to serve on the selection committee. The selection committee determines if the candidates are qualified and appropriate for the position. Once the selection committee chooses candidates, their names are placed on ballots to be chosen in a campus-wide election normally held at the end of the spring term. The selection committee must put forward at least two candidates for the general election. In order to fulfill this requirement, the Committee may consider applications from students who have no prior judicial experience. Note: The Chair of the Judicial Committee shall not concurrently serve in any other compensated student leadership positions.

Election of Members. Nominations for seats on the Committee are to be submitted to the Assistant Director of Student Life. Eligible candidates must be full-time enrolled students who are not on academic or disciplinary probation either at the time of election and/or during their term of service. All candidates must individually meet with a selection committee composed of the newly selected Chair of Judicial, the Assistant Director of Student Life, and one student member selected by and from the Judicial Committee. The selection committee reviews the candidate statement provided by each candidate and discusses the requirements and responsibilities of the position with the candidates. Once selected, all candidates' names are placed on ballots to be chosen in a campus-wide election at the end of the spring term. Open positions may also be filled in the campus-wide election at the end of the fall term.

The Dean of the College appoints faculty, staff, and administrators to the Committee. At least three of the Dean's appointees must be faculty members.

Terms of Office. The Chair and the student members of the Committee serve for one-year terms. Faculty, staff, and administrators are appointed for two-year terms and may be re-appointed.

Replacement of Members. Conflicts of Interest: When a case is to be heard, the Assistant Director of Student Life, in consultation with the Chair and the affected person(s), will determine if any members of the Committee (including the Chair) have a conflict of interest in hearing the case. The following may be grounds for excusing a member in cases where that member:

1. Will be significantly affected by the outcome of the case.
2. Can identify circumstances that would or could compromise that Committee member's ability to act in an unbiased capacity (e.g., a significant relationship with a person involved in the case or significant direct knowledge of the facts involved).

If a conflict of interest by a member of the Committee occurs during a hearing, the Assistant Director of Student Life will dismiss that member from the proceedings.

Dismissal. The Assistant Director of Student Life will dismiss a member of the Committee from the Committee upon the occurrence of any of the following:

1. A member misses two scheduled hearing meetings without the authorization of the Chair.
2. The Chair or the Assistant Director of Student Life determines that a member of the Committee has broken confidentiality.
3. A member is placed on disciplinary or academic probation.

In the event of dismissal or resignation, the Assistant Director of Student Life and the Chair will select a new member to fill the vacant term. When possible, the candidates from the last campus-wide vote will be the first considered, if they meet the guidelines. In the case of faculty, staff, or administrators, the Dean will appoint an alternate to serve. If the Chair is dismissed or resigns, the Committee will elect an Acting Chair from the current student members who will serve as Chair for the remainder of the academic term.

Acting Chair of Judicial. If the Judicial Chair is dismissed or resigns, the Committee will appoint the Acting Chair to serve as Chair for the remainder of the academic term or until the next student election. The Acting Chair will also serve in the Chair role if the Chair has a conflict of interest regarding a specific case or in any instance in which the Chair is unable to function within his or her role.

At all times, the Judicial Committee should have a student designated to become the Acting Chair if the need arises. The Judicial Committee should elect the Acting Chair from among the elected student members once the next term's student members are elected by the general student population. The Acting Chair is preferably elected once all six student member positions are filled.

Role and Responsibilities of the Chair. The Chair meets with the Assistant Director of Student Life or designee to discuss the disposition of possible cases. In consultation with the Assistant Director of Student Life or designee, the Chair schedules Judicial Committee hearings. The Chair presides over each hearing. Serving in an unbiased capacity during the proceedings, the Chair adheres to Judicial Committee Hearing Guidelines and summarizes each case before the hearing to identify the issues facing the Committee. The Chair shall maintain neutrality during deliberations and does not normally participate in the questioning of the witness, and except in the case of a tie, the Chair does not vote.

At the conclusion of deliberations, the Chair and the Assistant Director of Student Life or designee will arrange a time to discuss the outcome of the hearing with the charged student. The Assistant Director of Student Life shall draft the decision letter in compliance with College policies and legal requirements.

Role and Responsibilities of Members. Members are expected to attend scheduled hearings and to participate in scheduled meetings of the Committee. Members must attend training sessions, and if necessary, commit to a full weekend day workshop at the beginning of each term. Members are expected to come to the hearings prepared with questions and to have reviewed the case files in the Student Life Office prior to hearings. Members are required to maintain full confidentiality for all cases and related Committee discussions. Members must excuse themselves from a hearing if a conflict, or potential, conflict of interest exists. The Chair, three student members, and three faculty, staff, or administrators will attend each hearing. Members are selected to hear cases on a rotating basis. Decisions are by majority vote.

E. The Administrative Review Committee

The Administrative Review Committee shall hear: (1) appeals from the rulings of the Judicial Committee; (2) any offense referred directly to it by the Director of Student Life and Campus Services or the Assistant Director after consultation with the Chair of the Judicial

Committee and a member of the Administrative Review Committee; or (3) any offense referred to it by the Director of Student Life and Campus Services in cases requiring immediate action.

The Administrative Review Committee normally consists of three members: the Executive Vice President, the Dean of the College or Dean of Studies, and a faculty or staff member appointed by the President. The Dean of the College or Dean of Studies normally presides over hearings. In certain cases, the President may appoint a member of the Committee, replacing a regular member. Decisions are by majority vote. The Committee shall determine its own procedures. The information presented and the deliberations entered into by the Committee are expected to be confidential.

When it acts as an appellate body, it may affirm, modify, or set aside a penalty imposed on a student by the Judicial Committee. 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.

F. Disciplinary Procedures for the Judicial and Administrative Review Committees (excluting appeals).

1. **Initiation of Charges**. The Director of Student Life and Campus Services or the Assistant Director receives complaints brought against a student or students by any member of the community. In addition, Security Incident Reports may be used as the basis for a charge.
2. **Referral of Cases**. If the Director of Student Life and Campus Services or the Assistant Director determines that there is sufficient reason to charge a student or students with an offense, then he or she, after consultation with the Chair of the Judicial Committee and, if necessary, a member of the Administrative Review Committee, will normally refer the case to either the Judicial Committee or the Administrative Review Committee in no less than three and no more than 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 Acknowledgment of Receipt Form by the date specified. Students 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. A single student cannot serve as both a witness and a representative in the same hearing. Such representative or witnesses in no case shall be legal counsel.

   Representative: This is a member of the College community who may accompany a charged student to the hearing. The purpose of a representative is to lend support to a charged student and to help the student remember what happened at the hearing. A representative shall in no case be legal counsel. Representatives may confer with the charged student during the hearing. However, the representative may neither address the Committee nor ask questions during the proceedings.

   Witness: This is a person who has testimony to give pertaining to the case at hand. A witness shall in no case be legal counsel. A witness may be named by either the Assistant Director of Student Life or the charged student. 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.

   As witnesses, students will not be present at the entire hearing, but will be called into the hearing at the appropriate time to give testimony. Witnesses will be invited to give testimony by the Chair. After giving testimony, witnesses may be asked questions by the Assistant Director of Student Life, the Committee members, and the charged student. Witnesses may not ask any questions of the student or Committee members present.

   After giving testimony and responding to the resulting questions, witnesses will be dismissed. In rare cases, witnesses will be asked to stay in the immediate vicinity of the hearing in case there is a need for any testimony to be clarified.
4. **Hearing Procedures**. All hearings are private. 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 an incident occurs during the final week of the academic term, or the Judicial Committee is unable to meet, the Director of Student Life or the Assistant Director, the Chair of Judicial or his/her student designee from the Committee, and a faculty member from the Judicial Committee will hear the case for the Judicial Committee, following the regular procedures. If named as a witness, a student must appear; failure to do so is in itself a violation of College rules and regulations and will be referred to either disciplinary body of the College. The information presented and the deliberations entered into by the Committee are expected to be confidential.

   The Chair of the Committee presides. The Director of Student Life and Campus Services or the Assistant Director 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. In the case of appeal, the appeal is dismissed. If it is one of original jurisdiction, the case will proceed as scheduled. The student charged with the offense may present an oral or written statement. He/she is offered the opportunity to present his/her own witnesses and to question the College's witnesses. A written disciplinary history, if any, of the person charged will be presented by the Director of Student Life and Campus Services or the Assistant Director to the Chair of the Committee at the end of the hearing if the student is found responsible. At the close of the hearing, all parties and witnesses shall be excused. If the student is found responsible, the Director of Student Life and Campus Services or the Assistant Director will recommend possible sanctions to the Committee but is not be present during deliberations of the Committee. The Committee may formulate its own procedures insofar as they are not specified in these procedures and may rely on College resources in the course of an investigation.

   The Judicial Committee or the Administrative Review Committee has the power to impose any penalty for any offense it deems appropriate, which may include (but is not restricted to): verbal or written censure, a fine, disciplinary probation, housing probation, expulsion from College housing, suspension from the College, or expulsion from the College. At the conclusion of judicial deliberations, the Chair shall draft the decision letter together with the Director or Assistant Director of Student Life. The letter will be submitted to the Vice President for Planning and Special Programs for review and possible modifications to comply with College policies and legal requirements. Failure to comply with a penalty imposed by the Judicial Committee or the Administrative Review Committee is in itself an offense and will automatically be subject to further disciplinary action by the appropriate Committee without further hearing.
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. Parents and the student's advisor will be notified of any violations that are determined by the Committee. (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 the original hearing;
   c. Appeal of the sanction(s) imposed.

   All appeals of Judicial Committee decisions must be made in writing within five (5) days to the Administrative Review Committee in care of the Dean of the College. The Committee shall determine its own procedures. Appeals of Administrative Review Committee decisions (only for cases of original jurisdiction and not appeals) must be made in writing within five (5) days to the President of the College, whose decision is final.
7. **Appeals for Disciplinary Fines**. Appeals of disciplinary fines must be made in writing to the Director of Student Life or his/her designee. The Director of Student Life or his/her designee will provide a written decision to the student. All decisions are final.

G. Sanctions

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

Note: Parents and the student's advisor will be notified of any sanctions imposed.

1. **Restitution.**
2. **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.
3. **Fines.** The student must pay a fine, which will appear on the student bill if it is not paid to the cashier in the Business Office.
4. **Campus Service.** The Judicial Committee may assess restitution to the campus community in the form of campus service. Campus service consists of placement in an on-campus work assignment for a pre-determined number of hours or until the completion of an assigned project. Failure to complete campus service will result in referral to the Judicial Committee or Administrative Review Committee.
5. **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.

6. **Social Suspension.** The student loses the right to attend or participate in all campus non-academic events, including but not limited to, parties in houses, CAB-sponsored events, cafe activities, outdoor events.
7. **Housing Probation.** The student is issued written notice that further violations would constitute grounds for loss of College residency privileges. Housing probation is considered a form of disciplinary probation.
8. **Housing Suspension.** The student loses the right to live in College housing for a specified period of time or until a specific condition is met. Students suspended from College housing may not stay overnight in College housing without prior written permission from the Director of Student Life. Students suspended from College housing will be responsible for the total term charges for room and board. A student suspended from College housing must vacate his/her room within 48 hours, or a period of time specified by the College, and may not return to his/her house or any residential areas on campus without prior written permission of the Director of Student Life.
9. **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 and may not be in the residential areas of campus without prior written permission from the Director of Student Life. Students expelled from College housing will be responsible for the total term charges for room and board.
10. **Suspension from College.** Suspension is a complete separation from all College classes, activities, services, facilities, and grounds. Suspension is for a definite period of time, at the end of which the student may petition the Dean of the College for readmission. Readmission shall be in the sole discretion of the College. Students suspended from the College must leave campus within 48 hours, or a period of time specified by the College, and may not return unless they have prior written permission from the Executive Vice President. Students who are suspended from the College will be responsible for the total College charges for that term. A suspension is recorded on the student's transcript.
11. **Immediate, Temporary Suspension.** In the event of serious misconduct, the Director of Student Life or his/her designee may require that a student leave campus prior to formal disciplinary proceedings. Such action will be taken when the Director believes that the continued presence of the student on campus is contrary to the best interest of the College community. Immediate, temporary suspension normally requires that a student leave campus within 24 hours (or a specified period of time) of notification by the Director of Student Life.
12. **Expulsion from the College.** The student is permanently separated from the College. The student is barred from all College classes, activities, services, facilities, and grounds. Expelled students must leave campus normally within 48 hours of notification, or a period of time specified by the College, and may not return to College premises without prior written permission from the Executive Vice President. 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.

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

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

GUEST POLICY

Students are welcome to have visitors on campus but must register them day or night (limit of two per student at any one time) at the Security Booth. All visitors (including alumni and former students) must sign in at the Security Booth and receive a visitor's pass. Alumni are allowed to visit campus for unlimited day visits without being signed in. After 5 p.m., alumni must be signed in by a current student and are limited to six overnight visits per month. Visitors are required to provide an ID with birth date (college ID, state driver's license or passport) and are issued a visitor's pass. Students may not have visitors (including alumni and former students) prior to the first day of classes in the fall and spring terms.

Visitors are not allowed to take up residence on campus, and overnight and day visits are limited to six days per month. Visitors may not stay the last six days of one month followed by the first days of the next month, there must be at least five days between such visits. Any request for an extension of the six-day limit should be directed to the Director of Security. All guests are required to be signed in by their host, and the student host should be with their guest and not allow the guest to move freely about the campus on their own. All College rules and regulations apply to alumni and to College guests. Students are responsible for the conduct of their guest(s) at all times. Guests may accompany students into College facilities, but are not permitted to use College supplies for their own personal use. If a registered guest violates College regulations, the student host may face disciplinary procedures.

Any guest violating the policy will be required by Security to leave immediately. If a complaint is registered by anyone, Security will require the guest to leave. Guests may be banned from entrance to College property for ignoring the guest policy after being warned.

PET POLICY

Bennington College has established strict policies regarding the presence of pets and animals on campus. While the College appreciates the special nature of the owner - pet relationship, the College is a workplace and residence for many, and, as such, the welfare of the entire community must be considered paramount. The policy recognizes that animals have the potential to impose on the safety, health, personal well being and comfort of College employees and residents, as well as the sanitation, housekeeping and physical condition of the campus.

With the exception of small fish and seeing-eye dogs, the College prohibits any person from bringing or keeping pets in student residences or any administrative, service or academic building. Pets are not allowed in such facilities as classrooms, libraries, studios, food service areas, administrative spaces or public access areas. Faculty members and staff are not permitted to bring pets into their offices.

Individuals found in violation of the pet policy will be notified by letter and given a limited period of time in which to remove the animal from the campus. (Animals considered a possible hazard, however, may be removed by Security without notice.) If the animal is not removed as required, Security will have the animal taken to a local kennel and boarded at the owner's expense. Disciplinary action also may be taken.

Common domestic pets may be kept in the residence of full-time employees occupying College housing, provided that (a) such pet(s) do not present a safety or nuisance problem (e.g., noise) to other College residents and employees, (b) all pet policies are observed and (c) in the case of dogs, they must be registered with Security and be up to date on shots and properly licensed. Security may decline to register a dog considered to present a possible safety issue. Security may also determine that a pet be removed from the campus if the pet is believed to be a possible danger to others or if the owner fails to conform to any aspect of the College's pet policy. Failure to comply with a directive to remove a pet in such circumstances may result in the tenant's being required to vacate College housing. Residents who keep pets in College housing are responsible for reimbursement to the College for any special cleaning or repairs determined necessary by the College. Dogs temporarily brought onto the campus by residents, employees, or visitors must be in the full control of their owner or other custodian. All dogs are to be on a leash at all times (except when inside a dog owner's personal residence). Under no circumstances are dogs either to be allowed to run loose or to be tied to buildings, handrails, trees, bicycle racks, or other objects. Infractions or complaints are to be brought to the attention of Security. Security will arrange (with or without notice in accord with circumstances) to remove pets on the campus in violation of policy. Should external assistance be used to remove a pet, the owner will be responsible for any cost incurred. Any damage or repairs arising from pets being brought onto or kept on campus by employees or students will be charged to the owner. Employees and students are responsible for their guests' compliance with the College's policy and will be held accountable for reimbursement of any costs incurred by the College related to violations.

Animals of unknown ownership roaming loose on the campus will be taken to the local animal humane society.

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. Emergency instructions are posted on the back of the door of each student room. Tampering with fire safety apparatus is a serious offense. Vermont law states that "a person who willfully or knowingly tampers with, interferes with, or impairs any public fire apparatus, wire, or associated equipment

(including fire extinguishers) shall be imprisoned for not more than one year or fined not more than $1,000 or both." Students who tamper with such equipment will be subject to College and/or state sanctions which may include fines, suspension, or expulsion.

In the Event of Fire

1. **PULL THE RED MANUAL FIRE ALARM SWITCH IN THE BUILDING. EVERYONE SHOULD BECOME FAMILIAR WITH THE LOCATION OF THESE SWITCHES.**
2. **EVACUATE THE BUILDING.**
3. **CALL SECURITY IMMEDIATELY AT EXT. #210 - DAY OR NIGHT.**
4. **SECURITY WILL BE RESPONSIBLE FOR CHECKING THE BUILDING.**

Fire Drills

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

False Alarms

Setting off a false alarm is a serious offense. See "Tenets of Student Behavior." Certain precautions can be taken to prevent false alarms by keeping the kitchen door open while cooking, and by opening the flue before lighting a fire in the fireplace. **Always assume that an alarm is real.**

Fire Regulations

1. Smoking is limited to designated areas on campus. See College Smoking Policy.
2. Halogen lamps with bulbs that exceed 300 watts are prohibited in student houses, faculty and staff offices.
3. Hallways and all areas of egress in student houses must be kept clear at all times.
4. Fire screens must be employed whenever fireplaces are in use.
5. Students must use power strips in their rooms (use of extension cords is prohibited). Power strips are available through the College Bookstore. 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. The maximum number is posted in each house living room.
8. Gatherings in student rooms must not exceed the Vermont Fire Code. The maximum number of students in a room is eight, including the occupants of the room.
9. Bonfires are prohibited without the approval of the Director of Student Life and Campus Services. Students, faculty, and staff who wish to have a bonfire in conjunction with an event must register the bonfire through the Office of Student Life at least ten days in advance. Approval for a bonfire is subject to the safety and environmental conditions as determined by the North Bennington Fire Department and the Director of Security.

Candles

The use or possession of candles in any campus buildings is strictly prohibited. They will be confiscated by Security when found. Students found in possession of candles will be fined not less than $100 for a first offense. For a second offense, students will be fined not less than $150 and may be referred to the Judicial Committee or the Administrative Review Committee for disciplinary action. Students found with a lit candle will be fined not less than $200 for a first offense and $250 for a second offense and will be referred to the Judicial Committee or the Administrative Review Committee. Students who leave an unattended burning candle will receive a fine of not less than $300 and will be referred to the Judicial Committee or the Administrative Review Committee. Students who repeatedly violate this restriction, will be subject to housing suspension, suspension or expulsion from the College. Candles brought to the Director of Security for wick removal or whose wick has been completely removed are allowed as decoration. However, any candle containing any wick is in violation of this policy.

MOTOR VEHICLE REGULATIONS

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

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

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

Parking Permits

All motor vehicles owned by students, faculty, or staff members of Bennington College and operated on the College campus must be registered with Security. A parking sticker is provided at a cost of $50 a term upon presentation of a valid driver's license, state registration, proof of insurance, and a completed application (available at the Security Booth). The vehicle must also have a valid inspection sticker. Parking stickers do not guarantee the availability of a parking space in every lot at all times. Unregistered vehicles will be ticketed; repeat offenders and those blocking fire lanes may have their cars towed.

Speed Limits

No vehicle shall be operated at a speed above the posted speed on the speed limit signs. Violators may be subject to suspension of driving and parking privileges.

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, failure to yield to pedestrians, and driving across lawns. Violators may be subject to suspension of driving and parking privileges.

Parking

1. Fire lanes must be kept clear at all times. Cars parked in fire lanes are subject to ticketing and/or towing.
2. Vehicles must be parked only in areas to which they are assigned. (See Parking Rules and Regulations available at the Security Booth.)
3. A fine of at least $10 will be assessed for all motor vehicle violations. Drivers guilty of multiple violations are subject to suspension of driving and parking privileges. Appeals should be addressed to the Executive Vice President and must be made in writing within five days after receipt of the ticket.
4. Regulations governing long term parking on campus are available in the Security Booth.

COLLEGE POLICY ON ALCOHOL AND DRUGS

ALCOHOL POLICY

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

SUMMARY OF VERMONT STATE LAW

1. **Criminal Offenses**
   a. **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 two years.
   b. **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 and may be required to complete an alcohol and driving program at his/her own expense.
2. **Open Container Ordinance**
   The Town of Bennington Open Container Ordinance prohibits consumption of alcoholic beverages in streets, alleys, sidewalks, parking areas, and in or on motor vehicles either moving or stationary in any of said places. Violations are punishable by a fine not exceeding $100 or imprisonment not exceeding 30 days or both.
3. **Civil Liability**
   Individual students, campus organizations, or others hosting parties where alcoholic beverages are served should be aware that, under Vermont law, a person who is injured in person, property or means of support in consequence of the intoxication of any other person may be able to bring a legal claim for monetary damages against anyone who, by furnishing liquor either negligently or 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.

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.

1. **Alcohol Regulations:**
   a. Only persons of legal drinking age under Vermont

state law (21 years of age) may consume alcoholic beverages on College property. The use of a false ID or falsifying one's ID is a violation of College policies and state laws.

b. Food and non-alcoholic beverages must be available at every function where alcoholic beverages are available.

c. 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.

d. Admittance to events at which alcohol is served is limited to the College community and invited guests.

e. With the exception of parties attended by fewer than 8 people held in individual rooms, alcoholic beverages may not be served at any event on College property except under the auspices of the College's catering permit through the Director of Food Service who will determine if Vermont alcohol and beverage control regulations can be enforced. Student events where alcohol will be served must also be registered with the Office of Student Life at least 72 hours in advance.

f. Kegs of beer or beer balls are prohibited from College residences.

g. Consumption of alcoholic beverages out-of-doors or possession of an open container of alcoholic beverages out-of-dohol on the Bennington campus is prohibited except at registered outdoor parties which can only be sponsored by the College's catering service.

h. Consumption of alcoholic beverages or possession of an open container of alcohol beverages is prohibited in any College building except at authorized College events under the auspices of the College Food Service.

i. Operating a motor vehicle while under the influence of alcohol is prohibited.

j. Alcohol may not be sold directly or indirectly at parties held in individual student rooms.

k. Violations of any of the above policies may result in disciplinary action up to and including suspension and/or expulsion. Participation in alcohol education and/or rehabilitation programs may also be required.

2. **Party Regulations and Event Information:**

Events in student houses are not required to be registered or approved by the Office of Student Life. Students are expected to take responsibility for following the College's existing policies regarding alcohol and drug use, excessive noise, house rules, and other Tenets of Student Behavior. The maximum number of people in the common areas of a house is set at 50 people or the Vermont Fire Code limit, whichever is less. Parties that take place in the common areas must end by 3 a.m.

Hosting a Gathering in a Student Room

Individual residents of houses may entertain 8 people or fewer in their private room, no matter what the size of the room. The occupant of the room is responsible for events in his/her room and for abiding by Vermont state law as well as College policies, including the consumption of alcohol.

Hosting a Gathering in a Student House

Gatherings or events in student houses may not exceed 50 people in all the common areas of the house. House residents who host events or gatherings in their houses for fewer than 50 people are responsible for the theme, controlling attendance, planning entertainment, catering options, and cleanup. Alcoholic beverages may not be served at events in student houses. Party hosts are responsible for making sure that alcoholic beverages served in private student rooms do not become part of their event.

Sponsors must have the consent of all house members about the event. Coffee hours are an excellent time to bring up proposed events and for arriving at consensus on how the house common space will be used. All members of the house will be held responsible for charges resulting from house events if the event sponsors cannot be identified.

It is the responsibility of hosts to control attendance at their event and to keep them alcohol free. Sponsors are expected to plan for and actively monitor the number of people in the house.

Planning a Campus Event

All non-academic student parties, events or functions that are planned for the community are encouraged to be coordinated with the Campus Activities Board. C.A.B. can help sponsor an event, make suggestions, help with publicity, and arrange the use of equipment. Event sponsors are responsible for the theme, planned attendance, and planned entertainment, catering options, and securing the location with the Office of Student Life.

Working with Security

a. Students are encouraged to sign up at Security with information about their event and with the name of a contact person. Students may also discuss and/or plan your event with Security. This allows Security to be clear about what is happening and to know whom to contact if there is a problem.

b. If sponsors have trouble controlling attendance or experience any difficulty at an event, they are encouraged to call Security for help.

c. It is expected that students will be cooperative with individual officers and Security in general when Security brings a problem or concern to their attention. Security will make every effort to work with students to resolve the difficulties.

Violations of Alcohol and Party Regulations

Events that take place in student houses that are not in compliance with this policy will be closed down by Security. If it is determined that a party or event (authorized or unauthorized) should be closed down, or is in violation of party regulations, a fine of not less than $100 will be assessed by the Director of Student Life and Campus Services to the appropriate parties (e.g., the house, the sponsor(s), or house residents). Security will ask the House Chairs and/or the sponsor(s) of the party to assist in ending the event. If the party continues, further fines may be assessed, and Security may call the Bennington police to assist in shutting down the party. The sponsors, if known, or all the members of the house will be held responsible. Any violation of the Alcohol and Party Regulations will be referred to the Director of Student Life and Campus Services for disciplinary action.

DRUG POLICY

The College is committed to the health and well-being of its students. Therefore, only lawful and prudent use of any drug is allowed. Because drug abuse is a serious legal and medical problem, all members of the College community should seek assistance for themselves or others from appropriate College services or private services.

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

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

Summary of Vermont State Laws on Drugs and Drug Paraphernalia

1. A person knowingly and unlawfully possessing marijuana shall be imprisoned for not more than six months and/or fined not more than $500. For selling marijuana, a person may be imprisoned for up to two years and/or fined up to $10,000.
2. A person knowingly and unlawfully possessing cocaine, heroin, LSD, or any other depressant, stimulant, narcotic, or hallucinogenic drug may be imprisoned for up to one year and/or fined up to $2,000. For selling cocaine or heroin, a person may be imprisoned for up to five years and/or fined up to $100,000; for selling any other depressant, stimulant, or narcotic drug, a person may be imprisoned for up to five years and/or fined up to $25,000; for selling LSD or other hallucinogenic drug, a person may be imprisoned for up to five years and/or fined up to $25,000.

College Regulations Regarding Drugs

1. The College prohibits possession, use, or transfer of any controlled substance and/or drug paraphernalia as defined in the statutes of Vermont. Drug paraphernalia includes "bongs," pipes, and/or other devices that may be used to facilitate consumption of illegal drugs. Violations may result in disciplinary action (maximum penalty of expulsion).
2. The College cooperates with local and state law enforcement agencies in the investigation and prosecution of illegal drug use and distribution.
3. Anyone named in police and/or security reports as being involved in the illegal use/abuse of alcohol or drugs or whose behavior indicates drug or alcohol abuse may be required to meet with the Director of Student Life.

   The Director of Student Life and Campus Services may require an assessment process (through an outside referral agency) to determine whether the person can be presumed to be chemically dependent and in need of intervention and treatment. The cost of this assessment will be borne by the student directly or through their appropriate insurance coverage. If dependency is confirmed, the student may be required to seek treatment as soon as possible.
4. Federal regulations require revocation of federal student aid to anyone prosecuted and convicted of a drug offense.

Support Services

The College's alcohol rules and regulations describe general expectations for behavior within a community dedicated to education and personal growth. In accordance with these objectives, Bennington College provides drug

and alcohol information, education, and counseling to meet individual needs and to assist at crisis points.

1. Since drug abuse is a serious legal and medical problem, all members of the College community are encouraged to seek assistance for themselves or others from appropriate College services, or private agencies.
2. The educational, counseling and referral services of the Psychological Service and Health Service are available for all students who are experiencing difficulty due to the use/abuse of alcohol and/or drugs. These services are available to the user and also to those whose lives are affected by the use/abuse of others.
3. Use of Psychological Service and/or the Health Service for drug abuse is confidential. Individual privacy will be respected unless otherwise required by law.
4. The Psychological Counseling Service has information about Alcoholics Anonymous, Narcotics Anonymous, Al-Anon, and Adult Children of Alcoholics groups and can assist students who are interested in attending meetings either on campus or in the local community.

SMOKING POLICY

The College's smoking policy is in compliance with Vermont law which restricts smoking in all places of public access. Thus, smoking is prohibited in all work areas at Bennington College including classrooms, offices, hallways, bathrooms, rehearsal rooms, and studios. Smoking is also prohibited in all common spaces (bathrooms, hallways, living rooms) in student houses. All entryways and exits of all buildings are also designated as no smoking areas. Students who violate College smoking policy may be subject to disciplinary action.

COLLEGE POLICY ON HIV INFECTION/AIDS

Bennington College seeks to provide academic programs, support services, and social/cultural activities to all enrolled students without regard to Human Immunodeficiency Virus (HIV) infection, and Acquired Immune Deficiency Syndrome (AIDS). Because epidemiologic evidence does not incriminate casual contact as a cause of HIV infection, the College is committed to the following policy statements which serve as a framework for handling situations involving HIV infection:

1. Health related information, including HIV status, when voluntarily provided by employees or students, will be kept in strictest confidence in the affected person's medical records at the Health Service, or the Personnel Office in the case of staff.
2. Release of confidential health records will only occur with written consent of the individual to whom the records pertain, except as otherwise required by law.
3. Students, faculty, and staff should be allowed to participate in all aspects of campus life which do not directly endanger others as long as they are mentally and physically capable of meeting the requirements of their position.
4. HIV infection will not be a factor in the admission or hiring process for the College. Likewise, promotions and advancement of faculty, staff, and students, respectively, will not be affected by HIV status, as long as the individual can fulfill the requirements of the position.
5. The Health Service expects that all students will notify them of HIV infection, in the hope of improving medical care to those individuals, including early notification of significant communicable diseases on campus which might pose a special threat to immuno-surpressed individuals.
6. There will be ongoing information on campus about HIV infection to prevent and control disease. Similarly, information about support services for medically affected individuals will be made available, either on campus or by referral to outside organizations.

POLICIES AND PROCEDURES GOVERNING SEXUAL HARASSMENT

POLICY ON SEXUAL HARASSMENT

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

Sexual harassment may be described as sexual assault, coerced sexual intercourse, unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature where:

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

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

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

Examples of sexual harassment include, but are not limited to the following, when such behavior or acts come within one of the definitions above:

1. Sexual assault and/or coerced sexual intercourse.
2. Either explicitly or implicitly conditioning any term of employment (e.g., continued employment, wages, evaluation, advancement, assigned duties or shifts) or educational benefit on the provision of sexual favors;
3. Touching or grabbing a sexual part of a person's body;
4. Touching or grabbing any part of a person's body after that person has indicated or it is known or should be known that such physical contact was unwelcome;
5. Continuing to ask a person to socialize when that person has indicated he/she is not interested;
6. Displaying or transmitting sexually suggestive pictures, objects, cartoons, or posters if it is known or should be known that the behavior is unwelcome;
7. Continuing to write sexually suggestive notes or letters if it is known or should be known that the person does not welcome such behavior;
8. Referring to or calling a person a sexualized name if it is known or should be known that the person does not welcome such behavior;
9. Regularly telling sexual jokes or using sexually vulgar or explicit language in the presence of a person if it is known or should be known that the person does not welcome such behavior;
10. Retaliation of any kind for having filed or supported a complaint of sexual harassment (e.g., ostracizing the person, pressuring the person to drop or not support the complaint, adversely altering that person's duties or work or educational environment, etc.);
11. Derogatory or provoking remarks about or relating to a person's sex;
12. Harassing acts or behavior directed against a person on the basis of his/her sex.

Consensual Relationships

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

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

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

the supervisor should be sensitive to the constant possibility that he/she may be placed in a position of responsibility for the subordinate employee.

GENERAL INFORMATION

Use of the College procedures described below does not foreclose either civil or criminal legal action by the complainant, and a complainant who wishes to consider pursuing such action should seek legal advice.

No retaliatory actions may be taken against any person because he or she makes such a complaint or against any member of the Bennington community who serves as an advisor or advocate for any party in any such complaint. The College may take interim emergency measures as provided below pending the resolution of a complaint.

A complainant may also file a complaint by writing or calling the following state or federal agencies:

1. Vermont Attorney General's Office, Civil Rights Unit, 109 State Street, Montpelier, VT 05602, telephone: 802-828-3171 (voice/TDD).
2. Equal Employment Opportunity Commission, 1 Congress Street, Boston, MA 02114, telephone: 617-565-3200 (voice), 617-565-3204 (TDD).
3. Vermont Human Rights Commission, 133 State Street, Montpelier, VT 05633-6301, telephone: 802-828-2480 (voice/TDD).

These agencies can conduct impartial investigations, facilitate conciliation, and if it is found that there is probable cause or reasonable grounds to believe sexual harassment occurred, they may take the case to court.

COLLEGE PROCEDURES

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

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

Each of these three options is described in detail below.

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

Confidentiality: There is no such thing as an "unofficial" complaint of sexual harassment. Anyone seeking to discuss incidents or situations in private should speak with a sexual harassment advisor of the College's Psychological Counseling Services. Once any other College officials learn of sexual harassment complaints, written or unwritten, the College is required by law to investigate them and to take action consistent with the law and its policies and procedures.

Option #1
Sexual Harassment Advisors

A. The Sexual Harassment Advisors will be composed of two students, two faculty members, and two staff members. The Advisors will be appointed by the President. Advisors will serve staggered terms of one year, though an advisor may be reappointed. The names of Advisors will be published in *College Announcements*, as will the times during the term when they will be available.

B. Any member of the Bennington College community who believes that he/she has been sexually harassed while a member of the Bennington College community by another member of that community may seek the assistance of one of the College's Sexual Harassment Advisors in any or all of the following respects:
   1. The Advisor will listen to and discuss the case with the advisee.
   2. The Advisor will outline for the advisee the possible courses of action open to him/her in those cases under this Policy.
   3. The Advisor may assist the advisee with gathering the necessary documentation to bring a formal complaint or to pursue a complaint through mediation and may accompany the advisee through the College's mediation and/or formal complaint procedures if the advisee has decided to follow such procedures and wants his/her Advisor present.

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

Option #2
Mediation

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

B. The mediation request must be filed in writing to the Dean of the College or the Executive Vice President; or if the case involves student-to-student harassment, to one of these two administrators or to the Associate Director of Student Life. For cases involving complaints against a member of the senior staff of the College and for cases involving complaints against any member of the Sexual Harassment Hearing Committee (hereafter SHHC), the complainant must file the mediation request with the President of the College. For a case involving a complaint against the President, the complainant must file the mediation request with the Dean of the College who will transmit the request to the Board of Trustees. The Board will proceed from that point in a manner it shall solely determine.

C. The Dean of the College, the Executive Vice President, or the Director of Student Life and Campus 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/she shall investigate the complaint and determine whether there are grounds for continuing with the mediation procedure. If the administrator determines that there are not such grounds, the administrator shall notify the complainant in writing. If the complainant wishes to pursue the complaint, he/she may file a formal complaint. If the administrator decides that there are such grounds, then the complainant and the administrator may agree to adopt one of the following courses of action, to be completed within ten working days of that agreement:
   1. The administrator will attempt an informal resolution of the complaint directly and privately with the person complained against.
   2. The administrator and the complainant will seek an informal resolution of the complaint by meeting together with the person complained against.
   3. The administrator 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 administrator will transmit the complaint to the SHHC as a formal complaint (see below).

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

F. An official written record will be kept, consisting of the complaint, a list of all meetings and interviews that comprised the procedure (identifying the time and place of the meeting and all of the participants in them), a statement by the administrator indicating which of the four procedures listed in Paragraph D under Option # 2 above was used in the resolution of the complaint and a copy of the mediation resolution statement, if any. One copy of this written record will be kept in the confidential Sexual Harassment file kept by the Executive Vice President.

   In cases where the person complained against is a member of the staff, an additional copy of the record will be kept in that person's personnel file. This file will also be accessible to the person's supervisor, the Director of Personnel, and others as deemed necessary by the Executive 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 the College. This file will be accessible to the Dean of the College, the Associate Dean, and others as deemed necessary by the Dean.

   In cases where the person complained against is a faculty member, an additional copy of the record will be kept in the person's personnel file in the Office of the Dean of the College, which file is available for formal faculty personnel reviews and the President.

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

H. If the complaint cannot be resolved through mediation, or if the administrator determines that the

case is not appropriate for mediation, the administrator will refer the case to the SHHC under the Formal Complaint procedure stated below.

Option #3
Formal Complaint

A. Any current 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 of the Bennington College community may make a formal complaint against the alleged harasser. Such a complaint must be filed during the time that the accused person is a member of the Bennington College community and must be filed not more than 12 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 Executive Vice President or an alternate chair appointed by the President. In cases where a non-faculty employee is accused of sexual harassment, the Executive Vice President will be excused and an alternate chair appointed by the President will preside. The Chair will vote solely in the case of a tie. The remaining membership of the Committee shall consist of two faculty members, one staff member, and one student. Three alternates (one faculty member, one staff member, and one student) shall also be appointed by the President and will serve when any member cannot serve on a particular case.

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

D. The Committee has the authority to investigate and conduct hearings for formal complaints of sexual harassment brought directly to the Committee by the complainant as an initial complaint and for complaints referred to it pursuant to the mediation complaint procedure (see option #2 above). In every case, a written statement by the complainant is required.

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

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

G. Investigation and Decision to Hear Case. The Chair of the SHHC will appoint an investigator who will investigate the charges, make a written report to the Committee, and bring the charges on behalf of the College at the hearing. The SHHC shall determine, by majority vote, whether to schedule the case for hearing or issue a notice of dismissal. A complainant may appeal the Committee's decision to dismiss a case, in writing within ten working days of the Committee's decision, to the President. The decision of the President is final.

H. Notice of Hearing. The Chair of the SHHC will send written notification of the charges, a copy of the complainant's statements, and the date and time of the hearing to the person charged. The person charged is required to return the Acknowledgment of Receipt Form and may submit a written response by the date specified. The complainant will be notified of the date and time of the hearing and will be given a copy of the written response, if any, made by the person charged. The person charged may bring witnesses and one advisor or advocate from within the College community to the hearing and is required to name them on the Acknowledgment of Receipt Form. Such advisors or advocates in no case shall be legal counsel.

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

J. Committee Recommendation. If sexual harassment is found by the Committee, a written notification of the Committee's recommendation is sent to the Dean of the College in the case of faculty members or students or the Executive Vice President in the case of non-faculty employees. This recommendation includes sanctions (if any). If sexual harassment is not found, the Committee shall so inform the person charged and the complainant.

If the Committee has found sexual harassment, it may take one of the following actions:

1. In those cases in which the Committee recommends that disciplinary action against a non-faculty employee should be imposed, it may recommend sanctions ranging from a written reprimand to discharge from employment at the College. This recommendation will be made to the Executive Vice President who will decide the case and may implement, modify, increase, or suspend the sanctions recommended by the Committee. The Executive Vice President will send a decision letter and the Committee's recommendation letter to the employee. These letters will also be sent to the members of the SHHC and the complainant. The staff member may appeal the Executive Vice President's decision within ten working days to the President.
2. In those cases where the Committee recommends that disciplinary action against a student should be imposed, it may recommend sanctions ranging from written reprimand to expulsion from the College. This recommendation will be made to the Dean of the College who will decide the case and may implement, modify, increase, or suspend the sanctions recommended by the Committee. The Dean will send a decision letter and the Committee's recommendation letter to the student. These letters will also be sent to the members of the SHHC and the complainant. The student may appeal the decision of the Dean of the College within ten working days to the President.
3. In those cases in which the Committee recommends that formal disciplinary action against a faculty member should be imposed, it may recommend sanctions ranging from a written reprimand to discharge from employment at the College. This recommendation is forwarded to the Dean of the College who will then recommend to the President the implementation, modification, increase, or suspension of the sanctions recommended by the Committee. The President will decide the case and may implement, modify, increase or suspend the sanctions recommended by the Dean of the College. The President will send a decision letter along with the Committee's recommendation letter and the Dean's recommendation letter to the faculty member. A copy of these letters will also be sent to the Dean of the College, the members of the SHHC and the complainant. The faculty member may appeal the decision of the President within ten working days to the Chair of the Board of Trustees.

K. Appeals. The President shall determine, in his/her sole discretion, the format of appeals under subparagraphs J1 to J2 above. The President may implement, modify, increase, or suspend the sanctions recommended or imposed and will send his/her appeal decision letter to the appellant. A copy of this appeal decision letter will also be sent to the complainant and the members of the SHHC. The decision of the President is final in all cases.

In the case of faculty appeals under subparagraph J3 above, the Chair of the Board of Trustees or the Chair's designee shall determine, in his/her sole discretion, the format of appeals and may implement, modify, increase, or suspend the sanctions recommended or imposed and will send his/her appeal decision letter to the appellant. A copy of this appeal decision letter will also be sent to the complainant and the members of the SHHC. The decision of the Chair or the Chair's designee is final in all cases.

L. Materials and records of the SHHC shall be kept by the Executive Vice President.

M. In all cases involving disciplinary action, the following will occur:

1. In cases where the person complained against is a non-faculty employee, a copy of the decision letter and the appeal decision letter, if any, will be kept in that person's personnel

file. This file will be accessible to the Executive Vice President, the person's supervisor, the Director of Personnel and Programs, and others as deemed necessary by the Executive Vice President.

2. In cases where the person complained against is a student, a copy of the decision letter and the appeal decision letter, if any, will be kept in a file in the Office of the Dean of the College. This file will be accessible to the Dean of the College, the Associate Dean, and others as deemed necessary by the Dean.
3. In cases where the person complained against is a faculty member, a copy of the decision letter and the appeal decision letter, if any, will be kept in his/her personnel file in the Office of the Dean of the College, which file is available for formal faculty personnel reviews, and the President.

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

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

DISCRIMINATION POLICY

Bennington College is committed to a policy of equal educational opportunity as defined under applicable law. Complaints of discrimination should be directed to the Executive Vice President, with appeals directed to the President.

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 parents of dependent students, to officials of other institutions in which students need to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

At its discretion, the College may provide directory information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold directory information by notifying the Office of the Dean of the College in writing within two weeks after the first day of class for each term.

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

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unacceptable. The Dean of the College has been designated by the College to coordinate the inspection and review procedures for student education records, which include admission, personal, academic and financial files, and academic, cooperative education, and placement records. Students wishing to review their education records must make written requests to the Dean of the College listing the item or items of interest. Records covered by the Act will be made available within 45 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 admission, employment, or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the College will permit access only to the part of the record which pertains to the inquiring student. The College is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their concerns informally with the Dean of the College. The Dean shall decide whether to amend the education records of the student in accordance with the request within a reasonable period of time of receipt of the request. If the Dean decides to refuse to amend the education records of the student in accordance with the request she/he shall so inform the student of the refusal, and advise the student of the right to a hearing. Student requests for a formal hearing must be made in writing to the Dean of the College who, within two weeks after receiving such requests, will inform students of the date, place, and the time of the hearings. Students who believe that the adjudications of their challenges were unfair or not in keeping with the provisions of the Act may request, in writing, assistance from the President of the College to aid them in filing complaints with The Family Educational Rights and Privacy Act Office (FERPA), Department of Education, Room 4074, Switzer Building, Washington, D.C. 20202.

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

ACADEMICS

ADMINISTRATION

The Dean of the College

The Dean of the College is primarily responsible for the quality of the academic life of the College. The Dean of the College is charged with maintaining the academic integrity, rigor, and imagination of the College. In addition, the Dean of the College will be teaching in the fall and spring terms. The Dean's Office is also responsible for the formulation, direction, and supervision of policies relating to the faculty of the College.

The Dean of Studies

The Dean of Studies works with the Dean of the College, assisting with the responsibilities for the academic life. The Dean of Studies is responsible for overseeing advising, registration, and the review of student plans. The Dean of Studies also collaborates with other offices in conducting institutional research.

The Registrar

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 reports on their students and advisees, 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 Registrar prepares official academic transcripts for students.

GUIDELINES AND ACADEMIC EXPECTATIONS OF THE COLLEGE

Bennington has a distinctive academic structure. Rather than organizing around departments, it centers on a faculty of teacher-practitioners–artists, scientists, writers, choreographers, composers–who maintain lively professional connections to the world outside the College. Faculty members teach their disciplines and join with colleagues to develop dynamic new courses. Together with these teachers, who are also advisors, students at Bennington shape individualized plans of study.

By structuring its curriculum in these ways, the College aims to facilitate in students a certain kind of reflectiveness about education, so that progress through their course of study evolves into the shaping of their intellectual and imaginative identities. The emergence of such a shape, the working through of short-lived passions and the discovery of abiding ones, the cultivation of abilities and the locating of resources, the development of areas of interest–in short, the most extraordinary experiences of a student's undergraduate years–are galvanized by the non-traditional academic structure. This shaping process is, at its heart, the same process

Bennington's faculty members experience in constructing the courses they teach. It is a process to which this College is dedicated.

Tutorials

Beginning in their second year, students may request a group or an individual 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 Academic Advisor, proposed tutor, and the Curriculum Committee of the Academic Policies Committee must recommend approval of the tutorial. Final approval rests with the Dean. Applications for tutorials are available in the Office of the Dean of the College, Barn 51. A tutorial is considered a regular course in the student's plan.

Independent Study

Independent Study during Field Work Term provides the opportunity to focus on a specific problem, research area, theme, or question not addressed by Bennington College course offerings, or outside the areas of expertise of the College's faculty. It is distinct from a tutorial primarily in this respect. It also provides the opportunity for students to work on their thesis projects during Field Work Term.

Independent Study is available only to juniors or seniors whose Plans have been accepted, and who are in Good Standing. Only one Field Work Term Independent Study is permitted.

Students interested in an Independent Study should discuss their interests with their faculty advisor, Plan Committee, and proposed Independent Study sponsor. Proposals for Independent Study during Field Work Term must also be reviewed with the FWT Office. The intended focus of an Independent Study must be described in a written proposal of 1 - 2 pages detailing the objectives and methodology of the study. This proposal must be approved by the student's sponsor (the person evaluating the IS), his/her faculty advisor, the Dean's Office, and the FWT/Career Center as appropriate.

The Plan

A Bennington education has three major phases. At the center is the experience of immersion within a field of inquiry, usually the focus of the second and third years. In the first year, as preparation for immersion, students enroll in course work that enables them to encounter a significant range of possibilities. The final-year focus shifts to developing connections between the chosen field of inquiry and a much broader context. Students in their senior year are expected to move beyond their most immediate interests, with the purpose of advancing their understanding of their own work and that of others.

In the process of their Bennington education, students define a field of inquiry, framed by what is called the Plan and developed within the context of an on-going dialogue with an advisor. That Plan may be to pursue a conventional academic or artistic discipline such as psychology, painting, or biology; it may involve work in a combination of disciplines, such as philosophy and literature, or music and dance; it may consist of study in areas that have yet to be categorized, such as topics in the emerging field of mind/brain/behavior research. Students take an active role in providing a meaningful shape to their chosen area of immersion. Regardless of their choice of subject, they are responsible for making the case for their academic choices, aims, and intentions in writing. Timely approval of the Plan is necessary to remain in Good Standing. More information on the Plan process is available from the Dean's Office.

Change of Plan

A student who wishes to make significant changes in approved Plans must first have these changes approved by his/her academic advisor and plan committee through the submission of an Amendment to Plan to the Dean's Office. The Dean of Studies will review the amendment for final approval.

Student Conferences, Plan Reviews, and Study Days

No classes are held on Wednesday afternoons to allow for student conferences, plan reviews, and other meetings. In general, the time from 1:30 - 4 p.m. is set aside on Wednesdays for these meetings. In addition, several days are designated each term to review Plans; no classes are held on these days. Consult the College Calendar to determine which days are Plan/Study days.

USING THE ACADEMIC ADVISING SYSTEM

Academic Advising

The Faculty Advising Program is one of the hallmarks of a Bennington education. The program is designed to challenge students to explore their thirst for knowledge, to establish rigorous programs of study, to acquire new skills, and to engage in their lives here with passion and compassion. The philosophy of the Bennington curriculum emphasizes choice, responsibility, and independence. Central to the academic success of all students is the guidance and support of the faculty advisors.

Faculty Advisor

Students are assigned faculty advisors each term at Bennington. The faculty advisor plays an integral role in guiding the student's academic development. Students arrange regular times to meet with their advisors. In consultation with the Dean's Office, students may change advisors during their course of study at the College as their interests develop. The advisor is responsible for approving each term's registration and overseeing the planning process.

USE OF ACADEMIC FACILITIES

1. The campus facilities are to be used during term for academic and recreational purposes only. Students are not permitted to use the facilities in any way for profit.
2. Normally, undergraduate students are not permitted to use the academic facilities between terms. Any requests for exceptions to this rule should be made in writing by a faculty sponsor to the Dean of Studies, whose decision is final.

EDUCATIONAL EXPECTATIONS OF THE COLLEGE

Although Bennington does not demand that students take a prescribed set of courses, the College does maintain certain criteria that prospective graduates are expected to meet.

Requirements for graduation from Bennington College include the following:

1. Undergraduate students at Bennington are expected to complete satisfactorily four courses each term (or a number of courses totalling 16 credit hours) and generally no more than five courses (or 20 credit hours), for a total of 32 courses in eight terms. With approval, students may graduate with a minimum of 30 successfully completed courses (120 credit hours) in eight terms. Some students may elect to take more than the expected course load. Students may not exceed 5 courses or 20 credit hours per term without special permission from their faculty advisors and the Dean of Studies.
2. Students must successfully complete one Field Work Term for each full year in attendance at the College.
3. Students must formulate programs that reflect both breadth and depth in the liberal arts.
4. Students must complete the Plan process in a timely and successful way.

FIELD WORK TERM

Field Work Term (FWT) is one of the most exciting aspects of a Bennington education. It has been a central part of the Bennington program since the College opened in 1932. FWT takes place during January and February each year. During this eight-week, winter period there are no academic classes. Students instead work in a variety of fields and geographic locations pursuing passions begun or developed at Bennington. FWT jobs vary widely in form and focus in order to meet the needs of individual students. FWT is designed to allow students to forge professional connections and deepen their knowledge through practice.

Requirements

Ever full-time, undergraduate student is required to successfully complete one FWT for each year he/she attends Bennington. The FWT Office coordinates all administrative aspects of FWT and determines the final rating for each student's FWT experience. Specific requirements must be met to earn a Passing evaluation. FWT annual requirements include: adherence to the FWT job registration deadline, completion of 240 hours of work, a positive employer evaluation, and a satisfactory reflective essay due promptly at the end of the Field Work Term. Failure to meet FWT requirements and deadlines can ultimately result in an Incomplete, Marginal Pass or Failing rating. Final FWT ratings appear on each student's academic transcript and employer evaluations become part of a student's cumulative academic record. Failure to register or complete an FWT can adversely influence a student's academic status and potentially affect his/her Financial Aid package. If a student does not annually receive a Passing rating for FWT, he/she is required to makeup the requirements during the summer. Additionally, FWT must be complete before approval for graduation can be given. (Please note: students are not allowed to live on campus during FWT, with the exception of first-year, international students who are subject to federal employment restrictions.)

Independent Study

Students can choose to spend one Field Work Term pursing an independent project. This alternative to employment offers the time to delve into a particular problem, research area, theme, or question, working in association with a sponsor from inside or outside the College. A sponsor must be someone whose area of expertise is appropriate to the Independent Study. Students interested in pursuing an Independent Study must complete a request form (available at the FWT Office) along with a proposal describing the goals and

methodology of the work. The student's sponsor, academic advisor, and the Director of Field Work Term must approve the proposal. The Independent Study option is not available to first year students and is generally used by seniors preparing a final thesis or project.

EVALUATION

Evaluation of Academic Work

Student work at Bennington is evaluated through written reports by faculty submitted to the Office of the Dean of the College, with copies to the student and academic advisor, at the middle and the end of each term. These narrative evaluations summarize an instructor's view of a student's progress and are the basis upon which the Deans judge the student's readiness to continue at the College. For this reason, and because the end-of-term evaluative reports make up the largest part of a student's transcript, students should make a point of examining them closely and discussing them with their academic advisors. While evaluations are not routinely mailed to parents or guardians, the College may do so at the request of a parent/guardian if the student has not claimed and proven independent status.

The evaluations reflect the significant aspects of a student's work and potential. Narrative evaluations are the foundation of Bennington's evaluation system and as such they offer the student substantial opportunity for intellectual and imaginative development. Evaluations should not simply inform, but rather educate students about their academic progress.

The Mid-Term Evaluation documents the first half of a student's course work and establishes the goals to be met in the remainder of the term. The Mid-Term Evaluation is part of a student's internal permanent record, but does not appear as part of the student's transcript. This evaluation is part of an ongoing conversation between the student, faculty, and student's faculty advisor. The Mid-Term Evaluation is an opportunity to address directly the work attempted and accomplished in the first half of the term, assessing the work's quality and potential. The Mid-Term evaluation should challenge the student to meet specified expectations for the second half of the term. It is appropriate to note a student's attendance and participation in class or any other aspect that could directly affect a student's learning.

The Final Evaluation appraises the student's work for the term. The Final Evaluation is part of the student's permanent transcript. Therefore, the Final Evaluation is written with the understanding that people outside the College community will be reading these assessments to capture and illuminate the student's academic performance, communicating the individual student's achievements and/or deficiencies in meeting the expectations of the course. The last part of the Final Evaluation includes a judgment of Pass, Marginal Pass, and Fail.

While narrative reports remain the foundation of Bennington's evaluation system, students may elect to receive grades, A, B, C, D, F, in individual courses in addition to narrative evaluations during Registration through the Dean's office.

The narrative system for transcript purposes remains Pass (P), Marginal Pass (MP), and Fail (F). No credits are given for classes not passed.

Appealing an Evaluation

If a student thinks that a mid-term or final evaluation is inaccurate, that student should first discuss the matter with the faculty member if possible. If the matter is not resolved satisfactorily, the student should write a letter to the faculty member stating his or her grounds for disagreement, and the letter should be copied to the Dean of Studies. If the matter is not satisfactorily resolved, the student may request a meeting with the Dean of Studies. If no satisfactory resolution is reached, the Dean of Studies will consult with the faculty member and the Dean of the College. The decision of the Dean of Studies is final. Appeals must be made by the end of the term following that of the evaluation in question.

Incompletes

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

Temporary Incomplete

A student who is unable for documented physical or mental health reasons to complete the work of a course during the term in which it is offered may ask the instructor and the Dean of Studies to allow her/him to complete the course after the end of the term. Students with learning disabilities are encouraged to consider this option if at the end of the term it is clear that additional time might help.

1. The student must confer with both the instructor and the Dean of Studies to explain the request. The student must fill out an Incomplete Form (obtained from the Dean's Office) and obtain the instructor's signature; it is the responsibility of the student to return the form to the Dean of Studies.
2. If required by the Dean, the student must arrange for Health and/or Psychological Services or his or her private physician or therapist to recommend additional time to complete the work.

The Dean of Studies will grant Incomplete status in a course only after these steps have been completed, and only with the agreement of the instructor, and only if the student requests the Incomplete before the end of the term in which he or she is registered in the course. Work granted Incomplete status is generally due by January 15 for the fall term or by July 15 for the spring term unless the student, instructor, and the Dean make other arrangements at the time the request is granted. This deadline also holds for students who either withdraw or take a leave in that following term. If Incompletes are not completed by the deadline, students receive a Fail for that class.

Permanent Incomplete

A Permanent Incomplete is assigned by the Dean's Office when a course cannot be completed for some extraordinary circumstance, e.g., illness, injury, or personal circumstances. Permanent Incompletes are granted only before the last day of class each term. For computing academic standing, Permanent Incompletes will be assessed on a case-by-case basis by the Office of the Dean of the College.

ACADEMIC PROGRESS AND ACADEMIC STANDING

To proceed successfully through Bennington, a student must comply with the requirements listed earlier. Concurrently, there is a sense of process at work here, a way of moving through the curriculum with certain broad goals for achieving a liberal arts education and, within that context, more focused goals of developing both an area of primary interest and the ability to do advanced work in that area. The process begins with registration for courses in the first term of the first year. The first year is usually the time for broad study in several subjects.

Academic Advising is central to this process. Active participation in advising makes it possible for students to make appropriate and timely choices in the program of study.

Transfer students often need to focus immediately on the areas in which they intend to focus and are normally expected to submit a Plan by mid-term of their second term at Bennington, with the option of submitting a Plan in their first term.

Satisfactory Academic Progress

Academic progress at Bennington is both quantitative and qualitative and is measured in four ways:

1. By determining the number of course/credits a student has earned in a term, in an academic year, and cumulatively;
2. By requiring satisfactory completion of Field Work Term projects, required annually from each student enrolled for the full academic year;
3. By restricting the cumulative number of Fail (F) and Marginal Pass (MP) evaluations allowed to a student; and
4. By requiring timely acceptance of a student's Plan.

Please note: Students enrolled in a graduate program may be subject to different requirements.

Every student's academic progress is evaluated each term. As a result, students earn a level of academic standing: Good Standing, Concern, Probation, or Dismissal.

Quantitative Progress

Each term a full-time student normally takes 16 credits; a half-time student takes 8 credits; a part-time student takes fewer than 8 credits. Upon approval from the advisor and the Dean of Studies, a full-time student may be permitted to take a reduced course load of 12 credits for a term. In each term, full-time students normally must satisfactorily complete at least four 4-credit (or the equivalent) courses per term to remain in Good Standing. Normally passing only 3 courses results in a status of Concern; passing only 2 courses results in a status of Probation; passing only 1 or no courses may result in Dismissal. Consideration may be given to the overall program, the number of credits in each particular course, the student's term at the College, and the student's plan (where appropriate).

The number of credits earned per academic year by a full-time student in Good Standing is normally 32. Should a student elect to take more than four 4-credit courses, academic standing will be determined by the quality of passes in all courses attempted. Students are discouraged from taking more than the minimum number of courses if such a workload will keep them from satisfactorily completing all courses attempted.

If a student does not earn at least 8 credits in a given term, that student will not advance in term status the following term. For example, a second term student will remain a second term student for an additional term if he/she only earns 7 credits in a term. Term status may be advanced if students take additional credits later either at Bennington or elsewhere and the credits are accepted for transfer credit.

Qualitative Progress

Marginal Passes

A Marginal Pass (MP), does not reflect satisfactory progress, but the student will receive credit for the course. Therefore, MP's are computed for Concern,

Probation, or Dismissal each term. Cumulative MPs are calculated to determine academic standing.

Fail
A Fail (F) means that the student will not receive credit for the course. Computation of academic standing includes all courses taken by a student, not just courses passed. Cumulative Fails are calculated to determine academic standing.

Academic Standing
A student's academic standing is determined at the conclusion of each term. The total number of courses passed is calculated, the particular courses passed/not passed are reviewed, the number of credits for particular courses and the overall program are reviewed, and the progress of the student's plan is checked. The progress of student's plan is a critical piece in determining a student's academic standing. In the first, second, fourth, and sixth terms all undergraduate students are reviewed with regard to their quantitative and qualitative progress in their plan. (Please consult the document *Planning Guide: Designing an Education at Bennington* for the specific timeline of requirements and review.) After considering all of the preceding factors, as well as the student's term at the College and his/her previous record, the Dean's Office determines academic standing. Academic standing remains constant for an entire term. Academic standing for graduate students is determined based upon the number of classes passed, the quality of their reviews and/or performances, the progress of their plan, and their work in their assistantship duties (if an assistantship has been awarded). Failure to perform assistantship duties well may result in the loss of the assistantship and in loss of Good Academic Standing. Poor performance in classes (Marginal Passes or Fails), unsatisfactory reviews or performances, and/or unsatisfactory progress in a student's plan will result in loss of an assistantship, Good Academic Standing and/or may result in dismissal.

Good Standing
All students enter Bennington in Good Standing and retain this status unless they do not pass a satisfactory number of classes or fail to have their plan/essay approved in the term in which it is due (normally the first, second, and third terms).

Concern
Students on Concern are expected to pass at least four courses (16 credits) with no MPs in the term following the term in which they were placed on Concern. Those who do not do so may, at the discretion of the Dean, be placed on Probation.

Probation
Students on Probation must enroll and successfully complete four courses (16 credits) with no MPs in the term following the probationary term or they may be dismissed. Normally, only one term of Probation is allowed.

Return To Good Standing
Students will return to Good Standing from Concern or Probation status upon the successful completion of 16 credits the next term. Students on Concern or on Probation may take only four courses or the equivalent in the term following assignment of Concern or Probation; exceptions may be made for students on Concern with approval from the advisor and the Dean of Studies.

Eligibility for Advanced Work
A student may have passed several courses in a particular discipline but still not be deemed able to pursue advanced work in that subject area; in such cases the student will be advised to seek another area of concentration, and/or will be advised that one or more extra terms are necessary for graduation, or will be required to withdraw from the College.

Academic Difficulties
Any student who has academic difficulties in any course should discuss the problem with the instructor as soon as possible. The student also should bring the problem to the attention of her/his academic advisor. The student also may discuss these difficulties with the Dean of Studies.

Students who are not in Good Standing will have their work reviewed at the end of the term to determine academic progress and standing by the Dean's Office and where appropriate, the faculty. Students in serious academic difficulty, may be required to withdraw for a period of time from the College and then may reapply. Other students may simply be dismissed.

Academic Probation
Any student whose work is not satisfactory or who has not obtained timely approval of a Plan, or whose records reflect that he or she may not be able to graduate from the College in a timely manner, or who has not successfully completed the Field Work Term requirement, may be placed on academic probation. There are financial aid implications for students on Probation. A student who is placed on academic probation for any reason must overcome these problems after being notified of her/his probationary status. A student who fails to do so to the satisfaction of the faculty and the Dean of Studies may be dismissed from the College. Normally only one term of Probation is allowed. Because of the serious implications of placing a student on probation, the parents or guardians of the student are notified of the probationary status when permitted by law.

Academic Dismissal
Students who do not meet the academic standards of the College may be dismissed at the end of a term. Dismissal decisions are made by the Dean of Studies, in consultation with the faculty.

Financial Aid Probation
Both Federal regulations and Bennington policy require that students receiving financial aid from federal, state, and/or College sources must make satisfactory academic progress. Students on financial aid probation for the first time lose $1,000 of their institutional grants for the probationary term.

Any financial aid student who is placed on Probation for a second time loses all financial aid eligibility. **Students who do not submit an academic plan to the Dean's office in the term it is due will lose all financial aid eligibility.**

An undergraduate financial aid student can receive College grant aid for no more than nine terms at Bennington.

CLASS ATTENDANCE
Class Attendance
Class attendance is required for the successful completion of course work. In the event that a student must miss a class, he or she should notify the instructor. If an extended absence is anticipated, the Dean of Studies must be contacted. Each instructor sets his or her own attendance policy. In the event of a personal emergency, the student should notify the Dean of Studies, who will notify the instructors and the academic advisor as appropriate. Missing class for any reason does not exempt a student from completing work for that class. Students may fail classes if they do not attend the required number set by the faculty, regardless of the reason for the absence. **In addition, students who miss two consecutive weeks of classes may be required to withdraw.**

The Health Services staff does not give medical excuses for missed classes. Students are responsible for informing faculty of reasons for missed class time and course work. Advisors and staff contacting Health Services for information regarding student absenteeism will only be given information regarding confirmation of an appointment. For those rare cases when students are unable to contact their advisor due to incapacitations or hospitalization, Health Services staff will make the Associate Director of Student Life and the Dean of Studies aware of the projected date that the student will return to class. It is the student's responsibility to initiate a conference with the instructor to discuss making up work missed and to make up work to the instructor's satisfaction. Students who have been hospitalized must contact the Dean of Studies prior to their anticipated return to the College with documentation from their attending physician stating that the student is capable of managing his/her own health.

ACADEMIC ETHICS
Plagiarism and Other Kinds of Academic Cheating
Plagiarism is submitting the work of others as one's own, whether intentionally or not. Proper acknowledgement of sources is the basis of academic honesty. Such sources include words, ideas, data, and illustrative material from books, articles, internet sites, and so on. Academic dishonesty includes the submission of the same work for different classes without substantial revision and prior permission from the faculty. Plagiarism and all kinds of academic dishonesty are contrary to the educational philosophy and aims of Bennington College and are absolutely prohibited. At Bennington, instances of plagiarism affect all students and all faculty, since cheating compromises the spirit of self-governance and the community's commitment to work. The College will not tolerate the disregard of our common academic endeavors by those who fail to take intellectual and ethical responsibility for their work. Academic dishonesty is not merely an issue for a specific student, class, or faculty member; it is a College-wide issue with institutional consequences.

Whenever academic dishonesty is discovered or suspected, the following procedures are followed:

1. The instructor consults with the Dean of Studies about the particular situation. The faculty advisor is normally consulted before a decision is reached on how to proceed.
2. The instructor normally then discusses the situation directly with the student.
3. If the instructor is satisfied that the suspicion is unfounded, no further action is taken.
4. If, after discussing the situation with the student, the instructor finds that plagiarism or another kind of dishonesty has indeed occurred, the instructor again speaks with the Dean of Studies and the

advisor. All three then decide about the specific consequences for the student. In all cases a letter detailing the offense and consequences is placed in the student's academic file.

5. A range of consequences is possible:

   In the case of a first offense, a student may be given the chance to resubmit the work, may fail the class, and may be placed on Probation. Decisions about Probation normally will wait until the end of the term. In some instances it may be appropriate to suspend the student.

   In the case of a second offense, the student will normally fail the class and be suspended or dismissed from the College. Appeals of the decision in cases of suspension

REGISTRATION

Planning

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

Registration Procedures

New students pre-register before arriving for their first term. After the designated day or period of registration, changes in program may be made only with the written consent of the academic advisor and instructor involved.

For registration during the term, students should plan their programs with their advisors. Students meet with their prospective instructors during the Registration Period in order to obtain the instructors' consent to their taking the chosen courses.

Only when a student has secured their instructor's and advisor's signatures on the registration sheet and submitted the form to the Registrar's Office 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; an additional $5 is assessed for each weekday of normal term time in which registration is incomplete.

Add/Drop Policy

If students find that their programs are unbalanced or inappropriate, there is a period of time during which they may add or drop a course without penalty. Courses may be added to or dropped from a student's registration up to the end of the third week of classes. Students entering a class late are not excused from completing the missed work. Add/Drop forms are available at the Dean's Office and require the signatures of the course instructors and academic advisor. Students are not normally allowed to drop courses after the third week. Permission from the Dean of Studies is required for this.

Leaves

A student who wishes to leave Bennington for a term or more but wishes to be readmitted must submit the form for a leave of absence to the Office of the Dean of the College by May 25 for fall and by November 25 for spring. Leaves may be granted for one or two terms only. In addition, departing students are required to have an exit interview with the Dean of Studies. The Dean of Studies considers the request and informs the student whether the request has been granted and, if so, any conditions of the leave. Leaves are not granted once a term has begun for that same term. In all such cases, the student must withdraw. A student cannot be on probation and granted a leave; in those instances a student must withdraw. Students planning to take a leave of absence should see page 5 for information on housing assignments for re-entering students. International students should be aware that a leave may jeopardize their I-20 status.

Withdrawals

Any student may withdraw from the College at any time, but that student has no right to guaranteed readmission following withdrawal. **Students may be required to withdraw if they have missed two consecutive weeks of classes.** Between terms, students who withdraw from the College after the first day of the month preceding the month in which they would normally return (August 1 and February 1) will forfeit the deposits they have made to hold a place in their class at the time of admission. Students are required to have an exit interview with the Dean of Studies. International students should be aware that withdrawal status jeopardizes their I-20 status.

Students who have withdrawn from the College and wish to return may apply for readmission to the Dean of Studies. Readmission after withdrawal is at the discretion of 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. Applications for readmission should include a description of the student's activities since his/her withdrawal from the College, with particular emphasis on any academic work or employment undertaken. The application should clearly articulate the student's reasons for wishing to reenter the College, as well as his/her academic goals. The Dean may also require additional application materials. Readmission requires the same health requirements as those of new students (see page 18). Students who are re-admitted after withdrawing from the College will be regarded as new students in the housing assignment process.

Readmission After Academic Dismissal

After Academic Dismissal, a student may be readmitted only with the approval of the Dean of Studies, upon the recommendation of a review committee which will include representatives from the Dean's Office, the Office of Student Life, and the teaching faculty. If a student was dismissed after his or her initial year, this committee will also include a representative from the Office of Admissions and the First Year. In order to be considered for readmission after Academic Dismissal, a student is normally expected to have been away from the College for at least one year. An interview in person will be required.

The student must submit a detailed written petition for readmission to the Dean's Office. This document is critical to the readmission process and must be formulated to address the following issues:

1. The student should assess the problems leading to dismissal, and state how these problems have been overcome.
2. The student should describe his/her activities since dismissal, with particular emphasis on academic work completed and/or employment undertaken.
3. A statement of purpose and an outline of an intended course of study upon return, must also be included.

If a student is readmitted following Academic Dismissal, he or she will be re-enrolled on Probation status and must pass all courses in her/his first term back. Once the student meets this condition, she/he will be placed on Concern. Satisfactory completion of all courses in the second term will reinstate a student to Good Standing.

Students who have been readmitted and have satisfactorily completed a full term of study at Bennington may request transfer credit earned prior to readmission. Such credit may or may not be granted.

Students with outstanding financial obligations to the College are not readmitted. Students who are re-admitted after academic dismissal from the College will be regarded as new students in the housing assignment process.

Refund Policy

Students withdrawing after a term has begun may receive refunds only in accord with the College's refund policy.

Refund of any portion of tuition, room, and board is based on the student's effective date of withdrawal. Withdrawal means complete severance from classes for the balance of the term, regardless of the reason for such withdrawal. Students should report in writing, immediately, their intent to withdraw to the Dean of Studies. The effective date of withdrawal is the date on which written or verbal notice is received by the College.

Refunds, or offsets to amounts owed by the student to the College, will be made only in cases where the student withdraws: a) during the first five days of classes: 75% of tuition, room, and board; b) after the first five but before the eleventh day of classes: 50% of tuition, room, and board; c) after the tenth but before the twenty-first day of classes: 25% of tuition, room, and board. No refunds will be made in cases of withdrawal after the twentieth day of classes. Any amounts owed to the College not offset by a refund will continue to be the full responsibility of the obligor for the term of the obligation.

Students receiving federal financial aid will have refunds calculated in accordance with federal refund policies. Details are available in the Financial Aid Office.

Transfer Credit

Work at other accredited institutions of higher education may, with the approval of the Office of the Dean of the College, be accepted for credit at Bennington. Transfer credit is given by the Dean of Studies at the time of acceptance into the College. Students requesting transfer credit after their admission to Bennington may apply for this through the Dean of Studies. All credits are then evaluated in relation to the student's academic plan of study.

Residency Requirement for Transfer Students

Residency requirements vary depending on the number of terms that have been transferred and on the projected major. A minimum residency of two years is required.

Early Graduation

Normally students require eight terms of work in order to qualify for graduation. In rare instances a student who demonstrates exceptional work in all areas of study and particular excellence in one may qualify for early graduation. An accumulation of credits alone does not qualify a student for early graduation, nor does financial hardship. To do so, a student must petition the Dean of Studies. A student must also submit two letters of recommendation from faculty in different disciplines to

the Dean of Studies. The earliest date at which early graduation can be granted is during the term preceding the final term; in some instances the decision will not be made until the final term. The student must show how he or she will meet the College's standards for a liberal education including advanced work in a particular field, and his/her record must give evidence of distinguished work.

Completion of Work in Absentia

Only in exceptional cases may a student be permitted to fulfill degree requirements in absentia. Applications for such permission should be incorporated in an Amendment to the Plan, stating why the student cannot continue at Bennington and describing in detail what remains to be carried out under Bennington direction and the course of studies proposed elsewhere.

A faculty member is normally assigned to provide guidance, and to certify completion of the agreed program to the Dean of Studies. Fees are charged during the In Absentia period for administrative and faculty work.

Transcripts

All transcript requests must be made in writing by the student and forwarded to the Registrar. Transcript request forms can be obtained from that office. The first copy of the transcript is made without charge; each copy thereafter requires a fee (currently $5 per copy). Transcripts will not be released for students who have outstanding debts to the College. Processing time is at least two weeks.

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 programs of study elsewhere and advise how the courses they offer may be coordinated with the student's study at Bennington. Students planning to incorporate language study into their time away will need the approval of the Director of the Regional Center for Language and Culture. Anyone interested in studying elsewhere should incorporate her/his prospective courses in the Plan, which will be reviewed by the Plan Committee and the Dean of Studies. An application for Study Abroad is necessary and is available from the Dean's Office. A student who arranges to study at another institution should submit a formal request for a leave of absence in order to return to Bennington and discuss their plans with one of the Deans. Students may choose to apply for consortium status from the Financial Aid Office. Our Financial Aid Office would then facilitate the transfer of allowable aid to the other school. After the work is completed, an official transcript must be sent directly to the Dean of Studies. Official granting of transfer credit will be made by the Dean's Office. A credit transfer fee is charged.

Cross-Enrollment: Williams College

A limited number of students may register at Williams College for courses not offered at Bennington. Interested students should consult the Dean of Studies about arrangements. Enrollment is usually limited to juniors and seniors in good academic standing. Transportation is not provided by either college. The fall term is generally the best time to take advantage of this option.

OTHER ACADEMIC PROGRAMS

Graduate Programs

The College currently offers five graduate programs which lead to a Master's Degree.

Combined Bachelor of Arts/Master of Arts in Teaching Program

Bennington offers a program for students interested in teaching on the early, elementary, or secondary level. Students apply for the program through the plan process (a separate application accompanies the plan) at the end of their sophomore year, or through the transfer process. Students major in one of the liberal arts and sciences disciplines, take additional courses specifically related to teaching, use their last two Field Work Term placements in educational or social service settings, and finally spend half of their fourth and fifth years student teaching and taking a graduate seminar. After their senior year, students receive their BA; after their fifth year, they receive their MAT degree and are normally recommended for licensure to the state. (Vermont teacher's certification is recognized in many other states.) Students with questions about the program should contact the Director of the BA/MAT Program.

Bachelor of Arts/Masters of Science Bennington/Bank Street Program.

The College offers a collaborative program with Bank Street College of Education for students seeking early childhood, elementary, or junior high teaching certification. The Bennington/Bank Street program leads to a BA from Bennington, an MS from Bank Street, and a recommendation for teaching certification at the end of five years. Students complete three years of liberal arts study, including work in early childhood studies, at Bennington. The fourth year, including two summers, is spent at Manhattan-based Bank Street in the study of child development, educational methods, and curriculum, as well as the history and principles of education. In the fifth year students return to Bennington to complete their combined senior and Master's theses.

Master of Arts in Liberal Studies.

The MALS program is designed to provide a context for students with a capacity for self-direction to explore relationships across the traditional boundaries of disciplines. It is normally a two-year program.

Master of Fine Arts in Dance, Drama, Music, and Visual Arts.

Bennington College offers MFA candidates in dance, drama, music, and the visual arts an opportunity to develop their artistic vision in an environment that is both supportive and rigorous. The focus of the MFA program is the continual making of new work. It is flexible and individually focused program with three core requirements:

1. Students create work and show this work in appropriate settings throughout their program.
2. Students participate each term in a graduate seminar designed to encourage cross-fertilization of ideas, create a dialogue between artists, and encourage critical discussion about art in all of its forms and expressions.
3. Students work, at some point in their program, outside of their medium or discipline.

Low-Residency Master of Fine Arts Program in Writing.

Students in the program correspond one-on-one with teacher/mentors throughout the year, completing an individualized course of study over a two-year period. Each term includes a 10-day full-residency at the College, with workshops, classes, readings, panels, and symposia.

Master of Arts in Teaching a Second Language (MATSL)

The MATSL is a low-residency program for French and Spanish teachers who wish to improve language skills and cultivate teaching ability, spending seven weeks on campus–three in each of two summers and one week in the third summer. Independent work with faculty mentors occurs during the two academic years between residency periods.

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 degree and wish to 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 individualized instruction available to students, the amount of time each student will need to complete the program is 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 one year (summer, fall, spring) at Bennington before planning to enroll in a graduate or professional school. Students in this program are expected to enroll in three courses to be considered full time, though one may elect to take more or fewer courses.

July at Bennington

July at Bennington is the College's annual four-week summer program for high school students. It enrolls approximately 200 students, ages 15 - 18, who participate in a program modeled on Bennington College's curriculum and philosophy. Faculty are appointed by the Director of the July at Bennington. Many July at Bennington participants have later attended Bennington.

July at Bennington employs Bennington students and others as Resident Advisors in the houses and as summer office and technical support workers. Students wishing to obtain information on the July at Bennington, either for employment or for a prospective student, may contact the July at Bennington office in the Barn Annex. Students interested in summer employment may apply in February.

POLICY CONCERNING THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

1. General Policy

Annually, Bennington College informs students of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. This Act, with which the College intends to comply fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the College to comply with the Act.

College policy on this subject explains in detail the procedures to be used by the College for compliance with the provisions of the Act. Copies of the policy can be obtained from the Office of the Dean of the College.

2. Directory of Information Pursuant to FERPA
Bennington College hereby designates the following categories of student information as public or "Directory Information." Such information may be disclosed by the College for any purpose at its discretion.

Category I
Name, address, telephone number, dates of attendance, class.

Category II
Previous institution(s) attended, major field of study, awards, honors, degree(s) conferred (including dates).

Category III
Past and present participation in officially recognized sports and activities, date and place of birth.

Currently enrolled students may withhold disclosure of any category of "Directory Information" under the Family Educational Rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received in the Office of the Dean of the College within two weeks after the first day of classes for each term. Notification forms for this purpose are available in the Office of the Dean of the College.

Bennington College assumes that failure on the part of any student to specifically request the withholding of categories of "Directory Information" indicates individual approval for disclosure. **(See full policy under Rules and Regulations on pages 50 and 51)**

3. Dependent Students
Please note that, under FERPA, student education records may be disclosed to the parents of a student who is a dependent for federal income tax purposes, as defined in Section 152 of the Internal Revenue Code of 1954, without the student's consent. All students will be presumed to be "dependent" students unless the College is notified to the contrary by the student's completion of the non-dependency form to the Office of the Dean of the College within two weeks after the first day of classes for each term.

Supporting evidence satisfactory to the College may be required. The College also must be notified immediately of any change during the school year of a student's dependent status. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Office of the Dean of the College.

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NOTES

NOTES

FIRST PRINCIPLES

- BENNINGTON WILL STAY COMMITTED TO A STUDENT-CENTERED, RATHER THAN AN INSTRUCTION-CENTERED, EDUCATION. AS ONE PARTICIPANT PUT IT, BENNINGTON SHOULD HELP ITS STUDENTS COMPOSE 600 VARIATIONS ON A SINGLE MAJOR. THAT MAJOR IS WIDELY SEEN NOT AS A SET OF SUBJECTS BUT AS A SET OF CAPACITIES AND DISPOSITIONS: REFLECTION, ACTION, RIGOR, EXPRESSION, INDEPENDENCE, COLLABORATION, EXCELLENCE, RESILIENCE, AND AN IMPULSE TOWARD MEANING AND TRUTH.

- BENNINGTON WILL RESPECT TRADITION, BUT WILL NOT BE BOUND BY CONVENTION. ALL LIBERAL LEARNING–FROM PHILOSOPHY TO PHYSICS TO POETRY TO PAINTING–SHOULD BE TAUGHT AS A PERFORMING ART BY TEACHER-PRACTITIONERS WHO TEACH, IN THE WORDS OF ONE, WHAT KEEPS THEM AWAKE AT NIGHT.

- INTELLECTUALLY RIGOROUS DIALOGUE AROUND THE ACT OF MAKING–WHETHER IT BE ARTIFACTS, IDEAS, OR EXPERIMENTS–WILL BE THE COLLEGE'S DOMINANT PEDAGOGIC METHOD AND THE SOURCE OF ITS SPECIAL INTENSITY. THIS METHOD IS CONSISTENT WITH THE NOTION THAT LIBERAL EDUCATION EXISTS NOT TO INSTRUCT STUDENTS IN THE ACQUISITION OF VOCATIONAL SKILLS, BUT TO EDUCATE EACH STUDENT'S PASSIONS.

- WAYS TO EXPAND THE RELATIONSHIP BETWEEN THE COLLEGE AND THE WORLD WILL BE AGGRESSIVELY PURSUED TO CONCENTRATE AND EXPAND THE POTENTIAL FOR INTELLECTUAL EXCELLENCE WITHIN THE COLLEGE AND TO ENRICH THE QUALITY OF PUBLIC LIFE WITHOUT.

- FROM AN ORGANIZATIONAL PERSPECTIVE, BENNINGTON WILL REINCORPORATE AN INSTITUTIONAL PREFERENCE FOR EXPERIMENT, MINDFUL ALWAYS OF THE NEED TO DISTINGUISH FAD FROM FRONTIER. THE COLLEGE RECOGNIZES THAT A PERMANENT POSITION ON THE FRONTIER REQUIRES A CAPACITY FOR RENEWAL THAT IS HARD TO INSTITUTIONALIZE AND EVEN HARDER TO SUSTAIN.

- ABOVE ALL, BENNINGTON CANNOT PREVAIL IF IT TOLERATES MEDIOCRITY OR COMPLACENCY IN ANY DIMENSION OF ITS INSTITUTIONAL LIFE.

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