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FOREWORD

Bennington, like most institutions of higher education, is in a period of transition; becoming coeducational, expanding its enrollment to a limited degree, building new buildings, closely examining its educational purposes and procedures, scrutinizing its structure as a community. The processes involved in growth and self-examination are processes which have characterized the college since its beginning in 1932, but last fall they were incorporated into a full week of self-study, when students, faculty and administration gathered to discuss all aspects of the college. Many of the ideas that grew out of that week have already become part of the processes of the college; many others are still under discussion and will continue to be in the year ahead.

Rather than go to print in this period of transition, it seemed more practical to mimeograph a handbook to give a general picture of the present assumptions that govern membership in the college community you are about to join. Please read it before you arrive, bring it with you when you come, use it while you're here, adding to it or taking from it as change may dictate.

August 1969

I. THE COMMUNITY

Everybody in this small but open community is encouraged, urged, and expected to participate in the issues that arise and the decisions that have to be reached in the running of it. Bennington is the kind of place where you can ask for and get an explanation of what is going on, and it is also a place where you can register your opinion, in a variety of ways. Change is possible here and each individual can have a part in effecting change. In some senses the community moves as you move it.

But Bennington is big enough so that it would be all-time-consuming to find out or know everything that is going on in it at any given moment on any given issue. Like most self-governing communities, it has found that some basic structure is essential in order to provide effective means of information, discussion, debate, resolution. Bennington's structure and Constitution are unusual, in that they are based on the expectation that some common responsibilities will be assumed by all members of the community - students, faculty, and administration. All participate and have some voice in most questions of college-wide concern. The three constituencies usually meet separately to deliberate and vote on matters affecting their constituency, although the three occasionally meet together in community meeting to discuss issues of general or overlapping concern. The Community Council represents all three constituencies and meets weekly to air problems and discuss issues informally, sometimes recommending legislative action by one or another of the three constituencies.

This coming year the Bennington College Community Constitution, written in 1960 and revised in 1965, will be thoroughly re-reviewed and revisions probably recommended by a Constitutional Revision Committee to be elected from the three constituencies in the fall. There follows a brief informal description of the organs of community government, with emphasis on the organs of student government. Their composition and functions are more fully spelled out in the Constitution itself, a copy of which you will receive upon arrival.

THE HOUSE AND HOUSE COMMITTEES

It is generally agreed that the student houses, of which there are fifteen on campus, are the most vital and viable political units in the community life of the college. For it is here that most students live, and it is here that the issues of most direct concern to students are discussed, debated, and voted upon in house meetings.

The House Chairman, elected for a year's term, arranges the agenda and schedules house meetings, presides over them, and has the ongoing daily responsibility of making sure that life in the house proceeds smoothly and in good spirit. In dealing with the problems of house living, it is the Chairman's judgment and discretion which must determine when to seek the advice of Judicial or of a member of the administration, usually the Director of Student Personnel. The House elects an Assistant House Chairman to help with house responsibilities and sometimes to substitute for the Chairman. The third member of the House Committee is the House Delegate or "Leg Rep," a pivotal position in the communication of information and discussion and voting on policy issues in the Houses.

THE EXECUTIVE COMMITTEE

"Exec" is composed of all the house chairmen, who meet together at least every two weeks to discuss common problems of campus living. The Chairman and Secretary of Exec are elected by the committee from among its members. The Chairman is an active member of the Legislative Council, and is expected to keep in close touch generally with the other organs of student government, as well as with the President of the College and the Director of Student Personnel.

LEGISLATIVE COUNCIL

"Leg" is composed of one delegate from each house, as well as a delegate representing those students who live off-campus, plus the Chairman of Exec, Judicial and Student EPC (described below). Leg usually meets each week to discuss issues that affect the entire student body, calling special or community meetings as needed, making legislative proposals for voting, running elections for officers of student government. Much of its routine work is handled by standing or ad hoc committees, such as the Student Meetings Committee which schedules speakers and events of particular interest to students, and the Intercollegiate-Recreational Committee, which provides various kinds of social activity on campus in conjunction with similar committees at other colleges within reaching distance.

The Chairman of Leg is elected at the end of each term for the coming term from a slate that represents Leg's current membership. The job of Secretary of Leg is a non-voting appointive, paid position; the Treasurer, who must keep track of the student government budget, is a voting member of Leg. The budget's main source of income is a fee collected from each student to cover the costs of running the government and to provide working funds for standing and ad hoc committees. These committees must submit budgetary and activity reports to Leg twice each term.

JUDICIAL COMMITTEE

Judicial is elected solely by the student body and is composed of five students and one non-voting faculty advisor. The committee meets as necessary to deal with individual and group infringements of the standards and rules of the community. Usually it deals with each case on its merits, devising appropriate action from a wide range of options. The Constitution gives it the right to suspend or expel students from college, but such action if recommended must be appealed to the Judicial Review Committee (composed of the Director of Student Personnel and two faculty members), and in turn the President must approve the recommendation of suspension or expulsion before it can become effective. Individuals or houses may turn to Judicial to appeal or redress situations deemed inconsiderate or unfair.

STUDENT EDUCATIONAL POLICIES COMMITTEE

The SEPC is primarily concerned with evaluating the educational aims and policies of the college as students view them. It makes recommendations about aims and policies as well as about individual courses, since each class elects an EPC representative who is expected to hold a discussion about the class once each term and communicate the results of that discussion to the instructor of the course, to the divisional representatives, and to the President of the College. The core of the committee consists of two representatives of each division, one chosen by the committee itself from among the class reps, the other appointed by the faculty of each of the seven divisions. The committee elects its own chairman from among its members.

The Faculty EPC is one of the most important if not the most important standing committee of the faculty. All matters of academic policy come to its attention for discussion and/or resolution, usually through the faculty meeting. Two members of the Student EPC attend Faculty EPC meetings. The Trustees of the college have an EPC as well.

FACULTY - STUDENT COMMITTEES

Several committees of the faculty and administration have elected or appointed student members sitting on them. These include the Non-Resident Term Committee, which is responsible for selecting the recipients of a number of NRT scholarships made available each year through a variety of sources; the Special Events Committee, which presents guest speakers and provides for evening events for the benefit of the community; the Library Committee; the Financial Aid Committee; and the Development Committee. If ad hoc committees are formed for special purposes by the President, students are usually represented on them.

THE COMMUNITY COUNCIL

This group of five students, three faculty members, and two members of the administration functions as a weekly forum to facilitate communication and coordination among the various organs and constituencies of community government. Any matter of timely importance is open to discussion, as is any matter brought to the Council's attention by any member of the community. It may recommend action by appropriate organs of government; in itself, it has no legislative power.

THE CONSTITUTIONAL COUNCIL

This group of three faculty, three students, and three members of the administration meets only when two or more of the three constituencies disagree on a policy voted by one of them, or to resolve conflicting claims of competency over any issue, or conflicting interpretations of the constitution.

II. ADMINISTRATIVE OFFICERS AND OFFICES

The President ... is directly responsible to the Board of Trustees for the operation of the College, including its educational program, its life as a community, its faculty, administrative and staff personnel, and its finances and physical plant. He meets regularly with faculty and student committees to discuss issues of current concern, and is also available to any student who wishes to see him.

The Dean of the Faculty is appointed by the President upon the recommendation of the faculty. He works regularly with the faculty on matters of curriculum and status. In consultation with the President, he appoints the members of many faculty committees and is an ex officio member of the Faculty Personnel Committee, which advises the President on faculty appointments and reappointments. He chairs the Faculty EPC in the President's absence.

The Dean of Studies is appointed by the President upon the recommendation of the faculty. He devotes most of his time to the administrative aspects of educational policy. He is accessible to any student who wishes to discuss any educational matter relating to his or her progress, program or plans. The Office of the Dean of Studies keeps a record for every student in college, and communicates with the students and their parents if questions about their standing arise. The Dean of Studies is Chairman, ex officio, of the Educational Counseling Committee, and a member, ex officio, of the Faculty EPC, the NRT Committee, and the Community Council.

The Director of Student Personnel ... administers the non-academic aspects of student life on campus, including the assigning of counselors and advisors, housing policies, student government and activities. She also deals with individual students about personal problems that arise in their relationship to the college and is on the receiving end of emergency calls day or night, be they from students or parents.

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

The NRT office also makes arrangements for student jobs on campus and attempts to assist students in obtaining summer jobs.

Admissions Office. This office handles applications and interviews prospective students. The Office works with the faculty Admissions Committee in reaching its final decisions; it also counts on students to guide visitors and to discuss the college with prospective applicants and their parents when they visit the campus.

Business Manager's Office. This office is responsible for the financial affairs of the college, some of which are of personal importance to students:

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

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

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

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

5. Financial Aid is explained in the catalogue. A student who is currently receiving aid is notified by the college when it is time to

make a renewal application for the following year. Students already in college who wish to make their first application for financial aid should see the Business Manager, in December if possible, about the next academic year.

6. The Student Loan Fund is available for small loans for specific educational needs, repayable in terms similar to those for the tuition loan. See the Business Manager.

Development Office. Headed by the Director of Development, this office assists the President and other appropriate College committees in the formulation and administration of policy relating to the development of the College's educational program and physical facilities, and heads Bennington's information, alumni, fund-raising, and public relations programs. It produces all College publications, internal and external, including the College Catalogue, College Week, Quadrille, The Bennington Review, news releases, printed programs, and information fliers. The Office schedules and makes arrangements for all College-sponsored public occasions such as Commencement and special convocations, and schedules all non-academic use of College facilities. It maintains records of alumni, parents of students and alumni, and friends of the College; manages all college duplication services; manages the College's New York office, and the annual and capital fund-raising programs; supervises and co-ordinates all foundation and government programs and proposals.

Alumni Office. This office operates with three specific aims in view: to help the Alumni Association with its many kinds of volunteer work for the college; to publish a biennial directory and other informational material; and to administer the Alumni Fund. Any person who has attended Bennington for one semester or more is considered an alumni and is automatically a member of the Bennington College Alumni Association.

Director of Physical Plant. This office is concerned with the maintenance and improvement of the physical facilities of the college, including the supervision of the maintenance staff. With the aid of the college Housekeeper, he is responsible for the condition of the houses, a task in which each student can help greatly, simply by showing care and consideration for college property.

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

PUBLICATIONS

All College publications, with the exception of Silo, are edited by the Director of Publications and Information Services. This includes, in addition to the student-and faculty-oriented publications listed below, magazines and brochures aimed at prospective students, alumni, donors and prospective donors, prospective NRT employers, and friends of the College.

College Week is published every Tuesday during the academic year and contains information of interest to all members of the community. (Notices for insertion must be delivered to the Development Office by ten o'clock Monday morning.) College Week is often the one place to find new academic information, notices of events, tips on NRT jobs, and news about members of the community.

Quadrille is published six times a year. It is designed to reflect the views and opinions of students, faculty, administration, alumni, trustees, parents of students, and friends of the College. It is distributed to all the constituencies, and is intended primarily as a monthly paper in which members of the Greater College Community may expound, publicly, on topical issues.

The Bennington Review, a semi-annual magazine, is intended to give expression to the creative work of faculty, ex-faculty, and alumni. Contributors to the magazine receive payment.

Silo, Bennington's student magazine, is issued twice a year and sold at a nominal price on a national basis. It is managed and edited by Bennington students, with the help of a faculty advisor, but it seeks to represent the work of young artists everywhere. In its pages can be found prose, poetry, art, and music. Students are urged to submit their work to Silo and to apply for membership on the Board at the start of each spring term. (Silo takes its name from Bennington's round cornerstone, the silo base at the main quadrangle entrance to the Barn.)

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

III. ACADEMIC NOTES

THE FACULTY

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

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

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

Counseling and Advising.

Each student at Bennington meets regularly as the need arises with a member of the faculty for counseling or advising. In their first year at Bennington, students meet weekly with their counselors, members of the teaching faculty assigned, in so far as possible, on the basis of the students' educational interests and needs. After their first year, students are assigned advisors, with whom they meet at certain junctures during the term and at other times as needed. Second and third-year students taking group tutorials usually work with the instructor of the tutorial as their advisor, and those who are not taking group tutorials also have some choice in advisor assignment, which is handled by the Director of the Student Personnel Office. The tutor of the individual senior projects also serves for whatever counseling or advising is needed.

Normally the student has the same counselor and advisor for the entire year, but if for any reason the relationship is unsatisfactory, procedures are available for reassignment without embarrassment.

Counselors and advisors have regularly scheduled hours in which to talk with their counselees, advisees, or students in their classes. At the beginning of the term counseling and advising is usually devoted to reviewing the student's choice of program, and after mid-term and in the last week of the term to reviewing his work for the term. At appropriate times, all students will plan their programs for the next term, and

second and third-year students will formulate their Tentative Plans and requests for Confirmation of Plan with their advisors. Other uses of counseling and advising depend a good deal on the student's individual needs and interests. Many students discuss personal problems and concerns; many make arrangements to work on some special projects; others use the opportunity to expand on the work they are doing in courses.

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

Educational Counseling Committee.

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

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

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

THE ACADEMIC PROGRAM

Program Planning.

Planning each year's program demands the student's most careful consideration. The new student is encouraged to give it a good deal of thought before arrival; tentative choices of courses will be discussed with a program advisor before classes begin.

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

Program difficulties which cannot be ironed out between student and counselor or advisor should be brought to the attention of the Dean of Studies.

Program and class cards are due in the Dean's Office by an announced date after the registration period. Inaccurate or missing cards can seriously jeopardize a student's gaining formal credit for classes attended.

Dropping a Course. A student wishing to make any change of program should first discuss it with his counselor or advisor. Dropping a course and replacing it with another within the first three weeks of the term is possible without prejudice to the record. After that date, a Change of Program form must be obtained from the Dean's Office on which to explain the reasons for the change. This form must then be signed by the instructor or instructors concerned and by the counselor or advisor, all of whom are free to comment on the proposed change. The completed form is then returned to the Dean of Studies, who may question any change of program that reduces the number of courses the student is taking.

Tutorials. Group tutorials of limited size are available to second and third-year students in a number of fields. In limited numbers, students may request an individual tutorial with a certain faculty member in a specific area not covered by the curriculum offering. The advisor, the proposed tutor and his division, and the ECC must indicate their approval of the request on a tutorial application form available to the student in the Office of the Dean of Studies.

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

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

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

Tentative Plan for Advanced Work. The Tentative Plan is written after careful consultation between student and counselor or advisor, usually in the spring term of the second year. In the plan, the student is expected to address the question of range and balance of work during the first two years, acknowledging any important omissions in the program or shortcomings in the areas studied. A plan also describes the preparation for the major being chosen and how this choice fits with future plans. In outlining the program for advanced work, the student should try to indicate the areas of study to be continued as well as the sub-field of the senior project. (A student requesting acceptance of any special plan, such as one calling for study away from Bennington, should be sure to incorporate the reasons that justify such a plan and the specific ways in which it will be fulfilled.)

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

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

Request for Confirmation of Plan. Often called the "Senior Plan" to distinguish it from the Tentative Plan, this document is usually written in the spring term of the third year. In it the student is expected to

describe the nature of the senior thesis or project and the course program surrounding it, explaining in what way, if any, these deviate from the Tentative Plan. Requests for Confirmation as well as Tentative Plans may always be revised at a later date, if necessary, with the approval of the major faculty and the ECC. Graduation depends on the successful completion of the Senior Plan, as approved by the student's thesis or project tutor, the major division, and the ECC.

PLANNING FOR THE MAJOR

The statements of the Seven divisions on the usual requirements for major study are given below. All plans must be considered by divisional faculties before action is taken on them by the Educational Counseling Committee.

VISUAL ARTS

Before Tentative Plan: Normally the prospective major in art will take Introduction to the Visual Arts during his first year and studio work in the second. The minimum requirement is four terms of work in Art by the end of the second year.

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

Confirmation of Plan: Work in the major requires a project in one or more areas, and studio work in one other than the student's main field.

Requirements for Degree: Successful completion of project and work undertaken in advanced program.

DANCE

Before Tentative Plan: The prospective major in Dance is expected to complete successfully four terms of work in the field, including Structure and Style, dance techniques, composition, Stagecraft, and Music for Dance.

Tentative Plan: The plan should emphasize work in performance, composition, directing, criticism, or a combination of these. Majors should plan to spend at least half of their time in the field. In addition, a dance major will normally complete a year's study of music.

Confirmation of Plan: Since each major is responsible for a piece of independent work the final plan should outline the student's intentions in this regard.

Requirements for Degree: Successful completion of work.

DRAMA

Before Tentative Plan: The prospective major in drama will normally have taken five terms in the field. The minimum requirement is four terms. Work in the reading and analysis of plays, and stagecraft is required. Studio work in acting, design, or playwriting is taken by students interested in specializing in these areas. Each student takes one term's work in the Research, Rehearsal and Production course in the second year.

Tentative Plan: The plan should include the student's area of specialty, which might be acting, design, playwriting, dramatic criticism, directing, or filmmaking - either dramatic or documentary. The plan should emphasize work in performance. Majors should plan to spend at least half of their time in the field, and three quarters during the junior or senior year, when a non-performing elective may be included. The student must have demonstrated ability in the area of specialization, as well as willingness to cooperate effectively in group undertakings.

Confirmation of Plan: The student should write a developed statement concerning the senior project, required in all areas with the exception of acting. In some instances a special composite of the final two years' work in drama or film may eliminate the necessity for the senior project. The project must demonstrate a sound knowledge of theatre process.

Requirements for Degree: Successful completion of program and project.

MUSIC

Before Tentative Plan: The normal program for the first two years is Music I and Music II. A prospective major must have demonstrated musical ability and capacity to perform in a sustained and workmanlike way.

Tentative Plan: The plan should outline the program for advanced studies and indicate whether advanced tutorials and project will be in composing, conducting, vocal and/or instrumental studies, or a combination of these.

Confirmation of Plan: Granted on successful completion of work to date, the approval of final plans, if they differ from the previous plan.

Requirements for Degree: Successful performance of project and successful completion of all work in the field.

LITERATURE

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

Tenatative Plan: The plan should include a projected program for the next four terms' work and an indication of the kind of major project anticipated. Each plan must include an endorsement by a language teacher regarding the student's ability to read a foreign language or a detailed and satisfactory explanation of the means the student intends to use to acquire such an ability by the time of graduation.

Final Plan: The request for confirmation of the final plan should include a detailed description of the student's proposed project, creative or critical, or both. If the project is to be creative, samples of work must be submitted to the division secretary for approval by an ad hoc committee of the literature faculty. If critical, the project may take the form of one long or several short essays, depending on the best judgment of the student's counselor and the division. A student intending to major in a foreign literature may propose a translation with a critical preface.

Requirements for Degree: Successful completion of the work undertaken, a demonstration of efficiency in the use of language as a craft, and familiarity with a significant body of literature. All other specific requirements for the degree, including the language requirement, may be waived by the literature faculty under appropriate circumstances and at its discretion.

SCIENCE

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

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

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

Confirmation of Plan: The student will have performed successfully in division courses beyond the elementary level.

Requirements for Degree: Recommendation by the division calls for successful completion of work taken in the division, as designated in the confirmed plan.

SOCIAL SCIENCE

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

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

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

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

NON-DIVISIONAL MAJOR

In formulating a Tentative Plan for a non-divisional major (one which cuts across or overlaps the lines of divisions or fields), the student is advised to submit that plan to the division of dominant interest if there is one. If the plan is accepted, that division will then have responsibility for approving the work outside the field as it relates to the area on which the student is concentrating. On the other hand, if the Tentative Plan reflects a reasoned and genuine combination of equal interests, the Plan should be submitted to both divisions for their approval. If the ECC approves a confirmation of Plan proposing a senior project that integrates work in two or more fields, ECC will appoint an ad hoc interdivisional committee to review the student's senior project and performance in course work, and make a recommendation to the ECC in regard to graduation.

CLASS WORK

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

If a student is detained away from college, the Student Personnel Office should be notified and that office will explain the absence to the instructors and counselor or advisor. If the student is admitted to the Infirmary as a patient, the Infirmary notifies the counselor or advisor, but the student is expected to let the instructors know, or ask a friend or the Student Personnel Office to do so.

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

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

Late Submission of Written Work. Written work that is considered essential to a student's accomplishment in a course but which is submitted after the date due will be accepted only if the instructor so chooses. If accepted, it may still be discounted in any degree the instructor decides. In any case, the student is well-advised to discuss any difficulties that are encountered promptly with the instructor.

Instructors' Reports. These "comments" are written by each instructor in each course and distributed in class to each student at mid-term and at the end of term. The student also receives a counselor's copy of each report and is expected to take it to the counselor or advisor for discussion. The first copy of the report becomes a part of the student's permanent record in the Dean's Office. The only ratings that appear on the final report are Passing, Not Passing, To Be Completed, and Permanent Incomplete.

Students receive their own copies of Instructor's Reports and are expected to share their contents with their parents. Although parents receive no routine reports from the college, they should feel free to write or see the Dean of Studies or the Director of Student Personnel about any questions they may have.

Incompletes. Deliberate refusal on the student's part to complete the work for a course usually results in a failing grade. When circumstances beyond the student's control prevent the completion of a course in which the student has been doing satisfactory work a temporary or a permanent Incomplete may be granted as follows:

A student may request, but may not elect, a TBC (To Be Completed) in a course which the student is otherwise passing and in which, for acceptable reasons, the student has not been able to complete the work. The

decision is the instructor's, and although TBC's are usually to be made up by the first day of the following resident term, under exceptional circumstances another deadline for completing the unfinished work may be set by the instructor. The reasons for setting the deadline will be incorporated in the instructor's report.

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

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

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

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

ACADEMIC POLICIES

Study During the Non-Resident Term. Certain considerations and procedures are to be followed by faculty, students, and the NRT Office when independent study is allowed instead of a job during the NRT.

1. If a student requests a study term, the student must receive initial permission from the counselor or advisor, who will then consult with the NRT Director about the plan. Together they will examine the student's previous NRT record, as well as any recommendations of the ECC, and if it is agreed that the student can do responsible work on his own, the plan is accepted. The counselor or advisor must agree to judge the work at the close of NRT, or name someone else who can properly do so.

2. If a counselor or advisor advises a student to study during the NRT, he must verify this recommendation by discussing the study plan with the NRT Director and agreeing on someone to judge the work.

If a suitable study plan is not approved in advance of the NRT, or if the NRT Director and the counselor decide that the student cannot satisfactorily manage a nine-week term of unsupervised study, then the request or plan is denied and the student is expected to take a job.

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

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

A student who has any intention of studying abroad is advised to begin planning well in advance, in consultation with the appropriate language instructor and a faculty member of the division of the major in order to plan a program of study that will meet divisional expectations.

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

Completing Work for the Degree in Absentia. Completing degree requirements by studying in absentia during the senior year is in most cases academically unwise, and the general rule of the college is that the senior year must be completed in residence.

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

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

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

If permission is granted, a counselor will be appointed to represent the division and the college in further communications with the student, to provide guidance and to certify satisfactory completion of the agreed program to the division and the Educational Counseling Committee. The fee for this service will be \$100.

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

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

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

Transfer Students. Bennington does not automatically assign transfer students status as freshmen, sophomores or juniors but considers them to be entering students without defined status. What level of courses they should take (i.e., beginning, intermediate, or advanced) is decided in consultation with their counselor, taking into account the extent of work

they have done elsewhere in relation to the demands of course work here. The transfer student's standing at Bennington, and therefore the prospective date of graduation, are determined by the ECC after a period of time here, usually during the second term and usually in conjunction with a Tentative Plan. Since only those transfer students who can be expected to progress at the usual rate are admitted to the college, a transfer student can normally be expected to graduate in the regular four-year period, but it is well to realize that unforeseen academic difficulties may make additional time here advisable and necessary to earn the Bennington degree.

Graduate Work. Many Bennington students go on after graduation to earn advanced degrees. Planning for this starts well before graduation, however. The student should discuss the possibility of graduate work with instructors in the major division for whatever guidance they may be able to give. The student should also consult the Dean's Office for further guidance and general and specific information about entrance examinations and requirements, especially if he or she intends to compete for any graduate scholarships or fellowships.

Withdrawal and Re-admission. Any student who withdraws from Bennington to carry out a plan of study, and whose plan has been approved by the Educational Counseling Committee, is assured a place in the college upon return after completing the plan. A student who wishes to request a leave of absence with the intention of returning should submit to the Dean of Studies a letter indicating those reasons for requesting a leave of absence, the length of time to be spent away, and what the student intends to do during that time. The Dean's Office, acting in conjunction with the ECC and, when appropriate, the Health Service, will consider the request and inform the student of any expectations or conditions to be met before re-entry. Any student who withdraws under other circumstances and wishes to return must be re-admitted in competition with entering students. It is important that the student who plans to withdraw, whether temporarily or permanently, should so inform the Dean of Studies, in writing, as soon as plans are firmly set.

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

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

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

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

THE LIBRARY

The Edward Clark Crossett Library contains approximately 57,878 volumes and receives about 500 current periodicals. Records and tapes of poetry readings and plays are available in the listening room, which also houses three foreign-language practice booths. (Music recordings are in the Jennings Hall Library.) A seminar room and a typing room are available, which may be used as study rooms after the main part of the library is closed in the evening.

It is the aim of the Library to make its resources easily and clearly available. Books are signed out by the students themselves, with the exception of books on Reserve for class use. Each student is responsible for the books taken out in his or her name.

Reserve books must be used in the building during the day. At 10:00 p.m. they may be taken out for overnight use. They must be returned promptly when the library opens the following day. Some books in great demand Circulate for only three days; they must be presented at the desk to be signed out. Books may be renewed if they are not needed by someone else.

Red notices are sent to recall books needed for the reserve shelves for class use, or, after the book has been out two weeks, to recall it for another reader who has requested it. In either case, the book should be returned immediately. There are no fines for overdue books. It is hoped that students will respect the needs of other members of the community and return books promptly when they are due and when they are recalled. Books no longer needed should be returned so that they will be available for other readers.

The Library is open 92 hours a week during the academic terms:

Monday-Thursday	8:30 a.m.	11:00 p.m.
Friday-Saturday	8:30-6:00	7:00-10:00
Sunday	12:00-4:00	5:00-10:00

MISCELLANEOUS

Workshops. Most divisions schedule workshops to supplement the regular curriculum. The workshops usually involve both student and faculty participation in discussions, informal talks, readings of original works, or performances. These workshops are open to all members of the community and can be very informative for both majors and non-majors. In the performing arts, attendance at weekly workshops is expected of students taking courses in these fields. Each term special Dance and Drama Workshops run for several nights consecutively in the Theatre as full evening performances. The Dance Workshop in the fall term often shows the repertory to be presented during the Non-Resident Term by a group, chosen by the dance faculty, who go on tour every other year.

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

IV. CAMPUS LIFE

LIVING ARRANGEMENTS

Bennington is essentially a residence college, the majority of its students living in 15 student houses of about 30 each from all four classes. Each house has a living room, one or two card rooms, single and double student rooms usually arranged in suites of five or six each, a kitchenette, and an attic. Freshmen will find themselves living in double rooms with a roommate; most upperclassmen have singles, as determined in student room-choosing which takes place in May of each year. As Bennington goes coeducational, some of the student houses will have separate suites for male students, who will be in the minority for some time to come. Any rules governing coeducational houses will be decided by each individual house at the start of each term.

About 10% of the total enrollment of approximately 550 students live off-campus. The college owns several off-campus residences where about 30 students can be housed in small groups that do their own cooking. (All new students are expected to live in on-campus houses for at least a year.) A portion of the upperclassmen live independently in the local community, entirely responsible for their own housing and meals. Off-campus students are urged to affiliate themselves with one of the student houses on campus, where discussion and voting on issues takes place.

SOCIAL LIFE AND RECREATIONAL ACTIVITIES

There is a good deal of social and recreational activity on campus, most of it planned and carried out by students themselves, sometimes on an individual house basis. The college is within reasonable distance of several other colleges - Williams, Marlboro, Dartmouth, RPI, Union, etc. Many students, of course, find their way to other more distant colleges, and vice-versa. The college has a small bus for use in transporting students to events and social activities at other locations.

There are no organized sports at Bennington, but facilities for tennis and other field sports are available. Swimming, riding and skiing opportunities are readily accessible, though the college calendar limits the time in which students can take advantage of skiing in Vermont's snow.

GUESTS ON CAMPUS

Guests are expected to conduct themselves according to the standards and rules of the community. Students can help their guests by calling any unwitting breaches of the community's standards to their attention.

Guests arriving on campus before 6:30 pm are expected to register at Switchboard, or, after that time, at the Night Watchman's Booth as they enter the campus. Students expecting guests after 11 pm should register them in advance; if a guest arrives after 11 pm, the guest may call the student from the payphone at the Night Watchman's Booth and will be admitted if the student comes to accompany them on to the campus.

Guests are subject to the quiet hours and to any other rules of the house they visit. They may be asked to leave for infraction of those rules or of the standards of considerate behavior, and students are expected to insure that their guests cooperate with this expectation. It is not the responsibility of the Night Watchman to ask a guest to leave unless he has been asked to do so or unless the student is unable to do so.

A bunkhouse is available for the accommodation of male guests at a cost of \$1 a night. Students may sign guests in at Switchboard or the Night Watchman's Booth until 2 in the morning if space in the bunkhouse is still available. No one is permitted to use the bunkhouse more than 5 consecutive nights.

PRESENCE ON AND ABSENCE FROM CAMPUS

In maintaining a residence college at some remove from any major population center, the College finds it important to at least know when its students are or are not in residence. Students are therefore expected to check their names daily between 8 am and 12:30 pm on a list posted in each house. House Chairmen are responsible for appointing students (on a rotating basis) to take the checked list to Switchboard by 1 pm each day. Excessive unexplained absence can become a cause of concern to the college, principally to the Student Personnel Office. If a student intends to be away from the campus for twenty-four hours or more, use of the sign-out system is strongly recommended. The sign-out system, because it sometimes happens that an emergency arises in which a parent or the college needs to reach a student, involves indicating on an envelope form (at Switchboard or the Night Watchman's Booth) the time of departure and expected time of return. The student may also indicate (on a form to be placed inside the envelope, then sealed) the address where he or she can be reached while away. Should the student's plans or destination change while away, the

college may be phoned at any hour of the day or night to change the signout information. Such calls will be accepted collect, though later charged to the student.

Should a student fail to return on time or be inexplicably absent for a significant period of time, the college, through the Student Personnel Office, will take necessary steps to find the student. However, it should be clearly understood that the college cannot take responsibility for the whereabouts of its students if they do not use the sign-out system available to them. Students and their parents are therefore urged to come to some understanding about use of the sign-out system before they arrive at college.

EARLY DEPARTURE OR LATE ARRIVAL

The college calendar provides for two terms of slightly less than fourteen weeks each, each broken only by a mid-term vacation known as Long Weekend. The Non-Resident Term runs for nine full weeks, during the winter. Students are expected to follow the college calendar in planning their departure and arrival before and after the summer vacation, the Non-Resident Term, and the Long Weekends.

Any student unable to return to college by the beginning of classes, or any student wishing to leave college before the last class preceding a vacation should make his or her reasons known to the Director of Student Personnel. Also, a student who must miss five class days or more during the academic term is expected to notify his or her counselor or advisor, or the Health Service, or the Director of Student Personnel, prior to departure.

STANDARDS RULES AND REGULATIONS

A community intent on the principle of self-government and respect for individual variations and differences is guided more by principles of sensible and considerate behavior than by elaborate rules and regulations. Bennington does have a number of rules, the enactment and enforcement of which are primarily the responsibility of students. It also has a number of regulations relating to the use of college facilities and the health, safety and convenience of the entire college community, which are initiated and enforced by the administration. (Many of the rules and regulations are informally incorporated in the text of this handbook.) A review of the rules and regulations will take place in the fall, giving new students a chance to discuss them before they are voted and printed up for insertion in this handbook in the fall. Meanwhile, it seems appropriate to print here a statement of the principles underlying the rules and regulations of the community, as written by students a few years ago.

Bennington College is more than a collection of individuals; it is a complex community in which students, faculty and administrative officers are engaged in the common enterprise of education, viewed broadly as a total living experience, both in and out of the classroom, off campus as well as on.

Learning to live as a responsible member of the community and thereby learning the meaning of responsible individuality is an important part of Bennington's educational experience. The character and quality of community life as reflected in the individual habits and social relationships of the community's members is also a determinant of the success of the College's academic program. Thus, participation in the College community is itself of educational value while also being a necessary precondition to the attainment of other educational values. It is in this context of their relationship to our educational goals that the following discussion of standards, rules and regulations of behavior must be understood.

The College believes strongly in the right of each student to regulate his own conduct, insofar as it only affects himself, and to participate in decisions concerning the regulation of his conduct insofar as it affects others. Regulation of conduct affecting others derives from two distinct sources, the wider community - including local, state and federal government - and the College community itself. As far as the laws and ordinances of the wider community are concerned, the College expects its students to maintain the same habits of obedience to law as would be expected of any intelligent and responsible citizen. Beyond expressing this expectation the College assumes no responsibility for a student's relation to the law of the wider community, except in cases of grave violations of such law or cases where the violation would cause injury to the College community itself.

Since its founding in 1932, Bennington College, like any other community, has found it necessary and beneficial to impose certain standards of behavior on the members of the community in the interest of orderly and responsible community life. These standards are established and enforced by the community through procedures defined by the community constitution and each student as a member of the community can assume a responsible role in those procedures.

In general terms we may say that the community avoids, as far as possible, detailed regulation of the lives of students and relies instead on each student's own sense of responsibility.

STANDARDS

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

V. MISCELLANEOUS INFORMATION

THE LOCAL COMMUNITY

The Village of North Bennington is within walking distance of the campus but offers little opportunity for shopping. The town of Bennington is some five miles away and has any number of stores, banks, churches, motels, etc. Each year a number of students get involved in community affairs, through teaching and assisting in the local schools, as volunteers in various community self-help projects, as Big Sisters to some of the local children.

TRANSPORTATION

There is no local transportation system with the exception of taxis. The college has an arrangement with the taxi company which allows a student to go into Bennington at any one of four times daily by purchasing a round-trip ticket at Switchboard for 35¢. On Sundays the taxi service is coordinated with church service schedules.

There is a bus depot in Bennington from which there is at least one express bus to New York City every day; the trip takes about four hours. There is also some bus service between Albany and Bennington, and between Bennington and Brattleboro. The closest railroad stations are in Pittsfield and Albany. Albany has a commercial airport, Bennington a private one.

MOTOR VEHICLES ON CAMPUS

Any student may have an automobile on campus, provided it is properly insured and properly registered through the Student Personnel Office. Upon registration the owner or temporary owner of the vehicle receives a registration sticker which should immediately be put on the front bumper of the car, to facilitate correct parking in variously designated lots on campus.

The college feels particularly strongly about the rule that a student may not loan or borrow another car without parental permission. The Student Personnel Office gives permission to a number of students (after testing) to drive the college bus for local use. Motorcycles or scooters fall under the regulations for automobiles and are not to be driven on the college footpaths at any time.

PARKING

All campus drives must be kept clear of parked cars. Parking on college roads creates fire hazards and dangerous congestion. Each

student with a car who resides on campus will receive a blue sticker, and will be expected to use the Tennis Court, or Blue Parking Lot. All off-campus and special students will receive a red sticker and will be expected to restrict their daily parking to designated spaces for non-resident automobiles in the Brick Garage or Red Parking Lot. All students are expected to heed the parking regulations signs on campus, with particular attention to keeping the student lanes, the Flagpole Circle, the main drive behind Commons, and the Commons Driveway clear at all times. These rules are enforced by a system of fines and, in some instances, cars are towed away at the owner's expense.

COLLEGE FACILITIES

The Health Service

New students meet with members of the Health Service in the first week of college, and during the term will have an individual interview with a member of the Health Service, which is located in the infirmary on the first floor of Commons.

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

In case of emergency, the Infirmary can be reached day or night by direct line or by dialing Switchboard. A student may visit the Infirmary for emergency treatment at any time. Any student in an accident, on or off the campus, should report it immediately to the Student Personnel Office and to the Infirmary, whether or not there is known injury.

In addition to the doctor and two nurses, the Health Service includes a psychiatric counselor. The first three consultations with her are free of charge. She, like the doctor, maintains confidential relations with the student. The Health Service does not communicate confidential information to either the student's family or other administrative officers of the college without the student's consent, except in cases of emergency.

Students may get checkups at the Health Service at any time, as well as information about dentists, oculists, and other specialists. T.B. skin tests, in cooperation with the Vermont State Health Department, are done each fall for any student who has not previously had a positive skin test. All those who have had a positive skin test get yearly X-rays. Each student must have a checkup with the college doctor before graduating.

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

Dining Facilities.

There are six dining rooms on the second floor of Commons. Breakfast and lunch are served cafeteria style; dinner served by student waitresses. (Some students may have early dinner each evening, buffet style.) Students are required to wear shoes in the dining rooms for obvious reasons of sanitation and prevention of accidents resulting from broken glass or china.

The Snack Bar, near the Commons Lounge, is open each weekday from 9:00-12:00, 1:00-6:00, and 7:00-11:00. On Sundays, when only two meals are served in the dining rooms, the Snack Bar is open from 12:30-4:00 and 6:30-11:00. Frequent customers can save money by buying a \$10 book of tickets worth \$11 of food.

Post Office Facilities.

The college's post office is a federal sub-station, with four incoming and four outgoing deliveries each day except Sunday. The schedule for the sale of stamps, money orders, parcel post, etc., is 8:30-12 noon and 12:30 to 6:00 Monday through Friday, and 8:30-11:30 am and 12:30-6:00 pm Saturday. Each student has an individual mailbox. Anyone wishing to distribute material to boxes must first consult the Postmistress.

Switchboard and Phone Facilities

The Switchboard operates from 7:00 am to 11:00 pm every day. From 11:00 pm to 7:00 am the Night Watchman takes all calls but does not put them through to students, referring emergency calls to a member of the administration. The Switchboard does not make any toll calls for students and accepts collect calls only in case of emergency. Toll and collect calls go out only on pay phones, of which there is one in each house and one in Commons.

The Cooperative Store.

The Coop Store is in the east wing of the Barn and sells textbooks, paperbacks, school supplies, art supplies, stationery, cosmetics, cigarettes, small hardware, etc. Students are advised to budget around \$100 a year for necessary purchase of books and supplies. Art supplies for studio courses are not inexpensive.

All members of the community are eligible for membership in the Store at a cost of \$10 a share, and each member is entitled to one vote in shareholders' meetings. The policies of the Store are determined by a Board of Directors consisting of six students, two members of the faculty, administration, or staff, plus the President and Business

Manager of the College, ex officio, elected by preferential ballot by the members of the Store in the first week of June.

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

The Coop Store sponsors frequent exhibitors in Commons who come to bring selections of clothes and accessories to the campus. Any student who wishes to sell merchandise or offer services must first discuss the project with the Store Board.

Opportunities for employment on campus.

Many campus jobs are open to students, through the NRT Office. A partial listing includes:

Waiting on table	grounds assistance
serving faculty tea	assisting in Library
working at Snack Bar	assisting in Music Library
operating switchboard	assisting faculty members
taping concerts, etc.	monitoring art studios
guiding campus visitors	modeling for art classes
monitoring parking	mail delivery

All students who have campus jobs (except dining room jobs) are required to keep a record of their hours on a time sheet, which must be signed by the direct employer and then turned over in person to the Business Office by the 5th of each month. All dining room workers sign a time sheet posted in the dining halls.

Students work through the NRT Office in arranging most campus jobs. During the Term there is a bulletin kept in the NRT Office of campus job openings as they occur.

Laundry, Linen Rental and Dry-Cleaning.

Automatic washing and drying machines are located in the Laundry Rooms at the rear of the first floor of Commons.

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

Pick-up and delivery service in the student houses is provided by local laundries, dry cleaners, and by private individuals living near the college. Dry-cleaning machines are also available in the town of Bennington.

STUDENT HOUSE FACILITIES

Student Rooms. The college provides each student with a bed, mattress, and pillow; a desk and chair; a bookcase, bureau, and mirror. Students must provide their own linen, blankets and towels, desk and floor lamps (maximum of four to a double room), curtains, bedspreads, and rugs. Each student is responsible for the college property in the room and is expected to treat it with care. The cost of repairs or of replacement will be charged to the student. Students take care of their own rooms (housecleaning equipment is available in each house), but rooms are inspected from time to time for reasons of health and safety by the Housekeeper. Students wishing to change any furnishings should see her first. Any change or exchange of rooms must be cleared, before any move is made, through the Student Personnel Office.

Personal possessions are the student's own responsibility, and the college carries no insurance on loss or damage to its students' property. It is therefore wise to label your belongings, to be careful about them, and to report any theft of belongings promptly to the House Chairman. Valuables may be stored in the Cashier's Office during the resident terms.

Keys to student rooms, closets, and to bureau drawers are available in the Cashier's Office for a deposit of \$1, refundable upon the return of the key.

Room-choosing. Very few room assignments may be changed during the resident terms, especially in the fall when not one room is empty. If there are valid reasons for changing a room or a roommate, these reasons should first be discussed in person with the Administrative Assistant to the Student Personnel Director. More changes are possible over the Non-Resident Term, and room-choosing for upperclassmen then takes place each May, according to a system of priorities approved by the Student Executive Committee. Rooms may be retained by students who want to stay where they are or new rooms can be chosen, with first choice to juniors, next to sophomores, etc. The student who wants a different room in the same house has a high priority. New students are assigned to double rooms in each of the fifteen student houses.

Storage facilities. It is important for new students to realize that most rooms have rather small closets and that they will be sharing a closet with a roommate. (Students need not bring many clothes, since daily campus wear is very casual and formal occasions few. Winter in Vermont is cold, and the

fall and spring often rainy.)

It is also important to realize that students must dismantle their rooms twice a year, in December and June. Student possessions may be left in (locked) closets and top bureau drawers during the winter, but nothing other than furniture may be left in the room during the summer, when summer programs take place on campus and house repairs and painting are done. Students may store tagged cartons and trunks in the house attic, but there is not enough room there for furniture. Most of the local cleaners will store woolen articles (including rugs) at minimal cost. Students who withdraw can arrange to have their belongings shipped by the college if they have been properly packed and marked.

Cooking Facilities and Appliances.

Each house has a kitchenette equipped with refrigerator and hot plate plus a few utensils. However, all students in residence are charged for board fees for meals in the college dining rooms and are not expected to use the kitchenettes for regular preparation of meals. Should students fail to clean up after using the kitchenette, or should an inordinate amount of college-owned dishes and silverware be found there (they belong in the dining rooms only), the Housekeeper is entitled to lock the kitchenette. Students should be sure not to let electrical appliances go unattended for any long period of time in the kitchenette, and should use cooking appliances only in the kitchenettes.

The kitchenette also houses an iron and an ironing board. The college does not charge for the use of other electrical appliances in student rooms, such as phonographs, radios, electric blankets, etc., but here too students should be careful not to leave appliances on when they leave the room. Extension cords if necessary should be as short as possible and should not be run behind radiators.

Living Rooms, Hallways, etc.

Living rooms are for general use (many are used as classrooms) and should be kept as presentable as possible at all times. Students are not permitted to sleep in the living rooms (or the attics), and living-room furniture should not be shifted around (including the rolling up of rugs) without permission of the Housekeeper. Houses may be charged part of the cost of repairing or replacing lost living-room furniture.

Hallways must be kept clear at all times, as required by the college's fire insurance. Easels and paintings found in the hall will be promptly returned to the owner's room or taken to the attic. (Plaster of Paris

may not be used in student houses because of the damage it may do to floors, furniture and plumbing.) Each house has a payphone, and collect calls can only be accepted on these phones.

Houses are locked each night by the Night Watchman at 1:00 a.m. and students should be sure (for their own safety) that they stay locked during the night. A student returning to campus after 1:00 a.m. signs for a house key at the Night Watchman's Booth and is responsible for its eventual return; should the key be lost, the student is charged the cost of replacing the house lock and duplicate keys. The Night Watchmen inspect each house on fixed rounds throughout the night.

Fire Prevention and Regulations. The Director of Physical Plant is responsible, with the cooperation of the student Fire Chief and Fire Wardens (one elected in each house), for the carrying out of all fire regulations. One of the most important aids he can have in carrying out this responsibility is the awareness and carefulness of each student with regard to the possibility and prevention of fire. For this reason, students are asked to supply their own metal ashtray and metal wastebaskets for their rooms, to use fireplace screens in the living rooms, to acquaint themselves upon arrival with the fire regulations and abide by them and to cooperate with the fire wardens in carrying out drills. Each house has an automatic alarm system in case of fire. There are also numerous alarm boxes located on campus.

The Fire Chief and Fire Wardens are elected at the end of the spring or at the start of the fall, and are responsible for carrying out at least five drills a term, at least two of them at night. Fire Wardens must review the rules and procedures for fire safety in house meeting. They are empowered to keep people out of the Commons Theatre or the Carriage Barn when safety and fire regulations require them to do so because of overcrowding. Fire regulations prohibit smoking in either of these locations. Parking regulations are partly dictated by considerations of fire safety.

In the event of a drill or an actual fire, each student should CLOSE HIS WINDOW, LEAVE THE LIGHT ON, AND CLOSE THE DOOR as he leaves to report to a location designated by the Fire Warden, where attendance is taken. Fire signals are posted in all college buildings for the various parts of the campus. ANY FIRE, LARGE OR SMALL, AND EVEN IF ALREADY EXTINGUISHED, SHOULD BE REPORTED IMMEDIATELY TO THE DIRECTOR OF PHYSICAL PLANT OR TO HIS ASSISTANT.

IN CASE OF EMERGENCY....

Accidents and Arrests. Any accident or arrest involving a student must be reported immediately to the Student Personnel Office. Any accident must also be reported to the college physician.

Drugs and Liquor. In these matters, as in most other matters concerning the law, the college attempts to leave to the individual student's judgment and sense of responsibility his or her own relationship to the law. However, where the use or abuse of alcohol or drugs interferes with a student's health, or significantly limits his capacity to fulfill his educational commitments or interferes with the health, safety or well being of other members of the college community, appropriate action will be taken by an administrative officer or the Judicial Committee. Vermont law provides that alcohol may not be served at a student function paid for by College funds or officially sponsored by a College agency or organization.

Emergencies. The Night Watchmen are to be called in case of emergency between 6:30 p.m. and 8:00 a.m. During the day, the Assistant Director of Physical Plant or the Student Personnel Director should be notified. Emergency need for transportation or funds should be brought to the attention of the Student Personnel Director or the Business Manager. The Infirmary can be reached 24 hours a day in case of illness, by dialing 255 or 0. Students and their guests are expected to cooperate with the Night Watchmen with regard to the safety and security of the campus. The Night Watchmen are empowered to refuse admittance to the campus of objectionable guests, or to refuse the right to drive of any person under the influence of alcohol.

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This Student Handbook should give you some idea of what the Bennington Community is like and how it operates. We hope that it will serve as the basis for your participation in campus life, and that it will change and grow with your experience in Bennington.

COLLEGE CALENDAR

The College year is divided into three terms; two resident terms of fourteen weeks, in fall and spring, and a non-resident term of nine weeks in mid-winter.

 FALL TERM

Thursday	September 11	New students arrive
Friday	September 12	Consultation with program advisors- new students
Saturday	September 13	Registration for new students
Sunday	September 14	Orientation picnic, students and faculty
Monday	September 15	Classes begin, 8:30 am
Friday	October 31	Long Weekend begins at 1 pm
Wednesday	November 5	Classes resume, 8:30 am
Wednesday	December 17	Last day of classes
Christmas Vacation	Thursday, December 18 through Sunday, January 4	

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

Monday, December 30 through Friday, February 28
(9 weeks)

 SPRING TERM

Monday	March 9	Houses open
Tuesday	March 10	Registration
Wednesday	March 11	Classes begin, 8:30 am
Wednesday	April 29	Long Weekend begins at 1 pm
Monday	May 4	Classes resume, 8:30 am
Wednesday	June 17	Classes end 1 pm
Saturday	June 20	Commencement
Monday	September 14, 1970	Classes begin, 8:30 am