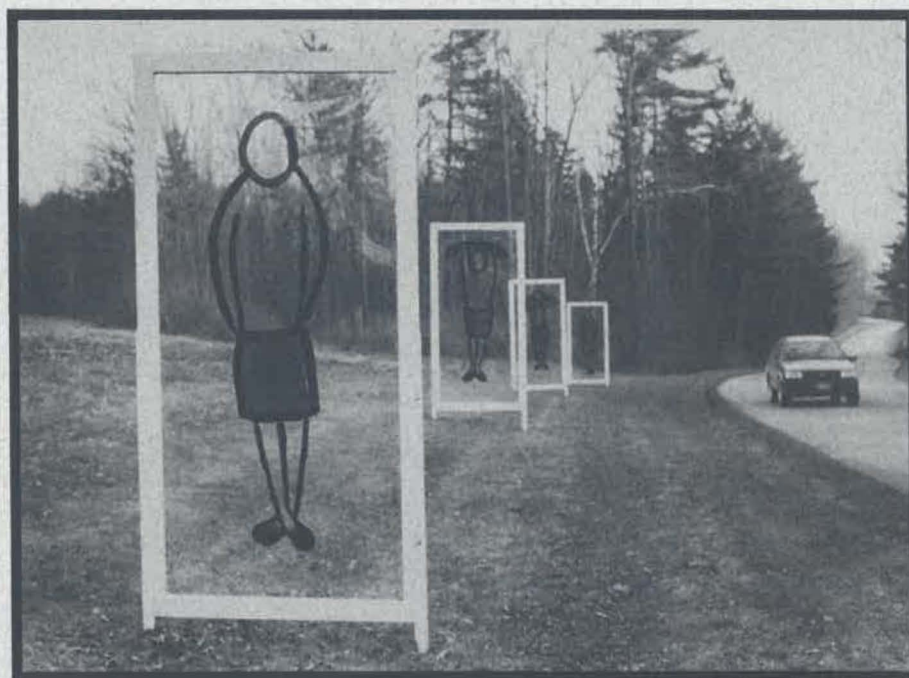


# BENNINGTON COLLEGE

## STUDENT HANDBOOK



PHOTOGRAPH: CYNTHIA LOCKLIN

1993—1994



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

BENNINGTON'S TRADITIONAL COMMENCEMENT STATEMENT



# BENNINGTON COLLEGE

## S T U D E N T   H A N D B O O K

1993—1994

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# ACADEMICS

## ACADEMIC ADMINISTRATION OF THE COLLEGE

### The Dean of Faculty

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

### The Dean of Studies

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

### The Assistant Dean of Studies

In helping the Dean of Studies execute the duties of the office, the Assistant Dean confers frequently with faculty members and students about the educational policies of the College, communicates with students' parents, and performs many administrative functions. These include assigning students to counselors, reviewing students' plans for possible action by the Educational Counseling Committee, and scheduling Educational Counseling Committee meetings.

### The Registrar

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

### The Recorder

Under the general supervision of the Dean of Studies, the Recorder prepares certified academic transcripts (formal records of students' college work).

## ACADEMIC ORGANIZATION OF THE COLLEGE

### Divisions

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

**Dance:** Choreography, Design, Improvisation, Music\*, Performance

**Drama:** Acting, Design, Directing\*, Playwrighting\*, Production, Voice/Movement/Speech\*

**Literature and Languages:** Foreign Languages, Literature, Writing

**Music:** Acoustics\*, Black Music, Chamber Music, Composition, Electronic Music, Instrument, Instrument Building\*

**Natural Sciences and Mathematics:** Biological Sciences, Mathematics and Computers, Physical Sciences

**Social Sciences:** Anthropology, Early Childhood Studies, Economics, History, Philosophy, Politics, Psychology

**Visual Arts:** Architecture, Art History\*, Ceramics, Drawing\*, Graphics, Painting, Photography, Sculpture

Those disciplines marked with an asterisk (\*) are not normally available as major areas but can be used for the required year's work beyond the introductory level.

### Class Levels

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

### Tutorials

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



### **Non-Divisional Courses**

On occasion, the College has offered courses outside the regular structure of the academic divisions. At present the only such courses are those in "Written Composition," which are open to students who wish to improve their skills in writing English prose. No more than two of these courses may be taken for College credit, and they do not carry credit as courses in Literature nor do they meet the College's academic distribution requirements.

### **Courses for Credit in More Than One Division**

On occasion some courses are offered which are cross-divisional; i.e., offered for credit in more than one division. Students should inform the instructor of which division the course is to be listed on their academic record. The instructor will inform the Registrar on the class list.

## **EDUCATIONAL EXPECTATIONS OF THE COLLEGE**

### **Academic Counseling**

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

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

### **Educational Counseling Committee (ECC)**

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

### **Reviews of Student Work by the Dean of Studies**

In addition to the reviews of student programs conducted by the ECC, the Dean of Studies monitors student progress. The Dean may approve a student's plan on

behalf of the ECC when it does not seem to present any problems. Within general guidelines established by the ECC, the Dean may also question students about their programs, approve changes of programs, place students on academic probation when their work is unsatisfactory, and remove them from probation when they meet the expectations of the College.

### **Probation**

Any student whose work is not satisfactory, who has not obtained timely approval for a Tentative Plan or Confirmation of Plan for Advanced Work, or whose records suggest that he or she may not be able to graduate from the College, or who has not successfully completed the Field Work Term requirement, may be placed on academic probation by the ECC or the Dean of Studies. A student who is placed on academic probation for any reason must overcome the problems that have led to probation within one term after being notified of his or her probationary status. A student who fails to do so to the satisfaction of the ECC and the Dean of Studies may be required to withdraw from the College. The ECC may at its discretion allow a student a consecutive term on probation. Because of the serious implications of placing students on probation, the Dean of Studies notifies their parents of probationary status when permitted by law.

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

### **ACADEMIC PROGRESSION**

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

1. Carry a normal course load per term of four courses or "quarters";
2. Successfully complete at least one course in each of four divisions during their first two years at the College;
3. Obtain acceptance of a Tentative Plan, either as a divisional major, interdivisional major or thematic major during the fourth term; and obtain acceptance of a Confirmation of Plan, either as a divisional major, interdivisional major or thematic major during the sixth term. Requirements for each division and the interdivisional major are discussed after the section on Plans;
4. Pursue three disciplines (not divisions) with at least one year (each) of satisfactory work beyond the introductory level. Two of these disciplines may



- be in the same division; the third discipline must be in another division; and
5. Successfully complete one Field Work Term for each full year in attendance at the College.

*In addition:*

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

To proceed successfully through Bennington a student must comply with the requirements listed above. Concurrently, there is a sense of process 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 major interest and the ability to do advanced work in that area. Even though the Tentative Plan is not submitted until the fourth term, the process begins with registration for courses in the first term of the freshman year. The freshman year is usually the time for study in several divisions. Registration for the fall term of the sophomore year occurs during the previous spring semester, and it is actually at that point that the student should begin to focus on a major area of study. Good preparation here is of immense importance when the time comes for the actual preparation of the Tentative Plan.

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

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

### **Scheduling of Submission of Plan**

All students who enter as freshmen are required to submit a Tentative Plan during their fourth term at Bennington and a Confirmation of Plan during their sixth term. This plan is acted upon by a division of the College or by a panel of interdivisional or thematic sponsors, and a recommendation is made to the Dean of Studies. The Dean of Studies either approves the plan on behalf of the ECC or forwards the plan



to a panel of the ECC, which then acts on the plan. The Dean of Studies or the Assistant Dean of Studies notifies the student of the recommendation in writing. Divisions, interdivisional, or thematic sponsors also communicate directly with the student in respect to the particular program of work requested. Copies of all such correspondence are kept in the student's folder in the office of the Dean of Studies.

At the time of their acceptance by the Admissions Office at Bennington, the Dean of Studies provides an estimate of transfer credit. However, transfer credit is officially granted when the ECC reviews the Tentative Plan.

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

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

All divisional Tentative Plans and Confirmations of Plan must be submitted to the appropriate division by Long Weekend of the term in which they are due. All requests for interdivisional and thematic Tentative Plans and Confirmations of Plan must be submitted in accordance with time and date guidelines issued by the Office of the Dean of Studies in the term in which they are due. Interdivisional and thematic plans are normally due earlier in the term than are divisional plans. All plans must be turned in when due to allow adequate time for divisions, panels of plan sponsors, and the ECC to act on them before the end of that term. Plan forms are available in the Dean of Studies Office.

### **Tentative Plan**

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

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

If the Division (divisional plans) or faculty panel of sponsors (interdivisional or thematic plans) accept the plan, it is then considered by the Dean of Studies and the ECC. If the plan is rejected by the division, panel of sponsors, or the ECC, it may indicate that the student is not at that time considered capable of doing advanced work in the chosen field. The student will be placed on "plan probation" for the following term. If a student is placed on plan probation, he or she should discuss the matter thoroughly with the counselor, faculty members in



the major areas, and the Dean of Studies or the Assistant Dean. A student who has not had a Tentative Plan passed by the end of the fifth term is not likely to be allowed to remain at the College.

### **Confirmation of Plan**

During the sixth term, students are required to prepare a Confirmation of Plan, in which they present past study, projected course work, tutorials, and a senior project or thesis proposal (when appropriate). The Confirmation of Plan is submitted first to the appropriate division or to a panel of plan sponsors and then to the ECC in much the same way as the Tentative Plan. If an approved Confirmation of Plan is satisfactorily carried out, it is regarded as fulfillment of the requirements for the bachelor's degree. If the Confirmation of Plan is not passed during the sixth term, the student may be placed on plan probation for the seventh term, or withdrawn from the College. If a student is placed on plan probation, he or she should discuss the matter thoroughly with the counselor, faculty members in the major areas, and the Dean of Studies or the Assistant Dean. On rare occasions a student who has had a Tentative Plan passed will not be able to have a Confirmation of Plan passed, and will be withdrawn from the College.

### **Change of Plan**

A student who wishes to make any changes in an approved Tentative Plan would normally make those changes in the Confirmation of Plan. A student who wishes to make a change in his/her major field of study may have to submit a new Tentative Plan, and may need to spend an additional term(s) at the College. A student who wishes to make any changes in an approved Confirmation of Plan must submit an Amendment to Plan to the division or to the panel of plan sponsors, which then is reviewed by the Dean of Studies and the ECC. The forms for an Amendment to Plan are available in the Dean of Studies Office.

## **DIVISIONAL REQUIREMENTS**

Divisional requirements may change through faculty discussion and evaluation of program and curriculum. Listed below are the requirements at the date of this writing. However, each student should check with his/her academic advisor and/or specific division for the latest guidelines and requirements.

### **Dance**

*Before Tentative Plan:* Prior to becoming a Dance major a student is expected to have completed, by the end of the sophomore year, three courses in the Dance Division. Two of these courses should be in Dance Composition and/or Dance Improvisation. Beginning level courses normally include two dance technique classes per week. Intermediate and advanced level courses require that the student enroll in an additional quarter of techniques—three dance technique classes per week. These dance technique quarters may not be included as a part of the three courses required by the division prior to the Tentative Plan. Sophomores who are contemplating majoring in the division are expected to show their own choreography in Dance Workshop.

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

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

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

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

### **Drama**

*Before Tentative Plan:* By the time of submitting a Tentative Plan, a prospective major should have taken a minimum of five courses in Drama, including an introductory design course or "Introductory Stagecraft." Every student enrolled in a course in Drama must also complete one laboratory (practical work for a production) during that term. Prospective Drama majors should review the division's expectations with one or more members of the division faculty before the beginning of the sophomore year.

*Tentative Plan:* Students may place their major emphasis in Performance, Design, or Production. Each area requires that a student work in a combination of particular disciplines appropriate to the specific emphasis chosen, with a secondary emphasis in a discipline outside those mandated by the primary interest. Majors should plan to spend at least half of their time in Drama. Each student must have demonstrated ability in the area of specialization and a capacity for cooperating effectively in group endeavors. Details of the division's expectations for each major are available from the Drama Division Coordinator.

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

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



## Literature and Languages

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

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

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

*Confirmation of Plan:* Will be approved upon successful and satisfactory completion of work to date either as specified in the Tentative Plan, or upon the changes in the Tentative Plan agreed upon at the time of the Confirmation of Plan by the Division and by the Educational Counseling Committee. The request for the Confirmation of Plan should include a detailed description of the student's proposed project, creative or critical, or both. If the project is to be creative, samples of work must be submitted to the Division Chair for approval by an ad hoc committee of the literature faculty. If critical, the project may take the form of one long or several short essays, depending on the judgment of the student's counselor and the division.

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

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

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

## **Music**

*Before Tentative Plan:* The Music Division offers courses in composition, instrumental and ensemble performance, instrument building, improvisation, Black Music studies, and, from time to time, courses and group tutorials in other areas of music such as analysis, orchestration, and theoretical studies. Entering students in Introduction to Music take two of three components: instrumental lessons (including voice) and either composition or improvisation for the first year. Students intending to major in music should take the third component by the end of the second year. Individual instrumental or voice lessons are available to first year students ONLY as part of the Introduction to Music course. In the second year students may take individual tutorials on their instruments as well as other courses offered in the division. Second-, third-, and fourth-year students intending to concentrate in particular areas should discuss with their instructors which courses should be taken in those areas. Students intending to concentrate in instrumental studies, for example, may want to add Chamber Music, and students with an interest in Black Music should add Introduction to Black Music and Black Music II, as well as harmonic and rhythmic studies before submitting the Tentative Plan. Second year students usually take Tonality and courses in Analysis. While individual tutorials are not usually available to second-year students, in rare cases they may be given to students whose work merits the individual attention.

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

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

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

*Requirements for Degree:* Successful completion of a senior concert (or project) is an important prerequisite for granting a degree in Music. Students are advised in the fourth year to work closely with at least one faculty member on this concert,



which should show completed work of a high level in the two disciplines named in the Confirmation of Plan.

### **Natural Sciences and Mathematics**

Students may devise plans of study in biology, chemistry, physics, mathematics, computers or combine work in several of these areas towards a synthetic focus. Students working in any area in the sciences are typically expected to do broad supporting work in the sciences as well as in other divisions of the college. The Division also hosts student plans in environmental studies which may integrate appropriate work in the sciences with work in social sciences, humanities and arts towards a focused address of environmental issues and problems (faculty from other divisions may consult on environmental studies plans). Plans submitted to the Division are expected to include 16 or more courses with appropriate focus and include a substantial amount of advanced work.

*Tentative Plan:* Students submitting a tentative plan to the Division are encouraged to discuss their plan with several members of the Division. After submission, students are invited to meet with the faculty of the Division, where discussion focuses on the rationale and expectations that are expressed in the statement of purpose and the proposed curriculum.

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

*Thesis/Final Project:* Students are encouraged to pursue independent research work that will result in a senior thesis. However, the thesis is not a requirement for graduation. A student may choose to pursue some other “final project” that may take the form of an advanced, integrative tutorial, an applied project, or another culminating undertaking approved by the Division.

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

### **Social Sciences**

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

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

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

*Confirmation of Plan:* Will be approved upon successful and satisfactory completion of work to date either as specified in the Tentative Plan, or upon the changes in the Tentative Plan agreed upon at the time of the Confirmation of Plan by the Division and by the Educational Counseling Committee. The Confirmation of Plan is a statement of the student's program of study, including projected course work and a concise statement of the senior project or thesis. It should indicate how well the plan is serving the individual's education. The Confirmation of Plan should be submitted to the Plans Committee by Long Weekend of the student's sixth term of study.

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

### **Visual Arts**

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

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



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

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

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

### **Interdivisional Plans**

A student who wishes to major in two disciplines, each from a separate division, may prefer to graduate as an interdivisional major. After consultation with the Academic Counselor the student should discuss his or her Tentative Plan with one or more faculty members representing the relevant disciplines in order to understand the expectations for advanced work in each of them; the plan will represent the considered judgment of the student and of the faculty sponsors as to what will make an appropriate program. The basis for approval of an interdivisional plan is the demonstrated ability to perform at an advanced level in both disciplines, as attested to by the signatures of two faculty members from each of the appropriate divisions. The sponsors of a student's plan constitute an ad hoc advisory committee that takes the place of the division or divisional committee that supervises divisional majors. Like divisional plans, interdivisional plans are reviewed by the Dean of Studies and the ECC. Confirmations of Plan as well as Tentative Plans require the signatures of two faculty sponsors from each of the two divisions.

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

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

The College recognizes that changes in personnel occasioned by sabbaticals, leaves, or departures may make changes in faculty sponsors unavoidable between the time a Tentative Plan is drafted and the time a student requests Confirmation of a Plan for Advanced Work. When a plan comes before the Educational Counseling Committee for review, the committee will assume that the first signer

for each field of study will be the faculty consultant for the student's senior project in that field and the second signer will serve as a reader if the project takes a written form.

### **Thematic Plans**

The thematic major involves study in several disciplines, perhaps in one, two or more divisions, around a central theme or idea. If most of the studies involve one division, or one specific faculty member, the student should present the Thematic Plan to that division. If the proposed studies involve several divisions, the student should present the Thematic Plan in much the same way as an interdivisional major. After consultation with the Academic Counselor, the student talks with the appropriate faculty members about the plan and about their willingness to be plan sponsors. The proposed sponsors of a student's plan constitute an ad hoc advisory committee in place of a division. Thematic Plans are reviewed by the Dean of Studies Office and the ECC after a recommendation is made by the plan sponsors.

### **FIELD WORK TERM**

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

Successful completion of an FWT consists of a minimum of thirty hours of work per week for the eight-week FWT period each year a student is in residence at Bennington. Any student on leave in the fall or spring term is excused from the FWT in that academic year. Students in Bennington Abroad Programs which do not overlap the FWT time are expected to complete a FWT. After completion of the FWT, the student must write a brief evaluation of the winter work experience. This report, coupled with the supervisor's evaluation, is reviewed by the FWT staff and by the student's counselor, who discusses with the student the appropriateness of the activity in relation to the academic plan. All these reports, including the final approval, form part of the student's cumulative academic record. Failure by the student to submit information by the appropriate deadlines will result in a Not Passing rating for the FWT. A student who fails the FWT requirements is placed on probation and expected to make up the FWT during the following summer. Failure to complete FWT requirements will affect financial aid, passage of plans, and may affect date of graduation.

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



## PLANNING AND EVALUATION OF STUDENT WORK

### Program Planning

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

### Registration

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

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

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

### Evaluation of Academic Work

Student work at Bennington is evaluated by means of written reports submitted to the office of the Dean of Studies, with copies to the student and counselor, at the middle and the end of each term. These narrative evaluations, known on campus as "comments," summarize an instructor's view of a student's progress and are the basis upon which the Dean of Studies and the ECC judge the student's readiness to continue at the College. Every faculty member writes his or her own kind of "comment," but each is expected to communicate the level of achievement a student has already reached and to define further accomplishments to which he or she may suitably aspire. For this reason, and because the end-of-term comments make up the largest part of a student's transcript, students should make a point of examining them closely and discussing them with their counselors. With a student's written permission, copies of comments may be sent to parents.



### **Transcripts**

All transcript requests must be made in writing, by the student, and forwarded to the Recorder's Office in the Barn. Transcript request forms should be obtained from that office. The first copy of the transcript is made without charge; each copy thereafter requires a fee (currently \$3.00 per copy). Transcripts will not be released for students who have outstanding debts to the College. Allow at least two weeks processing time.

### **Credit for Academic Work**

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

### **Transfers and Transfer Credits**

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



### **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 expected.

### **Academic Difficulties**

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

## **TIME AWAY FROM BENNINGTON**

### **Leaves**

A student who wishes to leave Bennington for any reason but who also wishes to be guaranteed readmission must submit a written request for a leave of absence to the office of the Dean of Studies by the end of preregistration during the term preceding the term for which the leave is proposed. Leaves are granted for one or two terms only. (In addition, departing students are asked to fill out a leave questionnaire, available from the office; but the filling out of the questionnaire does not guarantee that a leave will be granted.) The Dean's Office considers the request and informs the student whether the request has been granted and, if so, any conditions or expectations to be met as a condition of returning. Leaves of absence are usually granted as long as the student is in good academic standing and only after a student has been at Bennington for two terms.

### **Withdrawals**

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

### **Deposits**

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

### **Refund Policy**

1. The College refund policy allows a 50% refund for withdrawals within the first two weeks of class and a 25% refund for withdrawals between two and four weeks. Withdrawal means complete severance from classes for the balance of the semester.

**THERE WILL BE NO REFUND FOR WITHDRAWALS MADE AFTER FOUR WEEKS.**

2. Report in writing immediately, your intention to the Dean of Studies. The effective date of separation is the date on which notice is **received** by the College.

N.B. Students receiving federal aid who are attending Bennington College for the first time will have refunds calculated in accordance with federal pro rata refund policy. Contact the Financial Aid Office for details.

### **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 Bennington major. Anyone interested in studying elsewhere should incorporate his or her prospective courses in the Tentative Plan, which will be reviewed by the appropriate division and the ECC; the division and the ECC will indicate the probable effects of the work elsewhere on the nature and timing of the Bennington degree. A student who arranges to study at another institution should submit a formal request for a leave of absence in order to protect his or her opportunity to return to Bennington. After the work is completed, an official transcript needs to be sent directly to the Dean of Studies Office. Official granting of transfer credit will be made by the ECC (see page 20, Transfers and Transfer Credit).

### **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 Office about arrangements. Enrollment is limited to juniors and seniors.

### **Completion of Work in Absentia**

Completing degree requirements while studying in absentia during the senior year is in most cases academically unwise, and the general rule of the College is that the senior year must be completed in residence. Only in exceptional cases may a student be permitted to fulfill degree requirements in absentia.

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

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

### **Early Graduation**

Normally students require eight terms of work in order to qualify for graduation, but those who demonstrate exceptional competence may qualify for an earlier



graduation. To do so, a student must indicate his or her intended date of graduation in the Tentative Plan or Request for Confirmation of Plan, which is reviewed by the major division and by the Educational Counseling Committee. A plan must show how the student will meet the College's standards for a liberal education as well as its standards for the major, and his or her record must give evidence of distinguished work in the major field and above-average work in other areas of study.

## **ACADEMIC REGULATIONS**

### **Class Attendance**

Class attendance is expected for the successful completion of course work. Attendance expectations may vary. It is the student's responsibility to be aware of and comply with the expectation of each instructor. 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. In the event of a personal emergency, the student should notify the Office of the Dean of Studies, which will notify the instructors and the counselor as appropriate.

### **Medical Problems**

The infirmary staff gives medical excuses for missed classes only when they determine that missing class is a necessary part of that student's treatment for a particular illness or condition. If a student sees an off-campus physician who indicates that the student should miss class as part of his/her treatment, the student should have that physician issue a medical excuse. Medical excuses from the Health Service or from an outside physician should be forwarded to the office of the Dean of Studies, which will notify instructors and counselors.

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

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

### **Plagiarism**

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

Whenever plagiarism is discovered or suspected:

1. The instructor speaks to the student.
2. If the instructor is satisfied that the suspicion is unfounded, no further action is taken.
3. If the instructor finds that the student has plagiarized, he or she discusses the case with the academic counselor and the Dean of Studies before deciding on further action. The instructor may then take action ranging from admonition and warning to expulsion from and/or failure in the course.

4. If the academic counselor, the Dean of Studies, and the instructor determine that more stringent action is necessary, the case will be referred by the Dean to a panel of the ECC. The panel of the ECC will act on behalf of the faculty and will make a recommendation to the President. The penalty imposed may include but is not limited to suspension or expulsion from the College.

### **Work Not Completed During the Term**

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

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

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

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

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



## **POLICY CONCERNING THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

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

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

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

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

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

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



student health records, employment records or alumni records. Health records, however, may be reviewed by physicians of the students' choosing.

Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with 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 problems informally with the Dean of Studies. The Dean shall decide whether to amend the education records of the student in accordance with the request within a reasonable period of time of receipt of the request. If the Dean decides to refuse to amend the education records of the student in accordance with the request s/he shall so inform the student of the refusal, and advise the student of the right to a hearing. Student requests for a formal hearing must be made in writing to the Dean of Studies who, within two weeks after receiving such requests, will inform students of the date, place and 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.

## **OTHER ACADEMIC PROGRAMS**

### **Bennington Abroad Program**

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

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



### **Bennington offers the following abroad programs:**

1. Amsterdam Exchange with The Theatre School in Amsterdam, Holland. This program is designed for dance majors and offered each fall term. Enrollment is held to three students.
2. Germany. In cooperation with Antioch College's Education Abroad Program, students can spend one semester or a full year at the Eberhard-Karls University in Tübingen. Students should have completed at least two years of German. Enrollment is limited to two students per term.
3. Paris Program. The program is offered in the fall term of even-numbered years. Students of all disciplines are welcomed, but all students must have completed at least one year of college-level French. Enrollment is limited to 15-20.
4. London Program. Attendance in the Drama Division's Program in Performance and Design is offered during the alternate fall terms (odd-numbered years). It is open to all students in good standing whose Tentative Plans have been accepted by the Division and by the ECC. Others may apply, but will be given lower priority. Enrollment is limited to 15-20.
- 5 London Theatre Design Program. The program is offered every fall term in conjunction with the British American Drama Academy (BADA). This enables undergraduate students to study with professional designers. Only junior and senior students can be admitted. Students need a minimum of three courses in design which should include one course each in Set and Costume Design. The program is open to students outside of Bennington who are enrolled at an accredited college or university, as well as students at Bennington. Enrollment is limited to 10-15. [This program is the same design program as described above in the odd-numbered years.]

### **Graduate Programs**

The College currently offers Master of Fine Arts degrees in Dance, Music, and Visual Arts. In each case, a two-year program of study is individually structured in consultation with a faculty counselor. Principles guiding the design of M.F.A. programs include emphasis in a major discipline; the pursuit of independent work over the Field Work Term; and the completion of a major project in the last year of study. Instruction is based on tutorials, seminars, and workshops. Particularly qualified students may be awarded assistantships. Responsibilities of assistants may include teaching under supervision of a faculty member or general assistance with undergraduate instruction.

Beginning January 1994, Bennington will also offer a low-residency Master of Arts/Master of Fine Arts Program in Writing and Literature. Students in the program will correspond one-on-one with teacher/mentors throughout the year, completing an individualized course of study over a two-year period. Each term also includes a 10-day full-residency at the College, with workshops, classes, readings, panels, and symposia.

### **Postbaccalaureate Premedical and Allied Health Sciences Program**

The College offers a postbaccalaureate program in premedical and allied health sciences to students who have completed a bachelor's program and 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 highly individualized instruction available to all students at Bennington, 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 two years at Bennington before planning to enroll in a graduate or professional school. A student in this program is usually expected to enroll in three courses to be considered full time, though one may elect to take more or fewer.

### **July Program**

The July Program is Bennington's four-week annual summer program for high school students. Typically about 250 students ages 15-18 (last year from 29 states and 6 countries) participate in a program structured after Bennington College's curriculum and philosophy, and taught by faculty appointed by the July Program Director. A number of July Program participants later attend Bennington.

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

## **SERVICES**

### **STUDENT LIFE**

The Office of Student Life is concerned with the overall quality of life on campus, and tries to foster an environment conducive to the intellectual, emotional, moral, and recreational growth of each student. The Office serves as an information service for non-academic matters and is a place to come to talk about anything. Students may express their opinions about aspects of campus life, or discuss personal plans, and the staff is available to listen. In this way the staff is a resource for dealing with problems. They can assist in shaping practical options and provide details of pertinent procedures. This Office is also the place to lodge an official complaint or to locate assistance outside the College concerning serious, personal matters.



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

### **International Students**

The Director of Student Life is the College's official international student advisor, who provides assistance and advice to students from abroad on matters relating to U.S. Immigration and Naturalization Service regulations. The Director works closely with the Director of Field Work Term regarding matters pertaining to international students' FWT arrangements. Students and 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 encourages them to become active as members of student committees or organizations.

### **HEALTH SERVICE**

The Health Service provides general medical care for students, both for acute and ongoing health problems. In addition, the staff provides basic information on health related matters pertinent to a college student population. The Health Service is open from 8:00 a.m. until 11:00 p.m., Monday through Thursday, and beginning Friday at 8:00 a.m. is open continuously until 11:00 p.m. on Sunday night, with the exception of holidays. A nurse is on duty when the Infirmary is open. In the event of an emergency when the Health Service is closed, students should call the Emergency ext. 210 and the College emergency staff will respond.

A College physician or a physician's assistant is on campus three days a week during clinic hours. Appointments with a doctor can be arranged either through the nurse on duty or the Health Service secretary. Students who are unable to keep an appointment should call the Health Service (ext. 220) or leave a note on the door. Students who need to be seen by a doctor when the physician is not in attendance should contact the nurse on duty during Infirmary hours at ext. 220 or call the Emergency ext. 210 when the Health Service is closed.

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

Laboratory work is available through the Infirmary. However, when emergency lab tests or x-rays are required, or in case of serious illness, the student is referred to the nearby Southwestern Vermont Medical Center. Students under age eighteen should be aware that their parents will be notified of an emergency illness. In all other cases, nonlife-threatening illnesses are not discussed with parents without student consent.

Entering students are expected to have a general examination before admission and to submit a report of a negative TB skin test or chest x-ray taken within

a year. Before initial attendance at Bennington, students should have their immunizations up to date, including tetanus, measles and rubella. A requirement for a measles or MMR booster dose in addition to the primary vaccine should be noted. (Each student will have his or her record reviewed prior to the term, and any missing items will have to be provided by the student.)

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

### **Health Insurance**

A Student Health Insurance Plan is available, and required for those without other coverage. The College plan covers most routine diagnostic tests, medical consultations, and psychotherapy.

### **Medical Records**

The College requires each entering student to complete a confidential health history and physical examination prior to matriculating. All immunizations must be current and documented. The information becomes part of the student's medical record and is absolutely confidential. Any student failing to comply with this policy will have campus privileges restricted until required medical records are received.

## **PSYCHOLOGICAL COUNSELING SERVICE**

The Psychological Counseling Service, located in Commons (North Suites), is open from 9:00 a.m. to 5:00 p.m., Monday through Friday. Students may call the secretary to make an appointment at ext. 220. In the event of a psychological emergency, a therapist can be contacted through Security at ext. 210.

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

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

## **FINANCIAL AID**

The Financial Aid Office in Barn 41 is open to all students at Bennington. Students 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, consult the Financial Aid Handbook.

Students with **emergency** financial needs may be able to borrow from the Emergency Loan Fund. It should be noted, however, that students should plan to arrive on campus with enough money (at least \$300) to see them through the first four to six weeks of each term. After that they should rely on campus earnings.



## Student Employment

Students who receive work allocations (either Federal Work-Study or Regular Employment) as part of their financial aid award should investigate the job listings in the Student Placement Office. Before working on campus, students must complete the requisite paperwork: i.e., I-9 form, W-4 form, Work Authorization Form (if FWS).

Students are paid by check about twice per month. (Consult *College Week* for each term's schedule.) **It is the students' responsibility to ensure that their time sheets are submitted by the payroll deadline.**

## FOOD SERVICE

### Dining Rooms

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

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

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

Meal contracts are mandatory for students living on campus. Nonresident students may contract for the term 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. Inquire at the Dining Halls Office for more information.

State law prohibits bare feet in the dining halls.

#### Hours: Monday–Friday

Breakfast:	8:00 - 9:30 a.m.
Lunch:	12:00 - 1:30 p.m.
Dinner:	5:15 - 6:45 p.m.

#### Saturday

Continental Breakfast:	8:00 - 9:30 a.m.
Brunch:	11:00 -12:30 p.m.
Dinner:	5:00 - 6:30 p.m.

#### Sunday

Brunch:	11:00 -12:30 p.m.
Dinner:	5:00 - 6:30 p.m.

### Snack Bar

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

## THE BOOKSTORE

The Bookstore serves the Bennington College community. In addition to course books, the Bookstore carries art supplies (the most complete line in the Benning-

ton area), school and office supplies, personal care items, candy and snacks, greeting cards, book bags, sweatshirts, T-shirts, and other insignia items. The Bookstore will make every attempt to stock items requested by students.

The Bookstore accepts MasterCard, Visa, American Express and personal checks, but does not extend credit. If a check is returned because of insufficient funds, a \$15.00 fee is assessed. Check privileges will be revoked if a second check is returned.

Course books may be returned until the end of the third week of the term when a course is dropped. Books may be sold back all year, but the best time is at the end of each term.

The Bookstore is open from 9:00 a.m. to 5:00 p.m., Monday through Friday. Extended hours are posted at certain times as needed.

## **SECURITY**

Security officers are on duty seven days a week, twenty-four hours a day to provide protection and assistance to all members of the College community and to protect College and personal property. In addition, Security enforces non-academic rules and regulations established by the College. More detailed information regarding campus security is available from the Director of Security.

### **Guest Policy**

Students are welcome to have visitors on campus but must register them (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. Visitors are required to provide an ID with birthdate (College ID, state driver's license or passport) and are issued a visitor's pass. Juveniles (individuals under the age of 18) are not allowed to sign in on scheduled party nights.

Visitors are not allowed to take up residence on campus, and overnight and day visits are limited to three days per month. All guests are required to be signed in by their hosts. Any request for an extension of the three-day limit should be directed to Security. Alumni may sign themselves in and may sign in one guest. All regulations apply to alumni and their guests. Students and alumni are responsible for the conduct of their guest(s) at all times.

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.

### **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 called for any other reason.** The caller should state the nature of the emergency, the location of the emergency, and his or her name, **and should not hang up until advised to do so by the Security officer.** A Security officer will respond as soon as possible.



### **Other Responsibilities**

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

### **Other Telephone Numbers**

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

## **STUDENT PLACEMENT/FWT OFFICE**

In addition to overseeing the Field Work Term (FWT) program, the Student Placement Office assists students in clarifying their career goals, choosing a major, learning about the world of work, developing job search strategies, and applying to graduate and professional schools. Resume writing, interviewing, and job search workshops are offered on a continual basis. The Career Resource Library, in Barn 44, contains a variety of reference materials, including occupational information, employer brochures, general career planning materials, directories, graduate and professional school catalogs, job postings, and information on examinations such as the GRE, GMAT, LSAT and MCAT.

### **Field Work Term**

One of the major responsibilities of the Student Placement Office is helping students prepare for a meaningful FWT and evaluating students' participation in the program. Each year over 1000 job/internship positions in a variety of career fields are posted through the office. In addition, professional career counselors are available to counsel students about finding appropriate positions for the FWT and to provide ongoing support and resources for students and employers throughout the year. *NETWORK*, the Student Placement newsletter, is published regularly during the fall term to alert students to job and housing opportunities and to provide other useful information. **FWT Orientation Workshops**, along with Resume Preparation, Interviewing and Job Search Workshops, are scheduled throughout the term. A copy of the *Guide to the Field Work Term* handbook is available to all students, and contains information on policies and procedures, as well as listing resources available to assist students with finding rewarding FWT placements. Successful completion of a Field Work Term (30 hours per week during January and February) is required for each full year a student is enrolled at the College.

### **Term Employment and Summer Jobs**

Federal Work-Study, regular term employment jobs, and short-term positions, are listed in the Student Placement Office. Interested students should review the listings immediately, since these jobs are quickly filled. Time Sheets and contracts for Federal Work-Study jobs are processed in the Financial Aid Office. Summer jobs and special programs are also posted each spring.

### **Alumni Mentor Program**

Meet with a successful alumni in your field of interest. This program provides a link between the academic and professional worlds. The Student Placement

Office has a list of alumni who have volunteered to speak with students about their career fields and career plans.

### **Career Counseling/Job Placement Assistance**

Whether you are a senior looking for help in finding a job after graduation or a first-year student confused about which career field to enter, the Student Placement Office can help. Make an appointment to see a counselor or just drop by the office.

## **THE BUSINESS OFFICE**

The Business Office, which is responsible for billings and collections, will answer questions regarding student accounts, medical insurance premiums, and student payroll checks.

### **Payment of Bills**

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

### **Cashier's Office**

Students, faculty, and staff may cash personal checks up to \$25 per day in Barn 19. Hours are Monday through Friday, 11:00 a.m. to 12:30 p.m., and 1:30 p.m. to 4:00 p.m. Between 3:00 and 4:00 p.m. checks over \$25.00 can be cashed. The return of a check for insufficient funds may result in the loss of an individual's check-cashing privileges.

## **THE POST OFFICE**

The Post Office is located in the west end of Commons on the ground floor. Each student and faculty member has a mailbox, accessible from 8:00 a.m. to 10:00 p.m., Monday through Thursday, and from 8:00 a.m. to 7:00 p.m. on Friday, Saturday, and Sunday. Messages to administrators may be given to the Post Office Manager who 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, third class, fourth class, book rate or parcel post. The Post Office also can certify, register, insure, and express deliver your mail. United Parcel Service is also available for packages of 30 lbs. or less.

<b>Hours:</b>	Monday - Friday	10:00 a.m. - 3:00 p.m.
	Saturday	10:00 a.m. - 12:00 noon



Letters to students should be addressed as follows:

*Student's Name*

Bennington College

Bennington, VT 05201-6001

### **Forwarding**

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

### **Bulletin Board**

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

## **MAINTENANCE**

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

### **Shipping**

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

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 \$.30 extra per \$100.

UPS requires all bicycles to be dismantled and put in an original carton by a professional bicycle dealer to be covered by insurance. **No package weighing more than 70 pounds will be accepted by UPS.**

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.

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

For further shipping information call Shipping/Purchasing at ext. 206 or 262.

## **THE SWITCHBOARD**

Messages can be left for students through the Student Voice Mail Message Center, 802-442-5401, ext. 613, at any time. In the case of an emergency, Security should be contacted at extension 235.

## COLLEGE VAN SERVICE

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

The van is for all members of the College community and is not a private service for any student, faculty, or staff member. When the van is being repaired, students must make other plans for transportation. Health emergencies have priority over all other activities. **Note: There is a 25-mile radius limit for trips. If the destination is beyond 25 miles, other arrangements should be made. For further information contact the Director of Security at ext. 240.**

## COMMUNICATIONS

### *Quadrille*

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

### *College Week*

*College Week* is Bennington's weekly calendar of events and list of community announcements. All members of the resident community receive *College Week*, as well as local alumni and subscribers in the Bennington area. (Subscriptions are available at \$5 per term.) Anyone may submit notices for publication by Tuesday at 5:00 p.m. for the issue covering the week beginning with the following Saturday. Information must be typed or clearly printed on *College Week* forms, available from the Office of Student Life or from the division coordinators. Advertisements and solicitations are not accepted.

### *Community Notices*

Community Notices are mimeographed notices issued to announce schedule changes, emergencies, and calendar events which were not submitted in time to be included in *College Week*. Those wishing to issue a Community Notice should type the information on a stencil, 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 publish a galley. It needs to be typed on a stencil and must be submitted to the Director of Communications who will review it for libelous material. The original galley manuscript must be signed by the author, but the printed galley may appear with a *nom de plume* or without a signature. After the galley is 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 an arts and letters magazine written and edited by students, which features prose, poetry, music, and art contributed by members of the College community (including alumni). It is published once a term and sold in Commons for \$5.00. Copies of *Silo*, both current and back issues, are available through the Communications Office, which oversees the production of the publication.

## **HOUSING**

All Bennington College undergraduate students are required to live in College housing unless they receive written 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 fifteen student houses on the Bennington College campus. Twelve are colonial style, built in the 1930's; three are of contemporary design. Each of the fifteen houses accommodates approximately thirty-five students in single and double rooms. In addition, students may be housed in Welling Town House located in North Bennington. All first-year students are assigned to double rooms with a roommate.

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

Students are responsible for locking all doors and windows in their rooms and for reporting unknown individuals or suspicious activity of any kind to Security, ext. 235.

### **Housing Office**

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

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

### **Room/House Changes**

All housing changes must be approved by the Housing Coordinator. If arrangements are made to change rooms, students must return their original key to the key room and sign out for a new room key. Failure to do so may result in a fee of \$50.00 at term's end if the old room key is not returned. **Housing changes will not be permitted after Long Weekend of each term except in extreme circumstances. These decisions will be made after a hearing of the Housing Committee.**

### **Room Assignments**

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

**Abroad Program.** The Housing Office will automatically place a student returning from a Bennington abroad program in the house in which the student resided during his or her last term at Bennington (if space is available according to the student's class status), unless other requests have been made prior to their return. Students planning to attend a Bennington abroad program should leave their housing preferences for the returning term with the Housing Coordinator before they leave. **Note: Students returning from abroad programs are not guaranteed their former rooms. Additionally, abroad program students are given rooms after current students of the same class status within the house have been placed in rooms of their choice. If space is not available in the house where the student last resided, he or she will be placed in any available space on campus.**

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

Abroad program students who wish to live off campus the following term must notify the Housing Office by **November 1** to participate in the lottery for such authorization. Students will be notified by **December 1** if they are authorized to live off campus. **Note: The Housing Office cannot grant off-campus status to any student who has not participated in the housing lottery and received authorization to live off campus. Students who do not participate in the off-campus lottery will be placed on a waiting list and will be granted authorization only if space becomes available.**

**Re-entering Students.** Students who were on leave or considered withdrawn by the Dean of Studies Office are assigned rooms according to class status after all assignments of currently enrolled students of the same class have been made.



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

Students who are re-entering and wish to live off campus must notify the Housing Office by **November 1 for spring term** and **May 1 for fall term** to have their names included in the lottery for such authorization. Students who are under twenty-two years of age will be considered for authorization if space is available after all currently enrolled students with the same class status have been offered off-campus authorization through participation in the off-campus lottery. Students will be notified by **June 1 for fall term** or **December 1 for spring term** of their eligibility for off-campus housing.

Any re-entering student who will be twenty-five years of age before the first day of classes each term will have the option of living on or off campus. The student must notify the Housing Coordinator of his/her decision when he/she is readmitted. **Note: Any student who has been granted a leave of absence and then decides to return without taking the leave of absence should notify the Housing Coordinator as soon as possible with his/her decision. There is no guarantee that the student will retain his/her former room or house.**

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

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

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

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

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

**Special/Part-time Students.** The College does not normally provide housing for special or part-time students. Students seeking off-campus housing should consult the

off-campus apartment board in Student Life, the bulletin board in the Post Office in Commons, the *Bennington Banner* and the *Pennysaver* newspapers to find accommodations.

### **New Students**

Entering students (including local students within a 25-mile radius) between 18 and 24 years of age who live at home with their parents are expected to live in college housing. Any entering local student (within a 25-mile radius) who is independent of his/her parents and has already established his/her own residence will have the option of living on or off campus. Any entering student who will be 25 years of age or older before the first day of classes will have the option of living on or off campus. The Admissions Office will notify the Housing Coordinator of the student's decision when he/she completes the Financial Responsibility Form.

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

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

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

Entering students who are 22 years old or older shall be considered for single status housing if space is available and after all seniors, juniors and Post Bac/MFAs have been placed.

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

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

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

### **Specifics for Assignments to College Housing**

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



**Class Status.** Class status is determined by term (e.g., a second-term junior is a sixth-term student), with the higher term having higher priority. Transfers are usually assigned to double rooms for one term until their status has been determined by the Educational Counseling Committee or the Dean of Studies.

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

**House Chairs.** Those elected in the previous term may be granted elevated status by their house for the upcoming term that they will be serving. Elevated status has priority only over other members of the same class and term. A House Chair is granted a single room if there is an available one in the house after juniors and seniors within the house have been placed. If a House Chair who has attained single room status resigns from the position of House Chair, he/she will lose elevated status and thus his/her room.

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

**For students wishing to remain in the same house:**

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

**For students who want to change houses:**

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

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

At the end of their first year, first-year students in doubles participate in a campus-wide lottery in the Housing Office to determine priority for the remaining singles.

Some sophomores may be eligible for singles depending on the availability of

rooms. If a sophomore wants a single room, he or she must participate in the “Sophomore Single” lottery which is held at the end of their freshman year. Placement for single rooms takes place in two stages:

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

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

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

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

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

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

**Married** students may be eligible to live off campus. Requests must be made through the Housing Office before November 1 for the spring term and May 1 for the fall term. The following verification must be presented: a copy of the marriage certificate, a copy of the lease for a local house or apartment, and the name and address of the spouse’s local employer.

### **Restrictions**

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



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

Finally, any additional placement of students for the following term is made by the Housing Office in accordance with normal priorities and policy. **Note: No one may change rooms without the permission of the Housing Coordinator.**

### **Lotteries**

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

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

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

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

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

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

**Sophomore Single Lottery.** During May, first-year students who will be sophomores in the fall term and wish to be assigned to single rooms must participate in the "Sophomore Single" lottery. The Housing Office uses this number along with house priority as a factor in determining which sophomores will be assigned to available single rooms.

### **Welling Town House**

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

Students living in Welling Town House are required to be on the board plan.

### **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 in private residences off campus who need help should contact the local authorities.

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

### **Complaints**

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

### **House Government**

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

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

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



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

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

### Telephones

Each house has two green phones for intra-campus calling and one pay-phone for calls off campus. Students may have a private phone installed in their room at their own expense and should contact New England Telephone at 658-7200. New England Telephone installs conduits in students' rooms. There is a \$50 charge for conduit installation, and checks should be made payable to NET.

### Animals on Campus

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

Students living in College housing may have gerbils and fish as pets. All other animals are prohibited. Animals found in houses or on College property in violation of the pet policy will be taken to the local animal shelter. This may also result in disciplinary action for the student responsible.

### Keys

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

If students make arrangements to change rooms, the old key must be returned to

the key room along with a Room Change Authorization Form from the Housing Coordinator, and a new room key obtained. Failure to do so may result in a fee of \$50 at term's end.

### **Appliances**

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

## **HOUSE UPKEEP**

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

### **Painting**

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

### **Damages**

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



**Below is a list of damage charges:**

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

### **Room Checks**

Room checks will be conducted at least twice each term. Notice is given to students before the mid-term check. The resident will be billed for any damages found. No holes should be put in the walls—no staples, nails, or tacks. If the room is left in disorder at the end of term, there will also be a cleaning charge. In double rooms, the charges for 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. **Note: If there is damage to a student's room, the occupants of the room are also subject to the College's disciplinary procedures.**

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

### **Common Areas**

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

### **Safety Regulations**

No burning candles are allowed in the houses, and no tapestries, fabrics, or other hangings may be hung over or near the bed, or over lamps. **The use or possession of firearms, fireworks, explosives, dangerous instruments, or weapons of any kind is prohibited in College housing or on College property. (See Tenets of Student Behavior.)** 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 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, but the College may enter without consent.

### **End of Term**

Because the houses must be maintained and repaired, and are often rented to outside groups, students must remove their belongings from their room for FWT and the summer. Rooms are to be left set up (bed, dresser, desk) as they were at the beginning of the term. Failure to do so will result in the assessment of a room set-up fee.

#### **For FWT:**

1. All desks, bureaus, and dressers must be emptied.
2. In some houses belongings may be left in closets, **but this must be approved by the Housing Office.**
3. Attics and storage rooms in the houses may also be used for storage. Belongings should be name-tagged.

#### **For the Summer:**

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

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



The College recommends that students obtain their own insurance for their valuables.

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

## STUDENT LIFE AND GOVERNMENT

### House Chairs

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

1. Scheduling house meetings (primarily Sunday night Coffee Hour); conducting the process of resident's room selection, and informing the Housing Office of results; ensuring that elections of student committee representatives take place; representing the house at the weekly meetings of the House Chairs, and reporting the minutes of the meetings to house members;
2. Ensuring that life in the house conforms to the expectations of the house and serves the well-being of its members, by making sure that house rules and regulations are understood and obeyed, to maintain the character and "spirit" of the house;
3. Coordinating in-house recreation and leisure-time activities;
4. Providing the Housing Office with a description of the character of the house as determined by house vote at the end of each term;
5. Being available to house members to arbitrate disagreements, help with problems, or facilitate meetings between students and appropriate faculty members or administrators;
6. Being familiar with emergency procedures and basic first aid, including serving as fire marshals;
7. Informing the Office of Student Life and/or the Psychological Counseling Service of medical or psychological problems of house residents that may necessitate skilled intervention;
8. Reporting unexplained student absence to the Office of the Dean of Studies;
9. Reporting significant damages to the house to Student Life, or to Security;
10. Serving as a liaison with the Security Department and the Maintenance Department as necessary to provide for the needs of the house or its residents;

11. Participating in training workshops before the beginning of the fall and spring terms;
12. Serving on standing committees of the House Chairs, or ensuring that those positions are filled by individuals who are not House Chairs, but who have expressed an interest in serving on a particular committee, and who are judged to be good candidates by a House Chair vote. A committee member who is not a House Chair must be prepared to attend any House Chair meeting which is pertinent.
13. Students who wish to serve as House Chairs cannot be on academic or disciplinary probation.

### **Chairperson of House Chairs**

The House Chairs meet on a weekly basis. This Committee elects as its Chairperson one of its members who has already had at least one term's experience as a House Chair. The Chairperson, who should be familiar with the academic and administrative structure of the College and who may not be on academic or disciplinary probation, has the following responsibilities:

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

### **Standing Committees of the House Chairs Committee**

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

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

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

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

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



## STUDENT COUNCIL

The Student Council, composed of elected student delegates, is the student deliberative and executive body. It deals with issues of community life, and it has the power to make recommendations concerning administrative policy. It holds regular meetings that are open to all members of the College community.

The President of Student Council is elected in a campus-wide vote late in the spring term to serve a term of one year coinciding with the academic year. To be eligible for this office, students cannot be on academic probation, and to be eligible to serve on Academic Council must have a Tentative Plan passed. The President presides at Student Council meetings and serves on the Academic Council.

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

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

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

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

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

**Film Society.** The Film Society is composed of elected student representatives and is responsible for ordering entertainment films and some supplementary course films. Prior to ordering these films the Film Society distributes a questionnaire to students and faculty asking what films people would like to see.

## **STUDENT COUNCIL BY-LAWS**

### **Section I**

**Composition.** Student Council shall be composed of 5 (five) members of the Bennington College student body elected at large at the beginning of each term. Any student eligible to vote is also eligible to serve on Student Council (see Section V).

### **Section II**

**Responsibility of Members.** It shall be the responsibility of the Student Council to organize the Student Budget and appropriate student funds. At the beginning of each term the Council will present a tentative budget that is voted on by the students at house meetings, after which the Council, coordinated by the Student Council Treasurer, will distribute the funds in accordance with the general desires of the student body. Recipients may include a committee, such as the Film Society; an individual to produce a play; or a campus organization, e.g. *Silo*, the campus literary magazine. All appropriations must be signed by either the President or Treasurer of Student Council and the Director of Student Life or his/her designee. The Council is responsible for initiating special projects that address specific student concerns and interests, e.g. *The Bennington Voice*, the campus newspaper. The Student Council also coordinates the election of all student officers elected by the student community (President, Chairperson of Judicial, Student at Large to the Academic Council, student members of the Judicial Committee, Chairperson of the Recreation Committee, and others).

### **Section III**

**Off-Campus Students.** The Student Council shall, at the beginning of each term, convene a meeting of off-campus students and obtain their vote on student budget appropriations.

### **Section IV**

**Meetings.** Student Council shall hold meetings weekly. Meetings will be open to all members of the community. These meetings shall follow Parliamentary Procedures and must have at least 2/3 (two-thirds) of its members present for a quorum. Student Council may refer matters of special importance to the student body by calling for: general discussions in house meetings, Student Meetings, or a student vote. The Council, through its President, may advise the faculty and administration of student opinion on pertinent issues, and the President of the Council together with the President of the College may convene a Community Meeting, a forum where the floor is open to all members of the College community.

### **Section V**

**Voting.** It shall be the responsibility of Student Council to organize and conduct student elections and balloting. In these votes:

- A. Each student (full-time, part-time, and graduate student) shall have the right of suffrage;



- B. Each student shall have the right to nominate candidates for elected office, provided that eligibility provisions in these by-laws are observed when offering such nominations;
- C. At least 50% of the student body must participate in an election, referendum or other vote conducted by the Student Council for it to be valid;
- D. In the event that no candidate in a single-outcome election shall have received at least 40% of the votes cast, there shall be a run-off election held between the top two vote-getters to determine the winner.

## Section VI

**Elected Officers.** The student body shall elect a President of the Student Council, Chair of the Judicial Committee, the at-large student representative to the Academic Council, student members of the Judicial Committee, the Chair of the Recreation Committee, and others, under the supervision of the officer of elections. A student must have a tentative plan passed by an academic division in order to be eligible for the office of President. This election will take place at the end of each spring term and the winner will serve the following academic year. In the event that a President cannot complete his or her duties, Student Council will decide whether a replacement should be elected or appointed for the remainder of the year. If the Chair of the Judicial Committee steps down or cannot serve, the Judicial Committee will elect an Acting Chair from the current student committee members. The Acting Chair will serve for the remainder of the term. Students on Academic or Disciplinary Probation may not serve as any of the elected officers enumerated in this paragraph. No student on Disciplinary Probation may serve on the Judicial Committee. The President of Student Council shall preside over Student Council meetings and shall be responsible for seeing that motions passed by the Student Council are carried out. He or she has the authority to create committees that facilitate these motions. The Student Council President shall not concurrently be a member of Council, and shall not propose motions or vote in Council.

## Section VII

**Appointed Officers.** The President of the Student Council shall appoint persons to serve in non-voting positions to facilitate its duties. Job and pay-rate descriptions are decided upon by the President of Student Council and the Director of Student Life. For the fall term, they are appointed by the President-elect during the spring term prior to the term in which they will serve. For the spring term, they are appointed by the President at the end of the prior fall term. Any student may apply for these positions:

- A. A secretary who shall not concurrently be a member of the Student Council. He or she is responsible for the organization and distribution of the Student Council minutes and is appointed by the President and approved by Council;
- B. An officer of elections who shall oversee all voting procedures, deadlines for nominations, and ballot counting. He or she is normally a member of Council and is appointed when a vacancy in a student position requires it.
- C. A treasurer who shall not concurrently be a member of the Student Council. He or she is responsible for the management of all student funds and facilitates the appropriations made by the Council. He or she acts as the at-large member of Council and votes only to settle ties. He or she is appointed by the President.

## **Section VIII**

**Removal of Elected or Appointed Officials.** Members of the student community shall have the right to recall officials elected or appointed by the students. A recall shall be held whenever 15% or more of the official's constituents have petitioned for it, and an official shall be removed from office when a 3/4 (three-fourths) majority of those eligible to vote in a recall election have voted for his or her recall, following the regulations outlined in Section V concerning student voting. Thus, if a vote is required by petition, committee members appointed by Council may be removed from their positions by a majority vote in Council; an officer appointed by Council may be removed for his or her position by a majority vote in Council; an elected official elected by the student body may be removed by a student-wide vote, etc.

## **Section IX**

**Rights of Petition.** Every student shall have the right to petition the Student Council on any matter of Council policy, and if 15% of the student body shall petition the Council in support of specific legislation, Student Council must refer the matter to a student vote.

## **Section X**

**Student Council Committees.** The Student Council shall have the authority to name standing and ad hoc committees to carry out its functions more effectively. These committees must report to Council bi-monthly or at Council's request. The Student Council shall approve a charter for each of its student committees on campus, describing the duties of the committee and the nature and extent of the authority delegated to the committee by the Council. Committee charters shall be kept in the Student Council files throughout the duration of the committee's existence and shall be reviewed when necessary for revisions and improvements.

## **Section XI**

**Bennington College Community Meetings.** The Bennington College community consists of the student body, the faculty, the administration, and staff. The community shall meet upon the call of the President of the College and the Student Council President. The community meeting will serve as a forum for the expression of views and opinions regarding matters of current community concern.

## **Section XII**

**Amending the By-laws.** Amendment of these by-laws may be proposed by a majority of Student Council or by petition of 15% or more of the student body. An amendment shall be adopted when approved by a majority of students voting in a special referendum, following the regulations outlined in Section V concerning student voting, or with at least 2/3 (two-thirds) of Council voting for approval. A referendum which amends these Student Council by-laws shall be conducted within two weeks of its proposal. Normally, these by-laws will, at the conclusion of each spring term, be re-ratified by the Council by a 2/3 (two-thirds) majority voting for re-approval.



## **STUDENT EDUCATIONAL POLICIES COMMITTEE (SEPC)**

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

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

The SEPC is composed of two representatives from each division (except Literature and Languages which elects an additional member for Languages) who are elected by the student majors and prospective majors in the division. The elected students for each division are also responsible for advising students and serving as a liaison to the Student Placement/FWT Office on matters related to the Field Work Term. The SEPC elects a chairperson who presides at the SEPC meetings. The Chairperson appoints a secretary who serves for one or two terms.

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

### **Divisional Representatives**

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

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

### **Class Representatives**

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

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

### **TALKING HEADS COMMITTEE**

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

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

### **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.

#### **Recreational Activities**

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

### **COMMUNITY OUTREACH OPPORTUNITY PROGRAMS**

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



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

**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 should contact the office at 442-2370.

## **Musical Groups**

**Bennington Community Chorus.** This is a community organization dedicated to the presentation of choral music. Singers rehearse on Monday evenings at 7:30 at the Mount Anthony Union High School for a period of about ten to twelve weeks. Regular attendance is required. Major works presented in recent performances: Bach's *St. John's Passion*, Mendelssohn's *Elijah*, Handel's *Messiah*, and Orff's *Carmina Burana*. Edwin I. Lawrence is the Director.

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

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

## **Other Local Organizations**

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

**Park-McCullough House:** An elegant 35-room Victorian mansion, with period furniture, 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.

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

# FACILITIES

Bennington College is situated on 550 acres of rolling countryside. Forty-two 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 houses more than 112,000 books, 600 current periodicals, microfilms, and some 20,000 art slides. Its primary purpose is to support the curricular needs of the College; its collection is small, but growing, and it is carefully selected to reflect the educational priorities of Bennington College. It has particular strengths in the visual arts and in theater. The library offers a variety of services including an on-line catalogue, reference help, interlibrary loan, computer searching, and reserves.

### Reference

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

### Reserves

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

### Computer Searches

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

### Interlibrary Loan

Through a national computer network (OCLC) the library is able to borrow items from more than 13,000 cooperating libraries. A reciprocal borrowing agreement also exists with Southern Vermont College and Williams College.

<b>Hours:</b>	Monday - Friday	8:30 a.m. - midnight
	Saturday	10:00 a.m. - midnight
	Sunday	noon - midnight

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

### Circulation and Overdue Fines

The standard circulation period is one month, with the exception of many art books (7-day circulation) and slides (24-hour circulation). Books may be



renewed as long as they have not been requested by someone else. In order to encourage the fair distribution of our small collection, the library imposes a 25-cents-per-day fine for overdue books (higher for reserve books). Although three overdue notices are sent out to prompt the return of these materials, the fine begins to accumulate immediately after the due date and continues to grow after the last of the notices if the book has still not been returned.

## **COMMONS**

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

The Laundry Room is located on the first floor of Commons just off the loading dock, and is open 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.

## **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, Dean of Faculty, Dean of Studies, Development, Student Life, Admissions, Financial Aid, Business, and Student Placement (FWT). The Social Sciences and Literature and Languages Divisions, faculty offices, division coordinators, and classrooms are on the second floor. The East Wing of the Barn houses the Bookstore and Student Life; the West Wing contains Barn 1 (a lecture hall), the Office of Communications, Summer Program Offices, and Duplicating Room.

## **DICKINSON**

The Elizabeth Harrington Dickinson Science Building is the home of the Natural Sciences and Mathematics Division. It contains classrooms, laboratories, faculty offices, the division coordinator's office, a reading room, the College computer center, and a greenhouse.

## **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 the Visual Arts, Dance, and Drama Divisions. It contains painting studios, sculpture studios, ceramics

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

The largest performing spaces on campus are in VAPA: Martha Hill is the dance theater; Lester Martin is the drama theater, with the adjacent 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.

### **JENNINGS**

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

### **DEANE CARRIAGE BARN**

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

### **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 the Physical Plant 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 CAFÉ**

The upstairs Café, student managed since 1991, offers an alternative space for quiet conversation, student performances, poetry readings and visiting artists. It has an espresso bar and healthy foods, as well as a big screen color television and VCR, which can be reserved and used by anyone during Café hours. Students are encouraged to contribute artwork and murals.

The downstairs Café is available for student parties.

### **THE SECURITY BOOTH**

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



## **FACULTY AND STAFF HOUSING**

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

## **THE BRICK HOUSE**

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

## **THE EARLY CHILDHOOD DEVELOPMENT CENTER**

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

## **SPORTS FACILITIES**

For students interested in sports, the College maintains a soccer field, an outdoor volleyball court, an outdoor basketball court, four excellent clay tennis courts, and a weight room. Students can check out volleyball equipment, basketballs, horse-shoes, etc. from the weight room during weight room hours. Many students also take advantage of the Recreation Center in town, which has two weight rooms, an indoor swimming pool, a game room, sauna, baseball diamond, several outdoor squash courts, and a fitness course. There is also a local, privately owned health club which students are welcome to join.

# **RULES AND REGULATIONS**

## **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-Government**

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

### **II. Source and Lines of Authority**

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

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

### **III. Tenets of Student Behavior**

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

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

- 1.** Harassment, abuse, coercion, injurious conduct. Every member of the College community has the right to be free from physical or verbal abuse and intimidating behavior of any sort, including not only direct threats of any kind but also psychological and sexual harassment. Threats, intimidation, physical or verbal abuse, harassment, or discriminatory behavior with regard to age, sex, religion, affectional/sexual preference, handicap, race, or color are prohibited. 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 77.)
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 either a student's room or a faculty member's office without authorization 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 students when they are attending classes or lectures, studying, attending public performances, sleeping, or quietly enjoying themselves. In addition, students should be aware that excessive noise after 11 p.m. disturbs local citizens and 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 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.
  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 in advertising or media.
  15. Theft or property damage. Theft, vandalism, misappropriation of, or negligent or intentional damage to or alteration of the property of another person or of the College (including, but not limited to, students' rooms, public areas, dining halls, lawns) is prohibited. This also includes property stored electronically (e.g., in computer memory, or on electronic, optical or other storage media).



16. Withholding information about and/or possession of stolen property on College premises.
17. Failure to comply with the directions of College officials, including College security officers, acting in accordance with their duties.
18. Violation of College policies or rules (including house rules) concerning entry and use of College facilities, sale or consumption of alcoholic beverages (see Alcohol Policy section of this Handbook), smoking, use of vehicles, or use of identification cards.
19. Violation of local, state, or federal law. Violation of the laws of any jurisdiction whether local, state, or federal, may subject an individual to disciplinary action at the College. Disciplinary action at the College will normally proceed during pending criminal proceedings and will not be subject to challenge on the ground that criminal or civil charges involving the same incident have been dismissed or reduced. The pending of an appeal of a conviction shall not affect the application of the rule.
20. 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.
21. Failure to appear as a named witness at Judicial, Sexual Harrassment, or Administrative Review Committee hearings, after being given written notice by a College official.
22. Behavior by any student, or group of students, which, in the opinion of the College or of any of its disciplinary agencies, endangers the health, safety, or welfare of the College community or of any person.
23. Violating the terms of any sanction imposed by College disciplinary bodies in accordance with these tenets.
24. 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 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 or the Administrative Review Committee. In addition, of course, infractions against federal, state, or municipal laws are subject to College disciplinary action as well as to the legal processes mandated by public authorities, and nothing in these provisions may be taken to exempt students from responsibility for observing the laws of the land. The personnel whose responsibility it is to administer the enforcement of student standards of behavior include the following individuals and groups.

##### **A. The Director of Security**

The Director of Security has original jurisdiction over traffic and parking violations, violations of the College's rules concerning pets, violations of safety and fire regulations, and also has the responsibility for investigating other kinds of infractions and is responsible for reporting them to the office of Student Life. The Director has the power to 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 who may initiate College disciplinary action. Written appeals for parking violations may be made to the Safety Committee via the Vice President for Finance and Administration.

### **B. The Director of Student Life**

The Director of Student Life or his or her delegate receives complaints brought against a student or students by any member of the community. When investigating a complaint, the Director may issue a written notice to appear to persons involved in the matter; failure to appear is in itself an offense and may be referred to a judicial body of the College. The Director or his or her delegate may settle a controversy by negotiations with the parties in a case, provided only that the settlement is acceptable to all of them.

When the Director decides that a given complaint cannot or should not be resolved in an informal manner, he or she may, within eight working days from the receipt of the complaint, direct that case to either the Judicial Committee or Administrative Review Committee for hearing. Immediate temporary measures may be taken by the Director and are described in Section E.

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

### **C. The Judicial Committee**

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

The Judicial Committee consists of seven persons: The Chair of the Judicial Committee who has the power to vote only to settle ties; three members and four alternates of the student body chosen as the Student Council shall direct; and three members and two alternates of the faculty, administration, or staff, two of whom must be faculty members, and all five of whom are chosen by the Dean of Faculty according to his or her best judgment of their appropriateness and their availability for the position. Student Judicial Committee members cannot run for or serve on this committee if they are on academic or disciplinary probation. Four persons, including the Chair, constitute a quorum to act on administrative business of the committee, but the Chair or his or her delegate, two students and two non-students must be present at any hearing on any charge brought against a student. If the Chair steps down or cannot serve, the Committee will elect an Acting Chair from the



current student committee members who will serve as Chair for the remainder of the term. In the event of a conflict of interest, the Committee will replace member(s) with alternate(s). If a member of Judicial misses two scheduled hearing meetings without the authorization of the Chair, that member will be dismissed, and an alternate will serve in his or her stead. If confidentiality is broken by a member of the Committee, he or she will be dismissed from the Committee, and an alternate will serve in his or her stead. Repeated violations of College rules and regulations by a member of the Committee may result in dismissal from the Committee.

The Judicial Committee should normally hear any case referred to it in no less than three and no more than eight working days from the date of referral. Hearings are normally held at any time from the first to the last day of classes of each term. All members of the community are expected to be available during this period. If named as a witness, 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 Judicial Committee will impose any penalty for any offense it thinks appropriate, which may include but is not restricted to verbal or written censure, community service, a fine, expulsion from College housing, suspension from the College, or expulsion from the College. The decisions of the Judicial Committee are final unless appealed in writing within five days to the Administrative Review Committee.

The Judicial Committee shall use procedures as adopted by the Administrative Review Committee. Failure to comply with a penalty imposed by the Judicial Committee is in itself an offense and will automatically be subject to further disciplinary action by the Judicial Committee.

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

#### **D. The Administrative Review Committee**

The Administrative Review Committee shall hear: (1) appeals from the rulings of the Judicial Committee; (2) any offense referred directly to it by the Director of Student Life 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 from cases requiring immediate action.

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

When it acts as an appellate body, its decisions are final, except in cases of suspension or expulsion of a student from the College, which must be reviewed



by the President of the College, whose decision is final. When it assumes original jurisdiction over a case, its decisions may be appealed in writing within five days of the date of the decision to the President of the College, whose decision is final.

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

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

### **E. The Director of Student Life**

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

The Director of Student Life or his or her delegate has the power to impose penalties immediately when the best interests of the College, its employees, or students seem to be in jeopardy and existing processes for dealing with the behaviors in question are inadequate. These may include, but are not limited to, cases of disruption of the ongoing academic responsibilities of the College, physical violence or threat of it, serious threats to the physical or mental health of any member of the community, or a serious emergency requiring an immediate response. The Director may take any appropriate action including, but not limited to, immediate suspension from the College. The Director should report any such action in writing within 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.

### **F. Review by the President**

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

1. All cases in which suspension or expulsion is imposed or upheld by the Administrative Review Committee;



2. Any other case in which an appeal is filed from a decision by the Administrative Review Committee.

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

### **G. Disciplinary Procedures**

1. **Initiation of Charges.** The Director of Student Life or his or her delegate receives complaints brought against a student or students by any member of the community. In addition, Security Incident Reports may be used as the basis for a charge.
2. **Referral of Cases.** If the Director of Student Life 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 a member of the Administrative Review Committee will normally refer the case to either the Judicial Committee or the Administrative Review Committee within eight days of receipt of the complaint.
3. **Notice of Hearing.** The Judicial Committee Chair or the Chair of the Administrative Review Committee sends written notification of charges and hearing date and time to the person(s) charged. Students are required to return the Acknowledgement of Receipt Form by the date specified. Students charged may bring witnesses or an advisor from within the College community to the hearing and are required to name them on the Acknowledgement of Receipt Form. Such advisors or witnesses in no case shall be legal counsel.
4. **Hearing Procedures.** All hearings are private. The Chair of the Committee presides. Electronic recording is not permitted at College disciplinary hearings. The Director of Student Life or his or her designee brings the charges, presents witnesses, evidence, and the case on behalf of the College. If the person against whom a complaint has been made, after proper notification, fails to appear at the hearing without prior authorization of the Committee, he/she waives his/her right to appear, and the case will proceed as scheduled. The student charged and the complainant are offered the opportunity to present their own witnesses and to question one another's witnesses. A written disciplinary history of the person charged will be presented by the Director of Student Life or his/her designee to the Chair of the Committee at the end of the hearing; a copy of the history is also given to the student charged. At the close of the hearing, all parties and witnesses shall be excluded during deliberations of the Committee.
5. **Notice of Decision.** A written notification of the decision of the Committee is sent to the student. This letter includes sanctions (if any) and explains the appeals process. Certain sanctions require parental and academic counselor notification and/or documentation in the student's transcript. (See "Sanctions" below for details.)
6. **Appeals Process.** Appeals of disciplinary decisions may only be made on the following grounds:
  - a. Newly discovered evidence that could not have been discovered at the time of the original hearing;



- b. Violations of procedure at original hearing;
- c. Appeal of the sanction(s) imposed.

All appeals of Judicial Committee decisions must be made in writing within five (5) days to the Administrative Review Committee in care of the Dean of Faculty. Appeals of Administrative Review Committee decisions must be made in writing within five (5) days to the President of the College, whose decision is final.

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

## **V. Sanctions**

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

### **A. Restitution.**

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

- C. Community Service.** This is supervised work in College offices, buildings and grounds, residences, or with outside agencies. Parents and the student's academic counselor will be notified of the decision.

- D. Disciplinary Probation.** The student is sent a letter warning him/her that further acts of misconduct may result in a charge that could result in suspension or expulsion. The terms of probation may include, but are not limited to, periodic meetings with therapists, related groups, etc. The student is responsible for the cost of these services. Parents and the student's academic counselor will be notified of the decision.

- E. Housing Probation.** The student is issued written notice that further violations would constitute grounds for loss of College residency privileges. Parents and the student's academic counselor will be notified of the decision.

- F. Housing Suspension.** The student loses the right to live in College housing for a specified period of time or until a specific condition is met. Students suspended from College housing may not stay overnight in College housing without prior written permission from the Director of Student Life. Students suspended from College housing will be responsible for the total term charges for room and board. Students suspended from College housing must vacate his/her room within 48 hours, or a period of time specified by the College, and may not return to their house or College Housing without prior written permission of the Director of Student Life. Parents and the student's academic counselor will be notified of the decision.

- G. Housing Expulsion.** Housing privileges are denied for the remainder of student's time at the College. Students expelled from College housing may not stay overnight without prior written permission from the Director of Student Life. Students expelled from College housing will be responsible for the total term charges for room and board. Parents and the student's academic counselor will be notified of the decision.

- H. Suspension from College.** Suspension is a complete separation from all College classes, activities, services, facilities and grounds. Suspension is for a definite

period of time, at the end of which the student may petition the Dean of Studies for readmission. 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 Vice President for Administration and Finance. 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. The student's parents and academic counselor will be notified of the decision.

- I. **Immediate, Temporary Suspension.** In the event of serious misconduct, the Director of Student Life or his or designee may require that a student leave campus prior to formal disciplinary proceedings. Such action will be taken when the Director believes that the continued presence of the student on campus is contrary to the best interest of the College community. Immediate, temporary suspension normally requires that a student leave campus within 24 hours (or a specified period of time) of notification by the Director of Student Life, or within a specified time determined by the Director of Student Life. The student's parents and academic counselor will be notified of the emergency suspension.
- J. **Expulsion from the College.** The student is permanently separated from the College. The student is barred from all College classes, activities, services, facilities and grounds. Expelled students must leave campus 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 Vice-President for Finance and Administration. Students who are expelled from the College will be responsible for the total College charges for that term. Expulsion is recorded on the student's transcript. The student's parents and academic counselor will be notified of the expulsion.

## **FIRE REGULATIONS**

### **Safety Devices**

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

### **In the Event of Fire**

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

## **MOTOR VEHICLE REGULATIONS**

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

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

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

### **Parking Permits**

All motor vehicles owned by students, faculty, or staff members of Bennington College and operated on the College campus must be registered with Security. A parking sticker is provided free of charge 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 may have their cars towed.

### **Speed Limits**

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

### **Reckless Driving**

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

### **Parking**

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

## **COLLEGE POLICY ON ALCOHOL AND DRUGS**

### **ALCOHOL POLICY**

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

## **II. Summary of Vermont State Laws**

### **A. Criminal Offenses**

1. **Legal Minimum Purchase Age:** No person, partnership, association or corporation shall sell or furnish any alcoholic beverages to any person who has not attained the age of 21. Violators may face a fine of \$1,000 and/or imprisonment of up to 2 years.
2. **Falsely Representing Age/Procuring and Possessing Alcoholic Beverages When Under Legal Age:** A person who has not attained the age of 21 may not falsely represent his/her age for the purpose of procuring alcoholic beverages and may not procure nor possess any alcoholic beverages for the purpose of consumption by himself/herself or other minors. Violators may face a fine of not more than \$500 and/or imprisonment of not more than 30 days.



## **B. Civil Social Hospitality**

A social host who furnishes alcoholic beverages to a guest who is visibly intoxicated, and it is foreseeable that the guest will thereafter drive a motor vehicle, or a social host who furnished alcoholic beverages to a minor, may be personally civilly liable for resulting injuries.

- C. The Town of Bennington Open Container Ordinance** prohibits consumption of alcoholic beverages in streets, alleys, sidewalks, parking areas, and in or on motor vehicles either moving or stationary in any of said places. Violations are punishable by a fine not exceeding \$100 or imprisonment not exceeding 30 days or both.
- D.** Individual students, campus organizations, or 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 unlawfully, contributed to that person's intoxication. For example, a party host might be sued for having unlawfully furnished alcoholic beverages to a minor who thereafter causes harm, or for serving alcohol to an already intoxicated person where it is foreseeable that the intoxicated person will thereafter operate a motor vehicle.

## **III. College Regulations Regarding Alcohol and Parties**

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

### **A. Alcohol Regulations:**

1. Only persons of legal drinking age under Vermont state law (21 years of age) may consume alcoholic beverages on College property. The use of a false ID or falsifying one's ID is a violation of College policies and state laws.
2. Food and non-alcoholic beverages must be available at every function where alcoholic beverages are available.
3. Publicity and posters for College functions may not mention alcohol or imply that it will be available. Publicity and posters are not permitted for private parties which promote or mention alcohol or imply that it will be available.
4. Admittance to events at which alcohol is served is limited to the College community and invited guests.
5. With the exception of parties attended by fewer than 10 people held in individual rooms, alcoholic beverages may not be consumed except under the auspices of the College's catering permit through the Director of Food Services and after registration with the Office of Student Life 72 hours in advance.
6. Kegs of beer or beer balls are prohibited from College residences.

7. Consumption of alcoholic beverages out-of-doors or possession of an open container of alcoholic beverages out-of-doors on the Bennington campus is prohibited except at registered outdoor parties which can only be sponsored by the College's catering service.
8. Consumption of alcoholic beverages is prohibited in any classroom setting whether in a College building or elsewhere.
9. Operating a motor vehicle while under the influence of alcohol is prohibited.
10. Alcohol may not be sold directly or indirectly at parties held in individual student rooms.
11. 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.

#### **B. Party Regulations:**

1. All parties (with the exception of parties attended by fewer than 10 people held in individual rooms) at which alcoholic beverages are consumed must be registered with the Office of Student Life 72 hours in advance. Party plans must include party location, planned attendance, amount of alcoholic and non-alcoholic beverages and food to be served. The Office of Student Life may require changes before allowing registration of a party.
2. If the College determines that special custodial service is required following a party, the sponsors of the party will be billed for that service and for any damages to College property.
3. Student party sponsors are responsible for the condition and behavior of their guests.
4. Adherence to the law regarding the consumption and distribution of alcoholic beverages is the obligation of each individual student and guests.
5. The College assumes no responsibility arising out of consumption of alcoholic beverages or for injuries or damages resulting from such consumption.

#### **IV. Violations of the Alcohol and Party Regulations:**

Any violation of the Alcohol and Party Regulations may be referred to the Director of Student Life for disciplinary action.

#### **DRUG POLICY**

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

#### **II. Summary of Vermont State Laws on Drugs and Drug Paraphernalia**

- A. A person knowingly and unlawfully possessing marijuana may be imprisoned for not more than six months and/or fined not more than \$500. For selling marijuana, a person may be imprisoned for up to two years and/or fined up to \$10,000.



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

### **III. College Regulations Regarding Drugs**

- A. The College prohibits illegal possession, use, or transfer of any controlled substance and/or drug paraphernalia as defined in the statutes of Vermont. Violations of the policy may result in disciplinary action (maximum penalty of expulsion).
- B. The College cooperates with local and state law enforcement agencies in the investigation and prosecution of illegal drug use and distribution.
- C. Seeking confidential help from or being referred to Psychological Services and/or the Health Service for drug abuse will not in itself result in disciplinary action.

Individual privacy will be respected unless otherwise required by law. However, a student cannot be protected if he/she uses illegal drugs and is detected by legal or College authorities.

- D. Since drug abuse is a serious legal and medical problem, all members of the College community should be encouraged to seek assistance for themselves or others from appropriate College services or private agencies.
- E. Federal regulations permit revocation of federal student aid to anyone prosecuted and convicted of a drug offense.

### **IV. Support Services**

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

- A. The educational, counseling and referral services of the Psychological 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.
- B. Anyone named in police and/or security reports as being involved in the illegal use/abuse of alcohol or drugs may be required to meet with the Director of Student Life; he/she may also be required to meet with the Psychological Service for evaluation, information, and/or counseling.

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

insurance coverage. If dependency is confirmed, the student may be required to seek treatment as soon as possible.

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

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

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

### **SMOKING POLICY**

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

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

In an effort to consider the needs and concerns of all to provide a healthful environment and to comply with Vermont Law, the College has adopted the following Smoking Policy:

Smoking is prohibited in the following buildings:

1. Barn
2. Library
3. Dickinson
4. Tishman
5. Carriage Barn
6. Early Childhood Center
7. Jennings
8. VAPA
9. Student Café

Smoking is prohibited in all work areas at Bennington College including classrooms, offices, hallways, bathrooms, rehearsal rooms, and shared studios. Smoking is also prohibited in all common spaces (bathrooms, hallways, living rooms) in student houses. Smoking is prohibited in Commons except in the Center Dining Room.



## **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 generated 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 immunocompromised individuals.
6. There will be ongoing education 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 COMPLAINTS AS ADOPTED JUNE 1990 BY THE BOARD OF TRUSTEES**

### **I. POLICY ON SEXUAL HARASSMENT**

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

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

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

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

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

### **Consensual Relationships**

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

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



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

## II. PROCEDURES

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

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

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

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

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

Each of these three options is described in detail below.

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

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

### Option #1

#### Sexual Harassment Advisors

- A. The Sexual Harassment Advisors shall consist of two students, two faculty members, and two staff members. The Advisors shall be appointed by the

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

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

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

## **Option #2**

### **Mediation**

- A. Any member of the Bennington College community who believes that he or she has been sexually harassed while a member of the Bennington College community by any other member or members of the Bennington College community may pursue a complaint through a mediation procedure. Such a complaint must be filed during the tenure at Bennington of the accused person, and must be filed not more than twelve months after an alleged incident. Recognizing that prolonged delay may complicate the comprehensive presentation of evidence, prompt reporting of the incident is strongly encouraged.
- B. The mediation request must be filed in writing to the Dean of Faculty, the Dean of Studies, or the Vice-President for Administration and Finance; or if the case involves student-to-student harassment, to one of these three administrators or to the Director of Student Life. For cases involving complaints against a member of the senior staff of the College (the Deans; the Vice-President; the Directors of Student Life, Development, or Communications), and for cases involving complaints against any member of the Sexual Harassment Hearing Committee (hereafter SHHC), the complainant must file the mediation request with the President of the College. For a case involving a complaint against the President, the complainant must file the mediation request with the Dean of Faculty or Vice-President, who will transmit the request to the Board of Trustees. The Board will proceed from that point in a manner it shall solely determine.



- C. The Dean of Faculty, the Dean of Studies, the Vice-President for Finance and Administration, or the Director of Student Life may take such interim emergency measures as he or she sees fit pending the outcome of a complaint pursued through mediation.
- D. Once a mediation request is filed with one of these College officials, he or she shall investigate the complaint and determine whether there are grounds for continuing with the mediation procedure. If the administrator determines that there are not such grounds, the administrator shall notify the complainant in writing. If the complainant wished to pursue the complaint, she or he may file a formal complaint. If the administrator decides that there are such grounds, then the complainant and the administrator may agree to adopt one of the following courses of action, to be completed within ten working days of that agreement:
  - 1. The administrator will attempt an informal resolution of the complaint directly and privately with the person complained against.
  - 2. The administrator and the complainant will seek an informal resolution of the complaint by meeting together with the person complained against.
  - 3. The official will appoint someone from the College community who will seek to resolve the complaint informally. This person will meet with both parties, either separately or together.
  - 4. The official will transmit the complaint to the SHHC as a formal complaint (see next page).
- E. Each party may be accompanied by an advisor or advocate of his or her own choice, which advisor must be a current member of the Bennington College community, in any stage of this mediation procedure. Such persons may, but need not be, chosen from among the Sexual Harassment Advisors.
- F. An official record will be kept, consisting of the complaint, a list of all meetings and interviews that comprised the procedure (identifying the time and place of the meeting and all of the participants in them), and a statement by the administrator indicating which of the four procedures listed in Paragraph D under Option # 2 above will be used in the resolution of the complaint. One copy of this record will be kept in the confidential Sexual Harassment file kept by the Director of Student Life. In cases where the person complained against is a member of the staff, an additional copy of the record will be kept in that person's personnel file. This file will be accessible to the Vice-President for Finance and Administration, the person's supervisor, the Director of Personnel and Programs, and others as deemed necessary by the Vice-President. In cases where the person complained against is a student, an additional copy of the record will be kept in a file in the Office of the Dean of Studies. This file will be accessible to the Dean of Studies, the Assistant Dean of Studies, and others as deemed necessary by the Dean. In cases where the person complained against is a faculty member, an additional copy of the record will be kept in the person's personnel file in the Office of the Dean of Faculty, which file is accessible to the Faculty Personnel Committee and the President.
- G. A complaint pursued through mediation will be considered to have been resolved when both parties have signed a statement indicating their acceptance of the outcome of the mediation procedure, and the College administrator who has directed the procedure has also approved and signed the statement. A complaint



which has been resolved through mediation may not be filed as a formal complaint.

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

### **Option #3**

#### **Formal Complaint**

- A. Any person who believes that he or she has been sexually harassed while a member of the Bennington College community by any other member of the Bennington College community may make a formal complaint against the alleged harasser. Such a complaint must be filed during the tenure at Bennington of the accused person, and must be filed not more than twelve months after an alleged incident. Recognizing that prolonged delay may complicate the comprehensive presentation of evidence in the grievance procedures, prompt reporting of an incident is strongly encouraged.
- B. Sexual Harassment Hearing Committee (SHHC). The Sexual Harassment Hearing Committee shall consist of five members appointed by the President. The non-student Committee members shall be appointed initially for staggered terms of service varying in length from one to three years, and thereafter for three years. Student members of the Committee may be appointed for one, two, or three years. The Committee shall be chaired by the Director of Student Life and the remaining membership of the Committee shall consist of two faculty members, one staff member, and one student.
- C. All formal complaints except those against a member of the SHHC or the President must be filed in writing with the Director of Student Life, who will transmit the complaint to the SHHC. Formal complaints against any member of the SHHC shall be filed in writing with the President, who will appoint a replacement on the Committee, which will then proceed according to the procedure outlined below. A formal complaint against the President shall be filed with the Dean of Faculty or Vice-President, who will transmit the complaint to the Board of Trustees. The Board will proceed from that point in a manner it shall solely determine.
- D. The Committee shall investigate and conduct hearings for all formal complaints of sexual harassment brought directly to the Committee by the complainant as an initial complaint. The Committee shall also hear complaints referred to it directly by the President, Vice-President for Finance and Administration, the Dean of Faculty, the Dean of Studies, or the Director of Student Life pursuant to the mediation complaint procedure. In every case, a written statement by the complainant is required.
- E. The Chair of the SHHC may take such interim emergency measures as she/he sees fit, pending the outcome of a case.
- F. The Committee may formulate its own procedures insofar as they are not specified in this Policy and may rely on College resources in the course of an investigation.
- G. Investigation and Hearing Decision. The Chair of the SHHC will investigate the charges and make a recommendation to the Committee as to whether a



hearing shall be held or the case shall be dismissed. The SHHC shall determine, by majority vote, whether to schedule the case for hearing or issue a notice of dismissal. A complainant may appeal the Committee's decision to dismiss a case, in writing within ten working days of the Committee's decision, to the President. The decision of the President is final.

- H. Notice of Hearing. The Chair of the SHHC will send written notification of the charges, a copy of the complainant's statements, and the date and time of the hearing to the person charged. The person charged is required to return the Acknowledgement of Receipt Form by the date specified. Person(s) charged may bring witnesses and one representative from within the College community to the hearing and are required to name them on the Acknowledgement of Receipt Form. Such representatives or advisors in no case shall be legal counsel.
- I. Hearing Procedure. Hearings shall not be open to the public. The Chair of the Committee presides. If the person against whom a complaint has been made, after proper notification, fails to appear, without prior written authorization of the Chair, he/she waives the right to appear, and the case will proceed as scheduled. The person charged and the complainant are offered the opportunity to present their own witnesses and to question one another's witnesses. At the close of the hearing, all parties shall be excluded during the deliberations of the Committee. A written history of prior findings of sexual harassment against the person charged will be presented to the Committee by the Chair if sexual harassment is found, but before deciding sanctions. (A copy is available to the person charged upon request.)
- J. Notice of Decision. A written notification of the Committee's recommendation is sent to the Dean of Faculty in the case of faculty members, the Vice-President for Finance and Administration in the case of non-faculty employees, or the Dean of Studies in the case of students. This recommendation includes sanctions (if any).
- K. The Committee may take one of the following actions:
  1. In those cases in which the Committee concludes that formal disciplinary action against a faculty member should be imposed, it may recommend sanctions ranging from a written reprimand to discharge from employment at the College; these recommendations are forwarded to the Dean of Faculty, who will review the case and will then recommend to the President the implementation, modification, increase, or suspension of the sanctions recommended by the Committee and will notify the faculty member in writing. The faculty member may appeal the Dean's recommendation to the President within ten working days of the recommendation. The decision of the President shall be final.
  2. In those cases in which the Committee concludes that disciplinary action against a non-faculty employee should be imposed, it may recommend sanctions ranging from a written reprimand to discharge from employment at the College; these recommendations will be made to the Vice-President for Finance and Administration, who will review the case and who may implement, modify, increase, or suspend the sanctions recommended by the Committee and will notify the employee in writing. The staff member may appeal the Vice-President's decision within ten working days to the

President. The decision of the President shall be final.

3. In those cases where the Committee concludes that disciplinary action against a student should be imposed, it may recommend sanctions ranging from written reprimand to expulsion from the College; these recommendations will be made to the Dean of Studies, who will review the case and who may implement, modify, increase, or suspend the sanctions recommended by the Committee and will notify the student in writing. The student may appeal the decision of the Dean of Studies within ten working days to the President. The decision of the President shall be final.
- L. The President shall determine, in his/her sole discretion, the format of appeals under subparagraphs K1 to K3 above. The President may implement, modify, increase, or suspend the sanctions recommended or imposed. The decision of the President is final in all cases.
- M. In all cases involving disciplinary action, one copy of the decision letter will be kept in the confidential Sexual Harassment file kept by the Director of Student Life. In cases where the person complained against is a non-faculty employee, an additional copy of the decision letter will be kept in that person's personnel file. This file will be accessible to the Vice-President for Finance and Administration, the person's supervisor, the Director of Personnel and Programs, and others as deemed necessary by the Vice-President. In cases where the person complained against is a student, an additional copy of the decision letter will be kept in a file in the Office of the Dean of Studies. This file will be accessible to the Dean of Studies, the Assistant Dean of Studies, and others as deemed necessary by the Dean. In cases where the person complained against is a faculty member, an additional copy of the decision letter will be kept in the person's personnel file in the Office of the Dean of Faculty, which file is accessible to the Faculty Personnel Committee and the President.
- N. Materials and records of the SHHC shall be kept by the Director of Student Life.
- O. Every effort will be made to investigate and resolve complaints of sexual harassment within a reasonable period of time.
- P. Statistics detailing the number of complaints pursued through mediation and formal complaints shall be published and available to all members of the College community at least once a year by the Chair of the SHHC. The identity of the persons involved will not be revealed in these reports. Resolution of cases, and sanctions imposed, if any, shall also be included.



# ADMINISTRATIVE ORGANIZATION

## ADMINISTRATION

### **The Board of Trustees**

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

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

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

### **The President**

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

### **The Vice-President for Finance and Administration**

The Vice-President for Finance and Administration is responsible for the operations of most of the non-academic areas of the College including the Business Office, Financial Aid Office, Personnel Office, Food Service, Maintenance, the Post Office, Security, Summer Programs and Rentals, Duplicating, and the Switchboard.

### **Dean of Faculty**

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

### **Dean of Studies**

The Dean of Studies is responsible to the President and the Faculty for the management of all matters relating to the academic operations of the College

including the preparation of the academic calendar, publication of the curriculum, operation of the Educational Counseling Committee, assignment of students' counselors, scheduling of courses and assignment of academic space, planning registration of courses, maintaining student records, and providing transcripts and academic recommendations for students.

#### **The Vice President for Development and Alumni Relations**

The Development Office is responsible for annual, capital and special fundraising from alumni, parents, friends, foundations, and corporations; the alumni relations program, and many special events on and off campus. The Vice President also provides staff support to the Trustee Development Committee.

#### **Director of Communications**

The Director of Communications is the official spokesperson for the College, handling inquiries from the media and providing information to the general public. The Director of Communications also oversees all publications for the College. The office provides communications support to academic divisions.

#### **Director of Student Life**

The Director of Student Life administers the non-academic policies and regulations of the College as they apply to students. The Director also oversees the College's Health Service.

### **COMMITTEES**

#### **Academic Council**

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

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

A budget subcommittee, composed of three faculty members and the Dean of Faculty, has access to data regarding the financial condition of the College, excepting information which would infringe upon personal privacy. The budget subcommittee reviews both administrative and educational expenses. The subcommittee also reviews and formulates salary policy. This subcommittee presents budget recommendations to the entire Council and reviews this material with the Administration, Budget and Finance Committee of the Board of Trustees.



**Facilities Committee**

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

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

**Library Committee**

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

**Safety Committee**

The Safety Committee is responsible for recommending rules and policies to ensure the health and safety of the community. The Committee has the authority to make policy recommendations related to general safety as they may occur in the day-to-day operation of the College. Examples of safety matters are: protection of individuals, fire equipment systems, the condition of the physical plant, motor vehicles and parking, pets, group emergencies, and adherence to state and federal building codes. The Committee consists of a representative from the Business Office, Maintenance Department, Student Life Office, faculty, and two students.

## NOTES



Bennington College was founded on the principles:

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

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

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

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

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

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

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

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

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

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