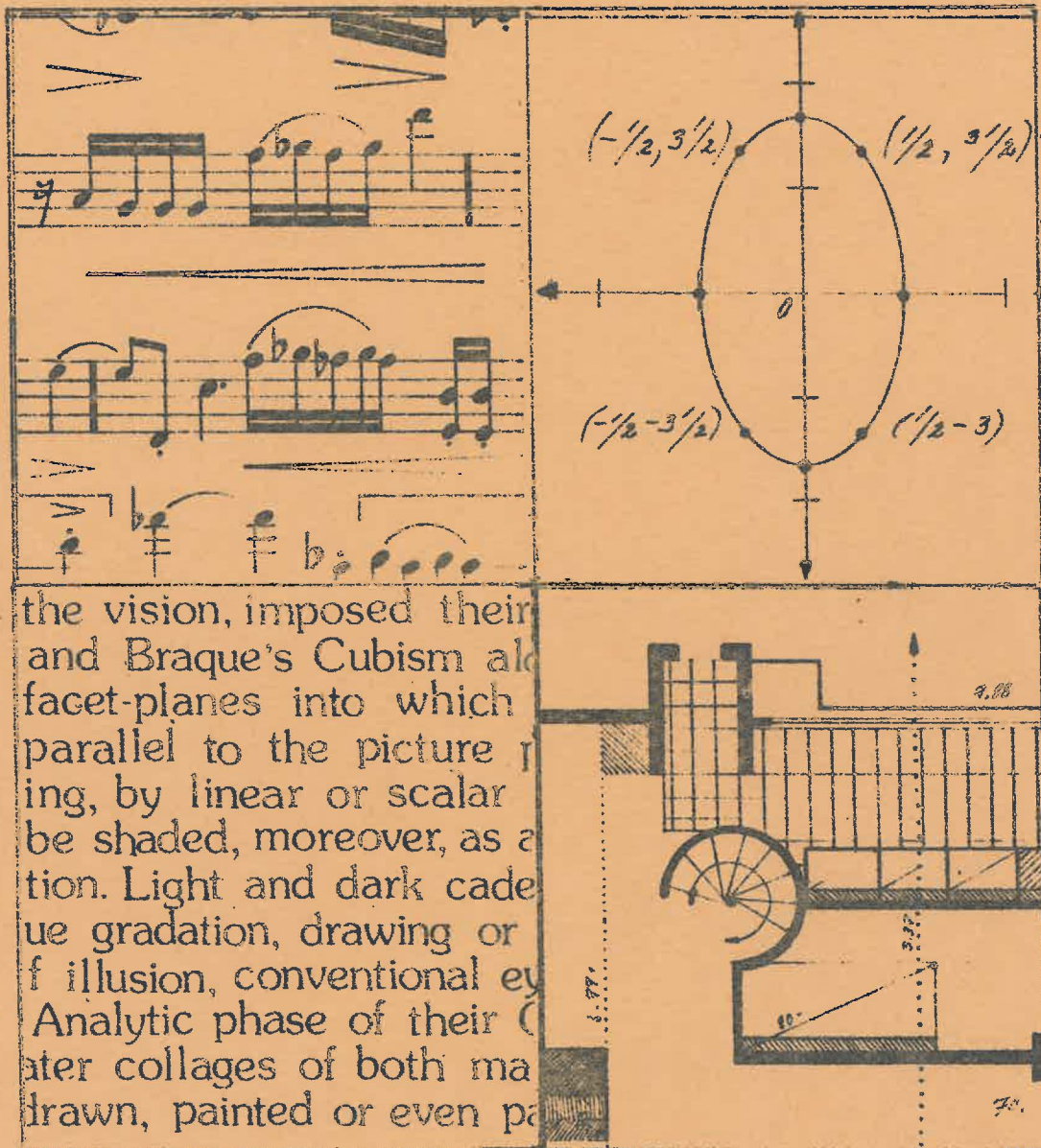


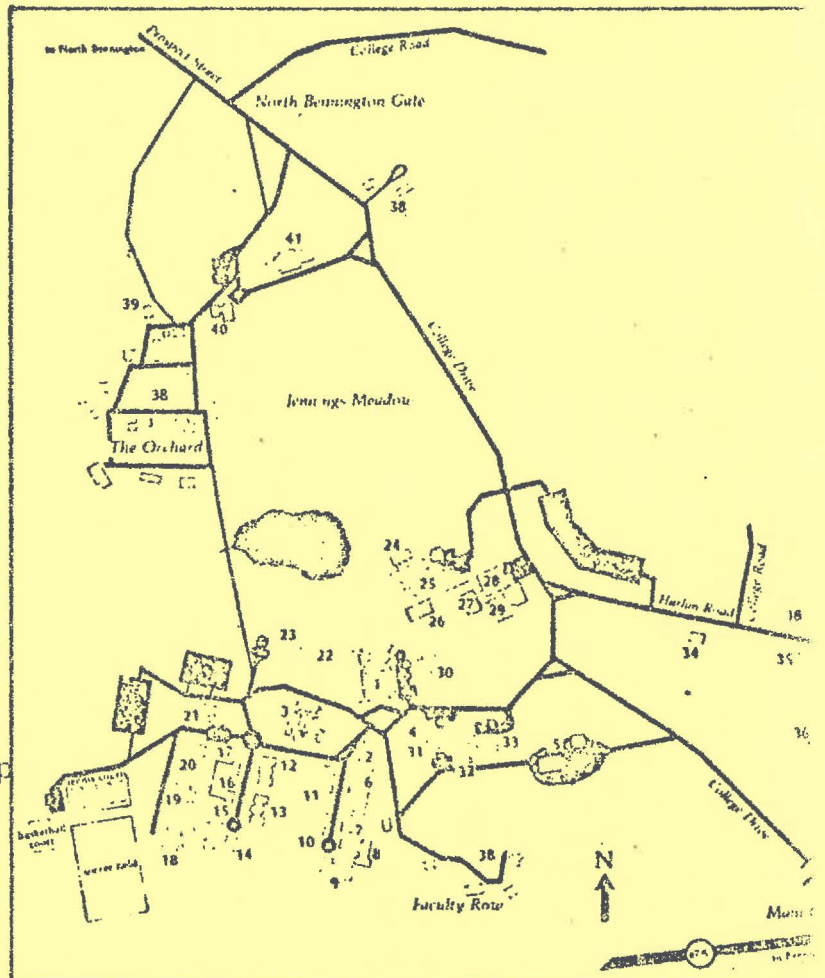
BENNINGTON COLLEGE

STUDENT HANDBOOK



- 1 the Barn
- 2 Edward Clark Crossett Library
- 3 Commons
- 4 Watchman's Booth
- 5 Maintenance Building
- 6 Swan House
- 7 Woolley House
- 8 Stokes-Sanford House
- 9 Franklin House
- 10 Canfield House
- 11 Dewey House
- 12 Booth House
- 13 Kilpatrick House
- 14 Welling House
- 15 Bingham House
- 16 McCullough House
- 17 Leigh House
- 18 Noyes House
- 19 Sawtell House
- 20 Fels House
- 21 Svaha Cafe
- 22 Tishman Hall
- 23 Dickinson Science Building
- 24 Kiln
- 25 Feeley Art Workshop
- 26 Usdan Gallery
- 27 Lester Martin Drama Workshop
- 28 Martha Hill Dance Workshop
- 29 Greenwall Music Workshop
- 30 Cricket Hill
- 31 Early Childhood Center
- 32 Chicken Coop
- 33 the Brooder
- 34 Shingle Cottage
- 35 President's House
- 36 Annex & Bunk House
- 37 Ludlow House
- 38 Faculty Houses
- 39 Fruitrich House
- 40 Carriage Barn
- 41 Jennings Music Hall

- A resident student parking
 B non-resident student parking
 C faculty & staff parking
 D visitor parking



Art and Architecture Committee

The Art and Architecture Committee advises trustees and the President on all matters relating to College architecture, architects, general maintenance, the design and siting of buildings and the landscaping of College property. Seven members of the faculty, including the chair person and two administrators, serve for indefinite terms. The Director of Plant Management meets with the committee as an ex-officio member.

CONTENTS

Map of Campus

THE BARN

President's Office	1.
Dean of Faculty	1.
Vice President for College Resources	3.
Dean of Studies	4.
Office of Students and Student Placement	4.
Student Services	5.
Housing Office	6.
Student Placement Office	8.
Non-Resident Term	8.
Term Employment	9.
Summer Employment	9.
Post Graduate Placement	9.
Admissions Office	9.
Financial Aid Office	10.
Business Office	11.
Cashier's Office	11.
Student Loan Policy	11.
Duplicating Room	12.
College Relations Office	12.
Special Projects Office	12.
Alumni Office	12.
Publications Office	12.
Bookstore	14.
50th Anniversary Celebration & Fund Office	15.

ACADEMIC STRUCTURE	16.
Counseling System	16.
Program planning system	17.
Classes	19.
Evaluation of student work	20.
Academic policies	22.
Edward Clark Crossett Library	25.

COMMONS	26.
Switchboard	26.
Post Office	26.
Laundry Room	27.
Food Service	27.
Health Service	29.
Psychological Counseling	30.

CAMPUS SECURITY AND MAINTENANCE	31.
---------------------------------	-----

COMMUNITY LIFE	34.
----------------	-----

FIRE INSTRUCTIONS AND EMERGENCY NUMBERS	45.
---	-----

PRESIDENT'S OFFICE

secretary

location Barn 60

location Barn 58

extension 241

To be President of Bennington College one needs the wisdom of a Solomon, the patience of a saint and the tenacity of Jaws. According to the Faculty Handbook, "The President is responsible to the Board of Trustees for College policy and administration." He is also an ex-officio member of all faculty committees and chairs the monthly faculty meetings. In addition to formulating policy, the President mediates internal squabbles and keeps the College running as smoothly as possible toward the realization of its aims and ideals. To the world outside Bennington, the President assumes the role of M.V.A. (Most Visible Administrator). He maintains and promotes the College's image while raising funds and attracting applicants. The President of Bennington has traditionally been an academic and teaches one course a term as well as counseling several students.

DEAN OF THE FACULTY

secretary

location Barn 57

location Barn 56

extension 212

The Dean of the Faculty is responsible to the President 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 Faculty Educational Policies Committee; and other duties. Any faculty related problems that cannot be resolved through divisional offices or the Dean of Studies should be taken to the Dean of the Faculty.

FACULTY EDUCATIONAL POLICIES COMMITTEE

The FEPC is the policy formulating and review body of the faculty, an executive committee of the faculty. It considers all questions of educational policy, prepares proposals for consideration in faculty meetings, reviews divisional curricula and performance, and reviews all new or changed courses proposed by the divisions. Any member of the faculty wishing to put a proposal before the faculty should first put the item on the agenda of the FEPC.

The FEPC is made up of six members of the faculty, elected at large; the Dean of Studies and the Dean of the Faculty; and two students elected in September for a one year term by the members of the SEPC.

FACULTY PERSONNEL COMMITTEE

The FPC meets regularly with the President to advise on personnel policies and on all decisions concerning reappointments to the faculty. In addition, it consults and advises on faculty salary increases based on merit.

The FPC is made up of five faculty members: four are elected from the faculty at large, and the Dean of the Faculty chairs and serves as an ex-officio member.

PERSONNEL REVIEW COMMITTEE

The PRC hears appeals from faculty members who have not been reappointed or have specific grievances concerning salary, assignment of teaching duties, assignment of space and other facilities or on points of personal privilege. Documents announcing and supporting the argument of an appeal of an FPC decision must be presented to the PRC by the end of the third week of classes in the following term.

STUDENT EDUCATIONAL POLICIES COMMITTEE

The functions of the SEPC are: a) to ascertain, consider and communicate student views and recommendations concerning general and divisional educational policy at Bennington College; b) to ascertain, consider and communicate student views and recommendations concerning individual courses; 3) to assist the Faculty Personnel Committee in reappointment procedures.

The SEPC is composed of eighteen students: 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 that division; and an additional member appointed by the

Student Council. The SEPC elects a chairperson and two representatives to the Faculty Educational Policies Committee from among its membership. Divisional representatives usually attend divisional faculty meetings, except when student plans and academic standing or faculty personnel decisions are being considered.

VICE PRESIDENT FOR COLLEGE RESOURCES

secretary

location Barn 3

extension 267

The Vice President for College Resources holds responsibility for seeing to it that there are sufficient students for there to be a Bennington College, for developing alumni and financial support programs, and for special programs.

The Vice President reports administratively to the President, but works closely with the Vice President for Finance and Administration, the Deans of the College, the Faculty and all administrative staff members.

The Vice President is expected to meet with alumni on a regular basis, to visit numerous secondary schools for admissions each year and to be in touch with the educational associations in the United States for the College.

DEAN OF STUDIES

assistant dean of studies

location Barn 48

location Barn 50

extension 226

extension 336

The Dean of Studies is responsible to the President for the formulation and administration of policies concerning student studies, including preparation of course materials, course schedules, establishment and operation of Educational Counseling Committee panels, the academic calendar, assignment of academic space, student counseling and advising, registration for courses, and student records and transcripts. If you have any academic questions or problems, make an appointment with the Dean of Studies or his assistant.

REGISTRAR

The Registrar is a notary public. All registration cards and changes of program should be submitted to the Registrar.

RECORDER

The Recorder handles all transcript requests.

SECRETARY

The Secretary has extra copies of the curriculum as well as registration cards, tutorial request forms and plan forms for submission to divisions. She also makes appointments for meetings with the Dean and the Assistant Dean.

OFFICE OF STUDENTS AND STUDENT PLACEMENT

associate director

director

location Barn 53

location Barn 45

extension 345

extension 105

The Office of Students and Student Placement is responsible for all non-academic student activities, including Student Services, Housing and Student Placement.

STUDENT SERVICES OFFICE

secretary

director

location Barn 41

location Barn 42

extension 346

extension 315

The Student Services Office exists to serve the needs of students and to facilitate all non-academic plans. The office covers such areas as housing, athletic plans, non-academic space, Student Handbook, foreign students, housekeeping, security--in other words anything a student or group of students may propose.

The Director meets weekly with House Chairpersons, discussing programs and problems connected with life outside the classroom. Many other members of the administration join these lunch meetings to discuss matters of community concern.

Student Services works closely with the Housing Committee, the Cafe and is responsive to requests from Student Council. Indeed, in some sense, the office exists to act as ombudsman for students, to unsnarl tangles, avoid red tape and, in general, make clear the administration's determination to make students' non-academic life pleasant. The office is flexible and should serve as an information desk for students with questions. The door is always open.

POLICY

A community intent on the principles of self-government and respect for individual variations is guided more by sensible and considerate behavior than by elaborate rules and regulations. However, Bennington does have a network of rules and regulations relating to the use of College facilities and the health and safety of the entire College community. The enactment and enforcement of these rulings are primarily the responsibility of the students.

In the event that a student governing body is ineffective in enforcing community regulations, the administration will initiate and enforce appropriate action. In most instances, enforcement will involve bringing the regulation to the attention of the student concerned, explaining its justification and requesting compliance.

Students should remember that they are subject to state and federal laws with respect to drugs, alcohol and automobiles. The College will, upon request of a student's family, act as a temporary court guardian to a student if arrested, and will also provide advice as to counsel and bail.

HOUSING OFFICE

location Barn 40

director

extension 349

All entering freshmen and entering sophomores, regardless of age, will be housed in doubles and may not bring pets. Entering juniors will receive singles. All juniors and seniors have single rooms. Juniors and seniors who have been on leave will be assigned singles by the Housing Office. No assurance can be given to house re-entering students in their former rooms. Each term, a certain number of students may be given permission to live off campus in independent housing. However, due to budget restrictions this year, the off-off housing is not an option. Room choosing rules are distributed by the House Committee each term immediately following Long Weekend.

No student who has been assigned a room on campus as a result of the room choosing process may decide to move into independent housing without the approval of the Housing Office. If the student then chooses to live off campus, no refund will be available. The room assigned will be held for two weeks, and a letter sent asking if the student intends to use the space for any purpose during the term. If the answer is negative, or no written response is received, the College has the right to assign an alternative space to the student and will still require payment for room and board on campus.

Students are responsible for cleaning their own rooms; the College provides the necessary equipment. The College Housekeeping Staff cleans all common rooms, bathrooms, kitchens and hallways. You will be billed for any damage to your room, other than natural wear and tear, and excessive damage may lead to disciplinary procedures. It is against fire and insurance regulations to paint in your room; art studios are provided for this purpose (see the Art Division secretary).

The College cannot be responsible for losses or damage of student property due to fire, theft, natural disaster, etc. Students should make certain their own or their parents' insurance policies will cover such losses.

HOUSING COMMITTEE

The Student Housing Committee assists the Housing Office in formulating procedures, priorities and policy for room drawings and allocations. It acts as an appeal board in cases of dispute and/or violation of house rules. The five members, who are campus residents, are appointed from the community by the Student Council. The Committee elects its own chairperson and meets weekly in the Housing Office.

PETS

NO NEW INCOMING PETS WILL BE ALLOWED ON CAMPUS: ONLY PETS PREVIOUSLY REGISTERED.

The following rules and regulations apply to animals owned by any members of the Community:

1. Only preregistered dogs and cats will be allowed on campus. Registration involves the following:
 - a) Proof of registration with the Town of Bennington, North Bennington or Shaftsbury
 - b) Veterinarians certification of shots and, in the case of female animals, having been neutered.
 - c) \$5.00 per term registration fee and \$25.00 per year Damage Deposit, which will be returned if the Housekeeper determines (after the end of the term) that no damage has been done by the animal
2. Small caged animals such as birds, fish, guinea pigs, hamsters, turtles are allowed and need not be registered.
3. No dogs or cats under six months old will be allowed on campus under any circumstances, nor will any unspayed female animal.
4. Animals must be reregistered within the first 10 days of each term; those without I.D. tags will be assumed to be strays and taken to the Shaftsbury Humane Society. Their owners (if known) will be subject to disciplinary action.
5. No dogs or cats are allowed in Commons; Vermont State law prohibits animals in any building in which food is served.
6. No pets are allowed in the New Houses per Administrative rule. Other houses will vote on the presence of pets but in no case can any one house have more than two dogs.
7. If two or more people within a house complain about a pet, the problem will be reviewed by the Pet Committee and, if necessary referred to Judicial.
8. All pet owners within a house which has agreed to allow pets to reside under its roof must sign a written agreement.
 - a) To share responsibility for any mess that any one of their pets cause in and around the house.
 - b) To share equally the cost of any damages that any one of their pets cause in the house, unless fault can, beyond a doubt, be attributed to one particular pet, in which case the owner will be held responsible.

9. If a particular pet is known to be a threat, or cause excessive damage, it may be banned from campus by Judicial, upon petition of the Pet Committee or an individual, or the Administration.
10. A standing Pet Committee will be established consisting of five members, and will be a sub-Committee of Student Council to handle any and all disputes concerning pets.

STUDENT PLACEMENT OFFICE

secretary		associate director
location	Barn 55	location Barn 54
extension	344	extension 345

NON-RESIDENT TERM OFFICE

The NRT is a nine week non-resident work period extending from the beginning of January to early March. It provides students with the opportunity to gain experience and grow through challenges encountered in professional work settings. For first and second year students, whose academic aims and skills may be less well defined, the Non-Resident Term program is designed to complement and support the academic program and, ideally, to help clarify or confirm a prospective major interest. Special efforts are made to help third and fourth year students seek work which will directly relate to their major interests. Students are expected to work a minimum of thirty hours per week for nine weeks each year they are in residence at Bennington. A total of four successfully completed NRTs are required for graduation, except for those students who enter as transfers or have taken leaves.

Time at Bennington has an elusive and magical quality; when it should still be the beginning of term, it is already December. With this in mind, it is critical to plan for your winter term well in advance. Do not panic, the NRT Office and faculty counselors are available for assistance. The NRT staff has compiled a large number of job listings which include positions offering hourly wage, College Work Study, stipends, room and board.

In either your junior or senior year, in lieu of employment, you may request approval for one independent study project. Applications to spend one NRT on thesis work are carefully reviewed and rarely granted. All applications for independent study or thesis projects must have the support of the project's sponsor, your faculty counselor, and the Associate Director of Students and Student Placement.

Upon return in March you are required to write a brief evaluation of your winter experience. This paper, coupled with your employer's evaluation is reviewed by your faculty counselor who comments on the

appropriateness of the activity in relation to your academic plan. All these reports, including the final approval, form part of your cumulative academic record. Remember, NRT experiences and evaluations are beneficial for both graduate school and future employment.

The operation of the Non-Resident Term Office is reviewed by an eight member NRT Committee composed of student, faculty and administrative representatives who advise on NRT policy, aims and the allocation of NRT grant money if applicable.

TERM EMPLOYMENT

Both College Work Study and regular term employment job offers are listed in Barn 53. Interested students should review the listings immediately upon arrival.

SUMMER EMPLOYMENT

Summer jobs, internships and study programs are listed in Barn 53.

POST GRADUATE PLACEMENT OFFICE

The Post Graduate reading room is in Barn 52. Job Listings, graduate school catalogues, and other pertinent information for graduates are available.

administrative assistant

location Barn 34

extension 225

ADMISSIONS OFFICE

director

location Barn 30

extension 255

The Admissions Office recruits and selects students for the College, using a variety of methods to accomplish this task. Among them are mass mailings, school visits and a network of representatives in major cities across the country. Personal contact is most productive for both the applicant and the College, and Admissions aims its efforts towards this.

Many of the Admissions staff have attended Bennington. They try to compose the student body as artfully as possible. Students can aid Admissions in improving the match between applicants and the College by giving tours and interviews after their first term. Admissions welcomes your suggestions.

ADMISSIONS COMMITTEE

The Admissions Committee is composed of student, faculty and admissions representatives who determine admissions policies and review applications. The Director of Admissions is responsible for final decisions on applications.

FINANCIAL AID OFFICE

secretary

director

location Barn 26

location Barn 26

extension 261

The Financial Aid Office channels monies to needy students; visit it if you have questions concerning the financing of your Bennington education. Every student who receives financial aid has a budget which includes the College's comprehensive fee, personal, test and travel expenses. The budget is met in a variety of ways: through a family contribution, state and federal scholarships, outside scholarships, College grants, recommended loans and employment. It can be difficult to understand how these components interrelate; also, for students who are eligible for College Work Study and apply for those jobs and funding for the Non-Resident Term and summer, revisions in financial aid can be hard to comprehend. However, the aim of the Financial Aid staff is to make its policies and procedures as clear as possible--just ask.

Students should also be alert to the close coordination between the Financial Aid Office and the Business Office. The Financial Aid Office makes determinations in consultation with the student, but the Business Office handles the actual disbursement of monies.

If a student did not receive financial aid upon entering Bennington, s/he should be aware of a cardinal rule governing aid in succeeding years: unless the student's family can demonstrate a radical change in family circumstances (i.e. parents' working status), chances of receiving aid are minimal. However, the Financial Aid Office processes Guaranteed Student Loans for all students, regardless of whether or not they are receiving other forms of financial aid. The office can often be helpful in locating a lender if a student has difficulty locating a bank in their home town.

CAMPUS JOBS

A variety of campus jobs are available for students seeking employment. The College budget includes work-study jobs for financial aid students and a few non work-study jobs for other students. The job listings

are located in the Student Placement Office (Barn 53). Jobs are eagerly sought for and the positions are rapidly filled, so apply early. Bear in mind that parking fines and other unpaid bills are automatically deducted from your pay check.

FINANCIAL AID COMMITTEE

The Financial Aid Committee, composed of student, faculty and administrative representatives, serves as an appeal committee for students who disagree with the Director regarding the determination of their aid and feel they cannot resolve the conflict within that office.

BUSINESS OFFICE

secretary

vice-president of finance
and administration

location Barn 21

location Barn 22

extension 232

Your most frequent contact with the Business Office will involve the giving or getting of money. The giving is the payment of term bills and charge slips. The former is unavoidable; the latter can always be avoided by the simple acts of returning library books, parking in designated areas after your vehicle has been registered and not damaging or losing College property. The getting is cashing personal checks in the Cashier's Office and being paid for work performed (pay checks are distributed in Post Office mailboxes).

CASHIER'S OFFICE

Students, faculty and staff may cash personal checks up to \$25.00 per day. The return of a check for insufficient funds will automatically cancel future check cashing privileges.

The Cashier's Office is located in Barn 19, extension 231. Hours are: Monday-Friday, 11:00 a.m. to 12:30 p.m. and 1:30 p.m. to 3:00 p.m.

STUDENT LOAN POLICY

Student loans are available only in extreme cases. In an emergency (e.g. death in the family, emergency illness), students should see the Director of Student Services, who will determine the appropriateness of the request and make a recommendation to the Business Office. All loans are due and payable within 30 days. No loans will be granted to a student who has a loan outstanding.

DUPLICATING ROOM

The Duplicating Room houses xerox, mimeograph, ditto and offset machines, as well as a paper-folding machine. The Duplicating Room is responsible for printing galleys and community notices, and virtually anything you need copied or printed can be accommodated at a minimal price. The Duplicating Room is located in Barn 6, extension 350. Hours are: Monday through Friday, 8:00 a.m. to 6:00 p.m.

COLLEGE RELATIONS OFFICE

SPECIAL PROJECTS OFFICE

administrative assistant

director

location Barn 13

location Barn 13C

extension 270

The object of the Special Projects Office is to initiate and implement diversity (i.e. alternatives and additions) to the curriculum. The office instigates programs abroad, summer programs, alumni degree completion, special presentations and the fuller utilization of campus facilities.

ALUMNI OFFICE

secretary

director

location Barn 10

location Barn 17

extension 269

The Alumni Office is responsible for keeping alumni in contact with the College and encouraging their support of it. Specific assignments include the planning and coordination of alumni volunteer activities for Admissions, NRT, fund raising and the Alumni Association, as well as such special projects as Alumni Weekend, Parents Weekend and the publication of an Alumni Directory at regular intervals.

PUBLICATIONS OFFICE

assistant

director

location Barn 18

location Barn 11

extension 256

extension 267

The College's Publications Office supervises all College printing and publishes numerous magazines, brochures and descriptive flyers.

To obtain printed announcements or programs, consult the Publications Office for information on graphic production. The cost of posters and programs is charged to the event's sponsor, its production budget or the division involved. Information about local printers is available through the Publications Office.

To obtain photographs for publicity or record keeping, contact the Director of Publications, who is caretaker of the College's photo archives.

PUBLICATIONS

QUADRILLE is the Bennington College alumni magazine. It is published six times a year for alumni, faculty, students, friends and parents of current students. Articles and feature ideas should be submitted to the Publications Office.

SIL0 is an arts and letters magazine, published annually in the Spring and sold at a nominal rate to the College community, subscribers and bookstores. It is edited by students and includes prose, poetry, music and art from contributors both inside and outside the College community. Students interested in working on or contributing to SILO should contact the Publications Office early in the Fall, when an editorial board will be assembled.

EARLY HARVEST is a literary publication that prints prose, poetry and critical prose of Bennington students. It is published annually in the Fall and is sold on campus at a nominal rate. Students interested in working on or contributing to EARLY HARVEST should contact the Publications Office early in the Fall, when an editorial board will be assembled.

The BENNINGTON REVIEW is a national magazine concerned with current arts--written, visual and performing--and features columns by a permanent staff of contributors. Subscriptions for the BENNINGTON REVIEW, which appears in April, September and December, are available through the Special Projects Office. Single issues may be purchased at The Bookstore.

COLLEGE WEEK is distributed weekly to the resident community and a limited subscription list. It contains a calendar of the week's events and announcements. Advertisements, solicitations or personal messages are not included. Anyone may submit announcements to the Publications Office by noon on the Wednesday prior to the week of issue. Notices for COLLEGE WEEK must be submitted on forms available from faculty secretaries, the Switchboard and Barn 18.

COMMUNITY NOTICES are mimeographed announcements listing events or information which could not be included in COLLEGE WEEK. These notices are distributed to the resident community in response to schedule changes or emergencies, and should not be issued as supplements to COLLEGE WEEK. Persons wishing to issue a community notice must type the stencil for mimeographing, bring it to the Duplicating Room, Barn 6 (where it will be reproduced) and distribute the completed notice to mailboxes in the Post Office.

GALLEYS are mimeographed broadsides published when a member of the community wishes to express her/his opinion in writing on some issue of community concern. Galleys have neither an editor nor an editorial policy, but should a galley contain libelous material, the Director of Publications will call this to the attention of the writer. The original galley manuscript must be signed by the author, but the printed galley may appear, if the writer wishes, with a nom de plume. Galley manuscripts should be left in the galley mailbox at the Post Office where they will be picked up by a student employed to type the stencils. The author or sponsor undertakes final distribution of the printed galley to mailboxes in the Post Office. Galleys are a form of expression traditional to Bennington and have taken on many issues of interest to the community, both major and minor. When galleys take the form of ballots or questionnaires, the name of the author or sponsoring group must appear on the distributed copies.

THE BOOKSTORE

owner

Location Barn, East Wing

Hours Monday through Friday, 9:00 a.m. to 5:00 p.m.

The Bookstore is independently owned and operated. During the first two weeks of term, it is something of a madhouse but after that time, it is a friendly and peaceful place to browse, chat or shop. Students are always welcome here.

We do not have "charge home" plans or Master Charges. We accept out of state checks, travelers checks or cash.

We special order books and are always pleased to consult with you about some supply you may need. Because of our size, we cannot stock everything, but we can generally get something you may need. If you don't actually see an item in The Bookstore, ask for it. We may just have it tucked away. The Bookstore also carries paint, canvas, art supplies, film and school supplies as well as emergency items such as toothpaste, aspirin, etc.

50TH ANNIVERSARY CELEBRATION & FUND OFFICE

In the Fall of 1978, the Board of Trustees launched a capital funds campaign to raise \$8.9 million which, functioning as endowment, will permanently provide support for faculty salaries, financial aid and maintenance of the physical plant. To date, \$4.0 million has been given or pledged.

The drive is now in Phase III and during the year the every alumna/us canvass will continue. Leadership gifts will be solicited, foundation and corporate support sought. In addition, attention will be given deferred giving (remainder trusts, wills, etc.).

Leadership for the drive comes from the Trustees and the alumni: The National Chairmen have been, are and will be: Phase I, Katharine Evarts Merck '46; Phase II, Virginia Todahl Davis '40; Phase III, Joel Wells Schreck '54. Rebecca Stickney, Assistant to the President, directs much of this effort. She is herself a graduate of the College, has worked in the Bennington administration as alumni secretary, director of admissions and director of student services, and Mary Jane Lydenberg, Director of Alumni Services, is assuming responsibility for the every alumna/us canvass, Parents Association and Annual Fund.

ACADEMIC STRUCTURE

The academic structure of Bennington is fairly simple; you can, with the advice and aid of your counselor, design a curriculum specifically suited to you. It is crucial, however, that you are able to explain your decisions to various faculty and to the Dean of Studies. There are very few requirements and many options and guidelines to help you make optimum use of the faculty and facilities. Any problems or brainstorming should be taken to your faculty counselor, if s/he cannot assist you in achieving a solution, s/he will direct you to someone who will probably be able to do so.

COUNSELING SYSTEM

Note: Your faculty counselor is your very own V.I.P. who is ready and willing to assist and guide you through your Bennington education. You are assigned a faculty counselor by the Dean of Studies Office to be your personal consultant in program planning, and any other problems, academic or not, which may arise. Course selection for the following term and the formulation of your Tentative or Confirmation of Plans should be discussed with your counselor and the appropriate papers signed. It is your responsibility to keep your counselor informed as to the direction of your academic program, the nature of the course work you have undertaken and any related issues which may arise. In turn, it is your counselor's responsibility to be informed about and to assist in your educational progress.

Universal Counseling Hour

Universal counseling hour occurs each Wednesday afternoon between 2 and 3 p.m. No classes are scheduled during this time and faculty members are accessible in their offices. This is the recommended time to meet with your counselor or to make appointments for an alternate time. Students generally have the same counselor for the entire year, but if for some reason the relationship is unproductive, it is advisable to request reassignment through the Dean of Studies Office.

Educational Counseling Committee

The ECC is composed of ten members of the faculty, one from each division (except Literature and Languages, and Social Science, which have two), elected by the faculty at large, with the Dean of Studies serving as an ex-officio member and as chairperson.

The functions of the ECC are: a) recommending to the faculty standards of academic performance; b) advising the Dean of Studies concerning application of such standards; c) advising any student on her/his academic performance and plans; d) sanctioning individual variations of the College's requirements. Separate panels which meet to review individual student's programs or performance are chaired by the counselor of the student involved.

PROGRAM PLANNING SYSTEM

Planning the course program requires careful consideration. A new student is encouraged to formulate some tentative choices to discuss with her/his counselor before registration begins. A wise general plan includes using the first two years to explore the offerings in a variety of divisions, while maintaining a continuity of interest which will lead to a choice of a major. An unbalanced or over specialized program can work to the student's later disadvantage, since the total four year program is expected to reflect the length and breadth, as well as the depth, implied in a liberal arts education. Program difficulties which cannot be resolved between the student and her/his counselor should be brought to the attention of the Dean of Studies.

REGISTRATION

To sign up for classes, the student picks up a program card from the Registrar of the College. On this card, the student lists all the classes s/he intends to take the following term, which have been discussed with the counselor, whose signature also appears on the card. A student obtains individual class cards from the Dean of Studies Office, which the instructor of the class signs, thereby admitting the student to that particular class. All these cards are due in the Dean of Studies Office by an announced date after the registration period. Inaccurate or missing cards can seriously jeopardize gaining credit for classes attended.

TENTATIVE PLAN

The Tentative Plan is written after careful consultation between the student and her/his counselor, usually in the spring term of the second year. In the plan, the student is expected to address the range and balance of her/his work during the first two years, acknowledging any omissions in the program or shortcomings in areas studied. A plan also describes the preparation for the major being chosen and how this choice fits in with future plans. In outlining the program for advanced work, the student indicates the areas of study to be continued. A student also mentions any special requests for future study, such as a leave of absence or study in absentia, giving specific reasons why these plans are justified, and indicating the manner in which they will be fulfilled.

If the faculty of the division in which the student hopes to major accepts the plan, it is then considered by the Dean of Studies and the Educational Counseling Committee. Approval by the Dean and the ECC is assurance that the student is considered ready for advanced work in the major field and outside it, on the condition that the quality of work does not deteriorate. If the plan is rejected by the division and/or the ECC, it may indicate that the student is not considered capable of doing advanced work, and may subsequently be asked to withdraw. On the other hand, the record may warrant further time for the student to qualify for work in an intended major field, or in another discipline.

CLASSES

Class Attendance

It is expected that you will attend all your classes; however, in the event that you must miss a class, your instructor should be notified. If you are detained away from campus, you can notify the Student Services Office or the Dean of Studies Office who will explain the absence to your instructors and your counselor. If perchance you are admitted to the Infirmary, the Health Service will notify your counselor but it is up to you to let your instructors know of your absence.

When in the judgment of the instructor, frequent absence make it impossible to meet the demands of the course, the student will be asked to drop the course and accept the consequent failure. It is the instructor's option to accept substitutions for work missed.

Dropping a course

If you wish to make any change of program you should first discuss the idea with your counselor. Dropping a course and replacing it with another in the first two weeks of the term may be done without prejudice to your record. After that date, a Change of Program form must be obtained from the Dean of Studies Office on which the reasons for the change are explained. This form must then be signed by the instructor or instructors concerned and by your counselor, all of whom are free to comment on the proposed change. The completed form is then returned to the Dean of Studies who may question any change of program which reduces the number of courses you are taking. After the mid-term break, approval for such a drop by the Dean of Studies is given where illness or extra-academic difficulties do not allow a student to complete work in the course.

Tutorials

Second and third year students may request an individual tutorial with a faculty member knowledgeable in a specific area not covered by the curriculum offerings. The student's counselor, proposed tutor, her/his major division and the Educational Counseling Committee must indicate their approval of the tutorial application on a form available in the Dean of Studies Office. Any tutorial is considered a regular course in the student's total program.

Audits

Auditing courses is possible at Bennington College; however, permission to attend a class without expectation of credit will depend to some extent on the student's academic standing and the inclinations of the instructor of the class.

Extras

Extras are taken as an adjunct to a full course, such as dance technique within a dance course, which may be taken with the instructor's permission, but for which no credit is given. Students taking an extra are expected to attend class regularly.

Course Credit

Students normally take four courses each term. While Bennington does not have a course credit system, four semester hours credit are assigned to each course when a transcript is sent out to other institutions.

A program of thirds or halves may be elected by a student with the approval of the Education Counseling Committee if a need for extended work in an area can be demonstrated. This program is not recommended for thesis work or for freshmen.

Student Use of Academic Facilities

With the exception of the uses specified below, academic facilities may be used for other purposes only by special arrangement with the Registrar of the College, who assigns the classrooms.

1. Unoccupied classrooms may be used for study at night provided they are left in good order for classes the next day.
2. Students may use faculty offices for studying with the permission of the instructor to whom the office belongs.
3. Art students are asked to work in assigned areas only.

Use of Performance Space

Planned community events or performing arts rehearsals take precedence over the informal use of Commons Theatre, Usdan Gallery, the Carriage Barn or Tishman Hall. Community events should be scheduled through the Publications Office, which keeps the College calendar. Requests for other uses of the above mentioned spaces should also be made at the Publications Office, except for during those times when classes are scheduled, in which case the Registrar of the College must be consulted.

EVALUATION OF STUDENT WORK

Instructor's Mid-Term and Final Reports

Comments are written by instructors for each student in every course, both at mid-term and at the end of term. The content of these comments is extensive enough to serve the needs of the students and the Educational Counseling Committee, as well as those outside institutions who have a need for a student's transcript. The only ratings which appear on an instructor's final report are Passing, Not Passing and To Be Completed.

To Be Completed

A student may request, but may not elect, a TBC (To Be Completed) in a course which s/he is otherwise passing and for which, usually for medical reasons, s/he has been unable to complete the work. Requests based on medical reasons must be reviewed by the Health Service to avoid placing the instructor in the position of having to judge the validity of the request. The initial decision on the granting of the TBC is the instructor's, and final approval must be granted by the Dean of Studies. TBC's are to be made up by the first day of the following resident term. If a student fails to make up work, the record will show failure of the course.

Counselor's Report

At the end of each term, a report is submitted to the Dean of Studies Office by the counselor on her/his counselee. The counselor's comment serves to summarize the student's educational experience of the term. It covers such concerns as the status of the student's program planning and recommendations for future work. It also serves to alert the Dean of Studies Office to any problems the student might have which interfere with academic progress.

ECC Review

The Dean of Studies Office reviews each student's work at the end of the term, and the Educational Counseling Committee reviews the records of those students with questionable programs or marginal work. The counselor is normally present when one of her/his counsees is being reviewed by this committee.

Confidentiality of Records Act

All information about a student's academic progress and current status as well as all the documents submitted as part of the admissions procedure with the exception of financial aid documents is kept in the student's cumulative folder in the Dean of Studies Office. A student may apply to see any particular document (except those received prior to January 1, 1975) by submitting a request in writing to the Dean of Studies Office.

The College will continue to deny access to any and all third parties requesting information as the law requires unless the student signs a release permitting access to specific pieces of information.

Directory information such as name, home address, date of birth, previous educational institutions attended, dates of attendance at Bennington College, graduation dates and degree received, will be released to outside parties unless this office is informed each term within ten days of registration that such information should not be released without consent.

Policy On Research And Questionnaires Involving Students

Any class research projects involving Bennington students as subjects must be approved beforehand with the instructor involved and with the Dean of Studies. Any individual or group wishing to engage in off campus activities related to the College, such as field work, surveys or organizing, must first consult the Dean of Studies. No questionnaires are to be distributed by outsiders to the College community without the approval of the Dean of Studies.

ACADEMIC POLICIES

Transfers

Bennington does not automatically assign transfer students status as freshmen, sophomores or juniors, but considers them to be entering students without defined class ranking. The transfer student's standing and therefore prospective graduation date are determined by the Educational Counseling Committee after the student has spent a period of time here, usually during their second term and in conjunction with a Tentative Plan for advance work. Most transfer students graduate in the expected four year period; however, it is advisable to realize that unforeseen academic difficulties may make additional time necessary to earn the degree.

Study in Absentia--during the term

Study away from Bennington which partially fulfills the requirements for graduation is carried out by some students every year. Plans for study elsewhere should be incorporated into the Tentative Plan and must be approved by the student's major division and the Educational Counseling Committee. Approval of the student's plan allows the student to request that the work done elsewhere be credited as a partial fulfillment of the requirements leading to the Bennington degree.

A student who has an interest in studying abroad is advised to begin planning well in advance, and should consult with the appropriate language instructor and a faculty member of the division of the student's major in order to plan a program of study which will meet divisional expectations. The Office of Students and Student Placement has considerable information about study abroad, including the curricula of specific universities, fellowship programs and facts on travel and employment. It is also worthwhile to investigate the Bennington Abroad programs.

Study In Absentia--completing work for the degree

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 present or former student who needs no more than two terms for graduation be permitted to fulfill degree requirements in absentia.

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

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

If permission is granted, a 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.

Academic Difficulties

A student finding her/himself with academic difficulties in any course should discuss this matter with the instructor on the earliest occasion. The counselor should also be informed of any such academic problems. Many divisions of the College have tutors available to help students with their work.

Academic Probation

When the quality of a student's work falls below that required by the standards of the College and thereby makes a successful completion of studies uncertain, the student is informed by a letter to consider her/himself on academic probation. (A copy of this letter is sent to the student's parents.) At the end of the following term, the student's work will be reviewed by the Educational Counseling Committee to determine whether sufficient improvement has taken place to warrant the termination of probationary status. Where such improvements have not taken place, the student may be asked to withdraw from the College.

Early Graduation

Normally, the work for the degree is completed in four years. If a student wishes to qualify for graduation in less than eight terms, this too should be incorporated into the Tentative Plan. If the proposal is accepted by the faculty of the student's major, the student can request review by the ECC who will consider the plan in light of the following criteria:

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

Graduate Work

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

Plagiarism

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

Whenever plagiarism is discovered or suspected, the instructor speaks to the student, and unless s/he is satisfied that the suspicion is unfounded, reports the case to the Dean of Studies. Before deciding on further action, the instructor discusses the case at an ad hoc meeting with the counselor and the Dean of Studies. Procedures within the instructor's choice range from admonition and warning to expulsion from and/or failure in a course. If the ad hoc group considers more extreme

action necessary, the case will be referred to a panel of the Educational Policies Committee which will act on behalf of the faculty and make a recommendation to the President. A record of cases reported and actions taken will be kept by the Dean of Studies."

-Faculty Handbook 1978

EDWARD CLARK CROSSETT LIBRARY

reference librarian

head librarian

extension 278,279

location
east side of campus

When your instructor assigns readings which are on reserve, or when you need to study, research reports or socialize, the Library is the place to go. After the main part of the Library is closed for the evening, you may adjourn upstairs to a seminar and typing room that is open all night long, hence the name, All Night Study Room.

The Library contains a collection of books, journals and slides, a Xerox machine, and records and tapes of poetry and plays which are available in the listening room (music recordings are available in the Jennings Music Library). These can be checked out (except for the Xerox machine) on your College I.D. card at the circulation desk.

Through your library, there is potential access to anything existing on written record. Our collection is well selected; however, if you are in need of a book we do not possess, it can be borrowed through the Interlibrary Loan service.

The traditional strength of our collection lies in arts and literature, with the social sciences as a strong contender. A sturdy reference collection serves as a guide through this maze of recorded knowledge. The reference librarian is trained in the effective use of these tools and serves as a guide in the flesh. Librarians and staff are accessible; feel free to ask about anything at all.

So, whether to find a quiet place, meet a friend, read the reserves, locate needed materials, read the morning paper or just out of curiosity, you will probably be in the Library at one time or another or many.

Details concerning hours, policies and procedures of the Library are set out in the Library Fact Sheet which is given to you with your orientation materials, and is updated in COLLEGE WEEK announcements.

COMMONS

SWITCHBOARD

location Commons, first floor, west end
 extension 0
 hours weekdays - 8 a.m. - 10 p.m.
 sundays & holidays - 9 a.m. - 10 p.m.

The Switchboard will receive incoming calls for students until 10 p.m. Incoming collect calls for students will not be accepted by the Switchboard.

From 10 p.m. - 8 a.m., Security will answer the incoming calls. However, no calls will be transferred to the houses. Emergency calls will be transferred to the person-on-call in the Office of Students and Student Placement.

Campus calls may be dialed directly through the inter-campus phone system which connects all on campus houses, offices and buildings.

Off campus telephone calls, including toll and collect calls made by students, must be made on pay telephones. Pay telephones are located on the first floor of all student houses, Commons, the Barn, the Arts Center, Dickinson, Jennings and outside the Watchman's Booth. No collect calls may be accepted on a pay phone.

Any student expecting to use a Bell Telephone credit card must register it at Switchboard.

BULLETIN BOARD

Students may use the Post Office bulletin board for notices. All notices should be checked with the Switchboard Operator before posting. Any notice not initialed by the Switchboard Operator will be removed, no matter how funny it is. Notices are removed at the end of two weeks from the date of posting.

In addition to its other assignments, the Switchboard is the lost and found department, possesses local telephone directories and bus schedules, makes change for telephone calls, accepts address changes at the end of each term and supplies paper for in-box note dropping.

POST OFFICE

location Commons, first floor, west end postmistress
 hours Monday-Friday, 8 a.m. to 5 p.m. extension 200
 Saturday, 8 a.m. to 12 noon

Bennington College is, in addition to an academic institution of wide repute, a genuine federal post office substation. The Post Office sells stamps, postal cards, money orders, parcel post and so forth. Every student and faculty member has her/his own mailbox in Commons. Messages to administrators may be given to the postmistress who will forward them in the daily inter-campus mail deliveries.

MAIL SCHEDULE	incoming	outgoing
Monday-Friday	11:30 a.m. 7:00 p.m.	5:00 p.m.
Saturday	11:30 a.m.	noon
Sundays & holidays	none	none

LAUNDRY ROOM

location Commons, first floor, north end, down the hallway past the Snack Bar and to the left

hours 24 hours, 7 days a week

Your campus laundromat contains an assortment of 30-minute washers and 50-minute dryers which cost 50 cents each. The laundry room also has a vending machine with detergent and softeners available. A word of wisdom from the school of hard Knox and lost Sox--do not leave your clothing unattended in these machines.

FOOD SERVICE

assistant

director

location Commons, second floor

extension 252

The six informal dining rooms are maintained by Seilers Food Service Management of New England who plan and prepare all menus. Meals are served cafeteria style and, in addition to the regular fare, Seilers provides a vegetarian program and a prodigious salad bar. The New Dining Room has modules near the west windows which may be reserved for meetings during the dining hours by consulting the Director of the Food Service or his assistant.

SOME SIMPLE RULES TO FOLLOW

1. Students are required to present their I.D. cards when entering the dining area;

2. Vermont State Law says no student may go barefoot in the dining area;
3. Dishes, silver, glassware and food are to remain in the dining rooms except by permission of the Director;
4. Guests are welcome, but must have meal tickets or pay full meal price;
5. Dogs are taboo--Vermont State Law.

DINING HOURS

Monday - Friday	breakfast	8:00 to 9:00 a.m.
	continental breakfast	9:00 to 9:30 a.m.
	lunch	12:00 to 1:30 p.m.
	dinner	5:00 to 6:30 p.m.
Saturday & Sunday	continental breakfast	10:00 to 10:30 a.m.
	full brunch	10:30 to 12:00 a.m.
	continental	12:00 to 12:30 p.m.
	dinner	4:30 to 5:30 p.m.
Saturday	dinner	4:15 to 5:45 p.m.
Sunday	dinner	

Special hours posted for Long Weekend and Thanksgiving.

FOOD SERVICE MEAL PRICES

The following is a list of meal prices for students not on a meal plan and for guests of the College. College employees have a separate cost.

With ticket - Total price: \$22.50 Door price - without ticket

breakfast - \$1.50	breakfast - \$1.70
lunch - \$2.25	lunch - \$2.55
dinner - \$3.00	dinner - \$3.40

All those desiring to purchase a meal ticket (including employees) should do so in the Food Service Office, north suite of Commons.

FOOD COMMITTEE

The Student Council has established a Food Committee whose purpose is to make suggestions and complaints to the Director of the Food Service. Another medium of communication with the Food Service is the napkin comment board where compliments, complaints or recipes may be posted.

SNACK BAR

location Commons, first floor

hours Posted at the beginning of the term, watch for College Week announcements

The Snack Bar serves burgers, fries, shakes and tuna fish, as well as bagels, pizza, soft pretzels, homemade muffins and other inexpensive favorites. It is managed by Seilers and welcomes your suggestions.

HEALTH SERVICE

location	Commons, first floor, east end	director
extension	220, 285	
hours	Monday-Friday 8 a.m. - 11 p.m. Saturday - Sunday, except for student vacations 9 a.m. - 11 p.m.	
emergency	Dial Switchboard & Security	

The Health Service is concerned with all aspects of health-preventive and educational as well as remedial; mental and emotional as well as physical. There are five physician clinics each week. In addition, a trained staff of counselors provides psychiatric counsel for students who desire it.

The Dispensary is open daily from 8 a.m. until 11 p.m. (9 a.m.-11 p.m. on weekends) when the College is in session, and a nurse is always on duty then and is available by telephone from all parts of the campus. During night hours (after 11 p.m.) Security assumes the role of arranging emergency care at the Putnam Memorial Hospital in Bennington, four miles away. Emergency transportation is made available by the College for all evening and night emergencies requiring physician care at Putnam Hospital.

During the day and evening, the Infirmary is staffed by a nurse. It functions to provide skilled nursing and physician care to students who need medical supervision during the course of their illness, but who do not require hospitalization. During periods of individual stress, it provides a haven for rest and is readily accessible to the services of the Psychological Counseling Service. Because a theme in the Health Service's philosophy of health care has been to discard professional mystique and to encourage students to learn to care for themselves and for others, the night Infirmary duty will be assumed by a group of students who receive basic training in first aid and after careful selection will function as paid health aides.

Putnam Hospital is used when x-rays and laboratory work are required or when a student is seriously ill. The active staff of the hospital includes specialists in most branches of medicine. The College also has provision for outside psychiatric consultation when needed. Entering students are expected to have a general examination upon admission, preferably by the most recent family doctor. Each student will be seen early in the Fall to go over the medical history and make arrangements for any special care needed. A student should also have the report of a negative T.B. skin test or a chest x-ray taken within a year.

The College requires participation in the Student Health Insurance Plan that has been carefully arranged. Through this plan most routine cost of diagnostic tests, medical consultations and medications will be fully recovered. In addition, \$15,000 major medical benefits are provided. The College continues to underwrite the cost of the Infirmary through its general operating budget.

STUDENT HEALTH COMMITTEE

A Student Health Committee works with the Health Service to improve the quality of care on campus. Student participation and suggestions are encouraged.

PSYCHOLOGICAL COUNSELING SERVICE

location	Commons, second floor North Suites, entrance from northwest corner of building	director
extension	208	
hours	Monday-Friday - 9 a.m. to 5 p.m.	

The Psychological Counseling Service is staffed by skilled individuals who are ready and willing to assist any student through short term crisis situations as well as long term counseling sessions. Confidentiality is strictly maintained and there is no contact with family, faculty or administrative personnel without the student's consent. Exceptions to this rule are made solely in the case of a serious threat to a student's health and safety. Counseling services are offered free of charge. In the event that a student finds her/himself in need of more intensive, long-term help, the staff will help her/him locate a private therapist.

If you find yourself going through a difficult period and would like to talk with an experienced and objective person, do not hesitate to contact the Counseling Service.

To make an appointment

Call extension 208 or see the Counseling Service secretary, and an appointment will be made as soon as possible.

Emergencies

If you need help during the night or the weekend, call Operator or extension 235.

CAMPUS SECURITY AND MAINTENANCE

CAMPUS SECURITY

Location Watchman's Booth

director

extension 235

The function of the Bennington College Security force is to maintain the personal safety of community members and to protect the campus property. It is the responsibility of Security to enforce all campus rules and regulations prescribed by the administration and the Student Council.

Note: In the event of any emergency or any potentially hazardous situation it is imperative to notify Security immediately. Your Security force is comprised of individuals with many talents who will assist you wherever and whenever possible.

RULES AND REGULATIONS

Emergencies, accidents and arrests

Any accident or arrest involving a student must be immediately reported to the to the Office of Students and Student Placement or to the Watchman's Booth. Accidents should also be reported to the Health Service whether injury is apparent or not. Note: In the event of an emergency--any emergency--dial Operator or 235.

Firearms

All firearms, licensed or not, are forbidden on College property.

Locking Student Houses

The houses are locked every night by the night watchman at 1:00 a.m. and are unlocked again between 6:30 and 7:00 a.m. If locked out, a student may get a house key from the Watchman's Booth and deposit it in the small box next to each house door. If a key is lost, the student will be charged for the cost of replacing the lock and keys (\$25.00). The night watchmen inspect the houses on fixed routes throughout the night.

Visitors

Students are welcome to have visitors on campus and are asked to register them at the Watchman's Booth. Guests will not be admitted on campus after 11:00 p.m. unless they are accompanied by a student. Visitors are not permitted to take up residence on campus--visits are limited to three days. If a complaint is registered by anyone, the administration will ask the "guest" to leave. Students are held responsible for the conduct of any guest they might have.

Motor Vehicles

All vehicles, including motorcycles, owned and/or operated by College community members must be registered with Security. Registration cards are to be filled out and free registration stickers are given at Student Services Office, Barn 41.

Parking

Registered vehicles may be parked in designated campus lots in accordance with the regulations circulated by Security. Parking in front of buildings is limited to a reasonable amount of time it takes to load and unload a car or to drop off and pick up passengers.

Unregistered and illegally parked vehicles are ticketed by Security. Parking ticket fines are \$5, \$10 and \$15 for the first three violations; a fourth violation results in towing. Unregistered vehicles are denied access to the campus after 6 p.m. Any car parked at a fire hydrant will be towed immediately.

Safety Appeal Committee

A new committee has been formed for persons to appeal decisions on multiple parking violations and other safety-related matters. The Safety Appeal Committee will hear petitions from community members who feel they have been unfairly ticketed, towed or fined in matters of safety. Representatives from the Art and Architecture Committee, Maintenance, Office of Students and Student Placement and a student elected by House Chairpersons will comprise the Committee. Persons wishing to appeal parking tickets, car towing or other safety matters should submit the appeal in writing to the chairman of the Committee.

PARKING REGULATIONS UP-DATE

The Art and Architecture Committee has approved the following clarifications of the Parking Regulations: Cars which consistently violate parking regulations will be banned from campus if they are found in violation following towing. They will be permitted to park only in Area "O" (east of VAPA). Cars driven on lawns or in the fields will automatically be banned to parking lot "O" regardless of the number of prior violations.

Most roads on campus also serve as fire lanes; in the interest of community safety, students are urged to cooperate with the motor vehicle regulations and to be conscientious and considerate motor vehicle operators.

Fire Regulations

In case of fire, dial Operator, 7:00 a.m. to 10:00 p.m.; extension 235 between 10:00 p.m. and 7:00 a.m. The Director of Physical Plant, in cooperation with the student fire chief and the fire wardens from each house, are responsible for the enforcement of all fire regulations.
Note: Any fire, no matter how small, should be reported to the Director of Physical Plant immediately.

The Director of Physical Plant also organizes periodic room inspections for fire and safety hazards. Inspections are announced well in advance and only fire and safety hazards are checked for. Fire drills are held once or twice per term and the community is urged to cooperate by clearing the buildings as quickly as possible when the appropriate alarms sound.

In the interest of fire prevention, a few guidelines do exist:

1. smoking is not permitted in Tishman Hall, the Commons Theatre or in the Carriage Barn; large audiences make smoking particularly dangerous;
2. candles may not be used in any campus building without express approval of the Director of Physical Plant;
3. hallways in student houses must be kept clear at all times;
4. firescreens must be employed whenever fireplaces are in use;
5. it is strongly suggested that students supply their rooms with metal wastebaskets and ashtrays;
6. extension cords, three way plugs and oil paints are not to be used anywhere in the student houses;
7. all appliances using a heating unit (i.e., televisions, blowdryers, coffee makers, hot plates, refrigerators) may only be used in living rooms, bathrooms or kitchenettes, where there is adequate wiring for them.

See Appendix for alarm signals and fire instructions.

MAINTENANCE

secretary

director

location east side of campus, southeast of the Library

extension 206

The Maintenance Plant, a two-storied, flat-roofed building of natural wood construction with a tall, black smokestack on its west end, houses a plumbing shop, an electrical shop, a carpentry shop, a paintshop, the grounds department and four large boilers which keep the buildings warm and supplied with hot water.

The main function of the Maintenance staff is to keep all buildings and grounds in good condition. There is a large assortment of custodial personnel who share in this endeavor under the direction of the Head Housekeeper. They will assist you with any problems you might encounter if it is within their power to do so; however, they do not clean student rooms. If you have any Maintenance-related problems, either inside or outside of houses and/or buildings, don't hesitate to take a walk down to see us or call extension 325.

COMMUNITY LIFE

Everyone in this small, open community is encouraged, urged and expected to participate in the issues that arise and the decisions that have to be reached. Whether or not a student becomes directly involved with the student government, participation of some kind is inevitable in a community which is truly self governing.

As is the case for most self governing bodies, it has been found that a basic structure is necessary to provide an effective means of communication, discussion, debate and resolution. Bennington's structure and constitution are unique in that they are based on the expectation that common responsibilities will be shared by all members of the community: students, faculty and administration. All participate and have some voice in most questions of College wide concern. The three constituencies usually meet separately to deliberate and vote upon matters affecting them, although all three occasionally come together in community meetings to discuss issues of general or overlapping concern.

HOUSE LIFE

House Meetings

There are fifteen campus houses and four off campus, College owned houses which form the vital and active political units within the community life of the College. Issues of direct concern to students can most effectively be discussed and voted upon in house meetings, generally held once a week at Coffee Hour.

Each house elects a chairperson who arranges the agenda and schedules for these informal house meetings, and makes sure that daily life within the house is proceeding smoothly. Considerations such as excess noise, the use of living areas, house and campus activities all fall under the jurisdiction of each house. The chairperson can determine when problems necessitate consultation with the Director of Student Services and, in extreme cases, an administrative decision. Each house also elects a representative to the Student Council.

Coffee Hour

Coffee Hour is an informal gathering in each house on Sunday evenings. The idea originally arose because only two meals are served on Sundays, making virtually everyone ravenous around 9 or 10 p.m. Each house evolves a system of assigning the task, to different students each week, of preparing a coffee hour feast. Coffee hours range from culinary tour de force to hot breads and cocoa. Students should stick with their own house for coffee hour repast, since each student is responsible only for feeding the members of her/his own house, not the entire informed gourmet population of the College.

Use of Living Areas

Keys

Keys to student rooms and art studios are obtained at the Key Office in Commons upon the payment of a \$5.00 deposit. Students will be charged the cost (\$25.00) of changing the locks if their keys are not returned at the end of each term.

Room Furnishings

The College provides each student with the following items: a bed and mattress, desk, chair, bookcase, bureau and mirror. Most rooms are not equipped with wall or ceiling lights. Each student is responsible for the College property in her/his room and is expected to treat it with care. Cost of repair or replacement will be charged to the student. Students are also responsible for the cleaning of their rooms; cleaning equipment is available in each house.

If College furniture is not desired in a room, it must immediately be carefully stored by the student in a designated space: attics in the old houses and storage rooms in the new. If a student does not wish to use a bed frame, the frame and box spring must both be stored, since the spring may scratch the floor. At the end of each term, the student is responsible for returning to her/his room any College furniture s/he has stored.

Rooms

Students are expected to use rooms in such a manner as not to interfere unreasonably with the use and enjoyment of other College rooms and facilities, so as not to endanger the health or safety of the community. Unreasonable noise is to be avoided.

Public Space

Living rooms are public spaces. Academic functions, such as classes and theatre rehearsals, parties and amusing gatherings are permissible with the house chairperson's approval, as determined in a house meeting. Living rooms, card rooms and attics are not to be used for overnight sleeping.

House property may not be removed from its predetermined location without permission of the Head Housekeeper (ext. 325). If responsibility for loss or damage to College owned property cannot be specifically determined, each member of the house will be charged for a share of the cost.

Kitchenettes

Each house has a kitchenette equipped with a refrigerator, a stove

and a few utensils. Several houses have ovens as well as stoves. The house members, not the maids, are responsible for the maintenance of of these facilities. A consistently unclean kitchen may be locked by the Head Housekeeper to prevent further misuse.

Dismantling Rooms At The End of Term

Students must dismantle their rooms twice each year, in December and again in June. Possessions which are clearly labelled may be left in house attics or storage rooms during the winter and summer months at the student's own risk.

ENTERTAINMENT

While Bennington is not a den of disco-like delights, there is a generous amount of cultural entertainment on campus. The Dance and Drama Divisions produce a wide variety of performances throughout the school year, and the Art Division sponsors periodic exhibitions and receptions. Monday night belongs to the Social Science Division; Tuesday is movie night; Wednesday, the Music Division presents faculty, student and/or guest concerts; Thursday is Literature night, Friday night is the campus party; Saturday is back to the cinema and Sunday is House Coffee Hour time. Except for movies on Tuesday and Saturday, this is neither a rigid nor regular schedule. It is simply an agreed upon tradition to keep the divisionally sponsored lectures and activities out of conflict.

Overseen by Student Council, the Recreation Committee arranges and publicizes night clubs, square dances and athletic events such as soccer, tennis and baseball. Free for all, spontaneous sports include volleyball, basketball and the all time favorite, frisbee. The Recreation Center, on Gage Street in Bennington, offers swimming and saunas.

Standardized clubs do not exist at Bennington; however, student-instigated organizations flourish when interest, energy and commitment to a particular field are prevalent.

THE CAFE

location west side of campus extension 204

hours posted at the beginning of the term--watch
for College Week announcements

Where there was once a brick garage, then a sculpture studio, then a collection of memorial bars, there is now The Cafe. Where there once was a tractor, then steel sheets, then beer, popcorn and a television set, there is now a meeting room with nice tables and chairs.

Until The Cafe is set up to serve its own beer and wine, you are welcome to bring your own, to sit with your friends, talking, eating, drinking and admiring the red, green, grey and black decor.

The Upstairs of the Cafe is equipped with ping pong tables, paddles and balls and is usually the scene of Friday night parties or other informal entertainment.

Film Society

The Film Society is a student run organization that is responsible for ordering all entertainment films, and some supplementary course films, for each school year. Prior to ordering these films, the Film Society distributes a questionnaire to students and faculty asking what films people are particularly interested in viewing. From the responses received, a list of films is compiled and subsequently ordered. At the beginning of each term, community members receive a copy of this list. Save it for future reference and watch for College Week announcements regarding alterations in the schedule.

Two films per week are shown in Tishman Hall. They are free of charge, unless otherwise specified, and are open to the entire College community. Tuesday evenings are reserved for educational and artistic films; Saturday evenings for entertainment films.

The Film Society is open to opinions, suggestions and complaints from its variegated viewers. Contact can be made through the Film Society mailbox, located to the right of faculty mailboxes, in the Post Office.

Recycling

For a number of years a group of students has been working on a recycling program. They presently make about \$200 - \$300 a year and use the money to purchase trees, shrubs and flowers for campus beautification. Volunteers are needed to help with the collection of paper, cans and bottles. If you are interest in contributing your energies to this endeavor, contact Science instructor, Ed Flaccus.

TOWN OF BENNINGTON

TRANSPORTATION

Bus

There is a bus station in Bennington on 126 Washington Avenue, which is just off Main Street. Bus schedules can be found at Switchboard and the Student Services Office.

A local Mini-Bus, with routes in the surrounding area, stops at the Flagpole several times a day. The schedule changes frequently, so be sure to check the listings on the Post Office bulletin board or in Student Services Office.

Train and Plane

The closest train stations, both using the AmTrack line, are in Rensselaer, New York and Pittsfield, Mass. Albany, New York, has the closest commercial airport, although Bennington has a small, private one. Airline connections can be made through local travel agencies.

In addition to the above mentioned modes of travel, the Student Services Office sponsors a van to Williamstown, Mass. every Saturday. Watch for College Week announcements regarding this schedule. Local taxi services, restaurants, movie theatre and stores are listed in the Yellow pages of the Telephone book.

Car Service

Most American cars can be serviced in Bennington at the appropriate car dealership. There are also many free lance mechanics who can be found in the Yellow pages. Parts for foreign cars can be found or ordered through:

Bennington Auto Parts, Inc., 109 North Rte. 7, Bennington
Central Auto Supply, Inc. 201 BenMont Ave., Bennington
H & H Auto Parts, Inc., Manchester Depot, Vt.
Ott & Berger, Inc., North Hoosic Rd., Williamstown, Ma.
Tri-State Foreign Auto Parts, 125 Northside Dr., Bennington

Banks

Bank Listings can be located in the Yellow pages. The following banks are both convenient and accustomed to handling Bennington students' accounts:

Catamount National, offices in North Bennington, Price Chopper parking lot and Putnam Square, Main St., Bennington
First Vermont Bank & Trust Co., offices in the Monument Plaza Shopping Center and 500 Main St., Bennington
Vermont National, 338 Main St., Bennington
Chittenden Trust Co., 401 Main St., Bennington

BENNINGTON COMMUNITY ORGANIZATIONS

The following community organizations welcome student participation and volunteer help:

Sage City Symphony - contact Christine Graham, Barn 13C
Bennington Community Chorus - contact Polly Runyon, Main St.,
Shaftsbury, Vt.
Old Castle Theatre Co., Bennington, Vt.
Putnam Memorial Hospital, Dewey St., Bennington, Vt.
United Counseling Service, 120 Hospital Drive, Bennington, Vt.
Big Brother Program - contact United Counseling Service
Bennington Tutorial Center, 469 Main St., Bennington, Vt.
- contact Deb Harrington, Barn 54
Office on Aging, 302 Main St., Bennington, Vt.
Recreation Center, Gage St., Bennington, Vt. (schedule in Barn 41)

BENNINGTON AREA CHURCHES

Bennington

Old First Church (Congregational), Old Bennington, 11 a.m. Worship Service
First Church of Christ Scientist, Hillside Ave., " " " "
St. Francis de Sales (Catholic), Main St., 7:30, 9, 10:30 a.m. Masses
Sacred Heart (Catholic), School St., 8, 10, 11:30 a.m., Masses
Society of Friends, Monument School, 10:30 a.m., Worship Meeting
Temple Beth El, North St., Special Services
St. Peter's Episcopal, Pleasant St., 8, 10 a.m.
Second Congregational Church, Hillside Ave., 10 a.m., Worship Services
Redeemer Lutheran, held at Second Congregational, 8:45 a.m., Worship
First United Methodist, Main St., 9:45 a.m., Divine Service
First Baptist Church, Main St., 9:30 a.m., Worship Service

North Bennington

Old Stone Church (Baptist), 11 a.m., Worship Service
N. Bennington Baptist Church, 9:30 a.m., Worship Service
St. John the Baptist (Catholic), 9 and 11 a.m., Masses
N. Bennington Congregational, 10 a.m., Worship Service

For further church listings, consult the Bennington Banner's Saturday edition.

STUDENT CONSTITUTION

Article I: House Government

1. The members of each College-owned house shall elect a house chairperson at the end of each spring semester to serve for one year and shall elect a house delegate at the end of each semester to serve for one semester. No first term freshman or transfer student shall be eligible to serve as a house chairperson or a house delegate.
2. It shall be the responsibility of the house chairperson to execute the regulations and to conduct the business of the house, employing those measures that may be necessary and proper to fulfill the responsibilities put forth in this constitution. The house chairperson shall be responsible for the orientation of the new students in the house at the beginning of each semester. The chairperson shall enforce legislation that has been passed by the residents of the house, by student government or by the community. When enforcement proves impossible, the chairperson shall report offences to the Judiciary Committee. The chairperson shall be exempt from the financial obligations of the house, except as a member thereof.
3. Each house shall hold weekly meetings of all its members in order to:
 - a) Legislate on house business,
 - b) Deliberate and vote on matters of College policy whenever requested by Student Council or members of the house. A motion regarding College or house policy shall be passed shall be passed when approved by a majority of the students in the house.

Article II: Student Government and Electorate

1. Individual participation is essential to effective self-government. Therefore:
 - a) every student shall have the right of suffrage;
 - b) every student shall have the right to nominate candidates for elective office, provided that constitutional provisions are observed in offering such nominations;
 - c) every student shall have the right to petition the Student Council on any manner of College policy, and if 15% of the student body shall petition the Student Council in support of specific legislation, the Student Council must refer the matter to a vote in the house meetings;
 - d) in any balloting of the student body the candidate shall be elected who gets the largest number of votes;
 - e) members of the student community shall have the right to recall officials elected or appointed by the students. A recall election shall be held whenever 15% of the appro-

priate constituency has petitioned for it, and an official shall be removed from office when a majority of those voting in a recall election or 1/3 of the eligible voters, whichever is larger, have voted for her/his recall.

2. All monies drawn from the College treasury for non-academic activities which are organized and promoted wholly or primarily by students and for student contributions to events promoted by other constituencies shall be considered student funds. Expenditures of such funds shall be provided for by a student budget. One month before the end of each semester there shall be a meeting of the student body to review and pass the student budget for the following semester. The Student Council is responsible for drawing up a proposed student budget and making the proposal public at least one week before the meeting of the student body. The student body meeting will follow standard town meeting procedure.
3.
 - a) The student body shall elect a President and Vice President of the Student Council at the end of each semester to serve for the following semester. Only students who have served at least one term on Student Council or the Student Educational Policy Committee shall be eligible for the office of Student Council President. Any matriculated student may be elected to serve as Vice President for the following semester.
 - b) The President of Student Council shall preside over Student Council and student and community meetings provided for in this constitution and shall be responsible for seeing that motions passed by Student Council are carried into effect. In the absence of the Student Council President, the Vice President shall assume the duties of the Student Council President until such time as the Student Council President returns or new elections can be held. The Student Council President shall not concurrently hold the position of Student Council representative. The Student Council Vice President shall serve concurrently as a representative-at-large but shall not cast a vote in Student Council except to break ties.
 - c) The Student Council shall elect a treasurer and a secretary. The secretary shall not concurrently be a member of Student Council, and shall be paid from student funds.
 - d) Student Council shall be composed of the house delegates from each College-owned house in addition to representatives of students living independently off campus. It shall be the responsibility of the house delegates to inform residents of their houses about recent Student Council decisions and to conduct house votes on matters of College policy as requested by Student Council. Questions referred to house meetings for discussion by a proper authority shall be discussed within two weeks.
 - e) Any student living independently off campus shall be eligible to serve as off-campus Student Council representative with the exception of first term freshmen or transfer. Off-campus representatives shall be elected in a balloting of students living indepen-

dently off campus conducted within the first two weeks of each semester and shall serve for one semester. Student Council shall determine each semester the number of off-campus representatives needed to provide representation proportional to that of students living in College owned housing.

f) It shall be the responsibility of Student Council or its delegated committee:

I) to execute expenditures of student funds as appropriated by the student budget;

II) to establish regulations governing the allocation of housing space to individual students and to arbitrate all conflicts regarding the administration of such regulations;

III) to conduct student elections and referenda and to publicize the results;

IV) to conduct such other business of the student electorate as it deems necessary and proper, with the exception of matters for which responsibility is specifically assigned to other authorities by this constitution

g) Student Council shall hold meetings at least once every two weeks. All meetings will be open. Student Council may refer matters of special importance, or where general student opinion is desired, to the student body. It may call for discussions of such matters in house meetings or in student or community meeting.

h) Student Council shall have authority to name standing and ad hoc committees to carry out its executive functions more effectively, provided that:

I) in establishing such committees the Council shall elect a Council member as chairperson of the committee;

II) at the discretion of the Council the remainder of the committee members may be chosen from within the Student Council or the student body, or committee membership may be open to all students or other members of the community;

III) the committee so appointed shall make periodic reports to the Council;

IV) the members of the committee may be subject to recall by the established process;

V) Student Council shall compose a charter for each committee describing the duties of the committee and the nature and extent of authority delegated to the committee by Student Council. Committee charters shall be kept on file throughout the duration of the committee's existence and shall, in the case of standing committees, be reviewed annually by Student Council.

i) The Student Council shall elect a Constitutional Advisory Committee composed of five students serving one-year terms. Elections shall be held in the spring and the fall to fill those vacancies which may occur. The chairperson shall be chosen by the committee each term and shall attend all Student Council meetings in an advisory capacity. The committee shall be available to advise members of the community on constitutional provisions.

ii) There shall be a Judicial Committee composed of seven students elected by Student Council at the end of each semester to serve during the following semester. Any student other than a first term freshman may be elected for the following semester. Voting members of the Judicial Committee shall not concurrently hold other elective positions and no student shall serve as voting member for two consecutive terms.

iii) The Vice President of Student Council shall serve as a non-voting chairperson of the Judicial Committee. The chairperson shall be responsible for promulgating committee decisions and conducting any necessary communications.

iv) The authority of the Judicial Committee shall extend to all infractions of non-academic rules and regulations governing student conduct and to infringement by students of the rights or privileges of members of the College community. The authority of the Judicial Committee in these areas shall be limited only by the administration's legal duty to provide for the health and safety of the student population.

v) The Judicial Committee shall investigate a case only when requested to do so by the plaintiff, by a house chairperson on the plaintiff's behalf or by a member of the faculty or administration. Five voting members of the Judicial Committee shall hear evidence and deliberate on each case. The chairperson shall excuse two members from each case prior to beginning an investigation, including any member deemed by the chairperson to have conflicting interests regarding the case.

vi) The Judicial Committee may follow its own procedural rules, providing that fundamental concepts of process are observed. Deliberations and testimony shall be confidential. Decisions of the committee, including descriptions of any penalties imposed, shall be delivered in writing to the Student Council President and to the College President, along with any dissenting opinions. All decisions and opinions will be maintained in a Judiciary file in the Student Services Office.

vii) The Judicial Committee may impose any penalty which it deems appropriate. Decisions of the Judicial Committee shall be binding unless appealed to the College President. Expulsions and suspensions must be appealed to the College President. Either the plaintiff(s) or the defendants(s) may appeal if violations of due process are alleged or if the penalty imposed is considered unjust.

4. a) There shall be a Student Educational Policy Committee (SEPC) composed of two representatives from each division serving one year terms and one representative from Student Council serving a one semester term. One representative from each division shall be elected each fall and the other each spring. Representatives shall be elected at meetings of students majoring or planning to major in each of the divisions, such meetings to be called by the incumbent divisional representative within the first two weeks of each term.

b) The SEPC shall elect a chairperson for the coming year at the end of each spring term. No student shall be eligible for election as chairperson unless s/he has served at least one term as a divisional representative. The chairperson shall not concurrently hold the position of divisional representative and may vote only to break ties.

- c) It shall be the responsibility of the SEPC to evaluate and to stimulate the evaluation of the educational aims and policies of the College and its divisions and to represent the student body in the formulation and assessment of proposed changes in educational policy. In addition the SEPC shall solicit and present to the Faculty Personnel Committee student opinion regarding the performance of faculty members.
 - d) The divisional SEPC representatives shall represent the students in divisional faculty meetings. They shall participate in faculty discussions of all matters other than the academic plans and progress of individual students, and have access to all available information pertinent to such discussions.
 - e) Class EPC representatives shall be elected in each class to act as liaisons between students and teacher and to aid the SEPC in fulfillment of its responsibilities.
 - f) SEPC shall have a secretary, who shall not concurrently be a member of SEPC. The secretary shall be paid from student funds.
5. Amendment of Article i and ii of this constitution may be proposed by a majority of the Student Council, by a majority in each of three College-owned houses or by petition of one-fourth of the student body. An amendment shall be adopted when approved by a majority of students voting in a special referendum. A referendum on a constitutional amendment shall be valid only if a waiting period of two weeks is observed between proposal of the amendment and its referendum.

Article III: Community Government

- 1. The Bennington College community consists of the student body, the faculty, and the administration and staff. Each of these bodies shall constitute an electorate. All voting on matters of community concern shall take place in the separate constituencies.
- 2. The community shall meet as a single group upon the call of the President of the College, the Faculty Educational Policies Committee, of the Student Council; upon petition of 15% of the community to the Student Council. In all cases, community meetings shall be presided over by the President of the Student Council or the Student Council's delegated representative. The community meeting will serve as a forum for the expression of views and opinions regarding matters of current concern.
- 3. Any election or balloting in which less than 25% of the appropriate electorate shall cast its vote shall be invalid.
- 4. Amendment of Article III of this constitution may be proposed by Student Council, by the faculty meeting or by the administration. An amendment shall be adopted when approved by a majority of voters in each constituency. A referendum on a constitutional amendment shall be valid only if a waiting period of two weeks is observed between proposal of the amendment and the referendum.

FIRE INSTRUCTIONS

In case of fire

Sound interior alarm and evacuate building. Dial operator (0) or use fire alarm box for campus signals. Isolate fire by closing windows and doors. At night, turn on lights and open shades. Go to the Watchman's Booth to direct fire truck to scene of fire. Stay 100 yards away from fire--hose pressure can injure a person. Do not telephone except to report a fire.

Campus signals (horn in tower of Commons)

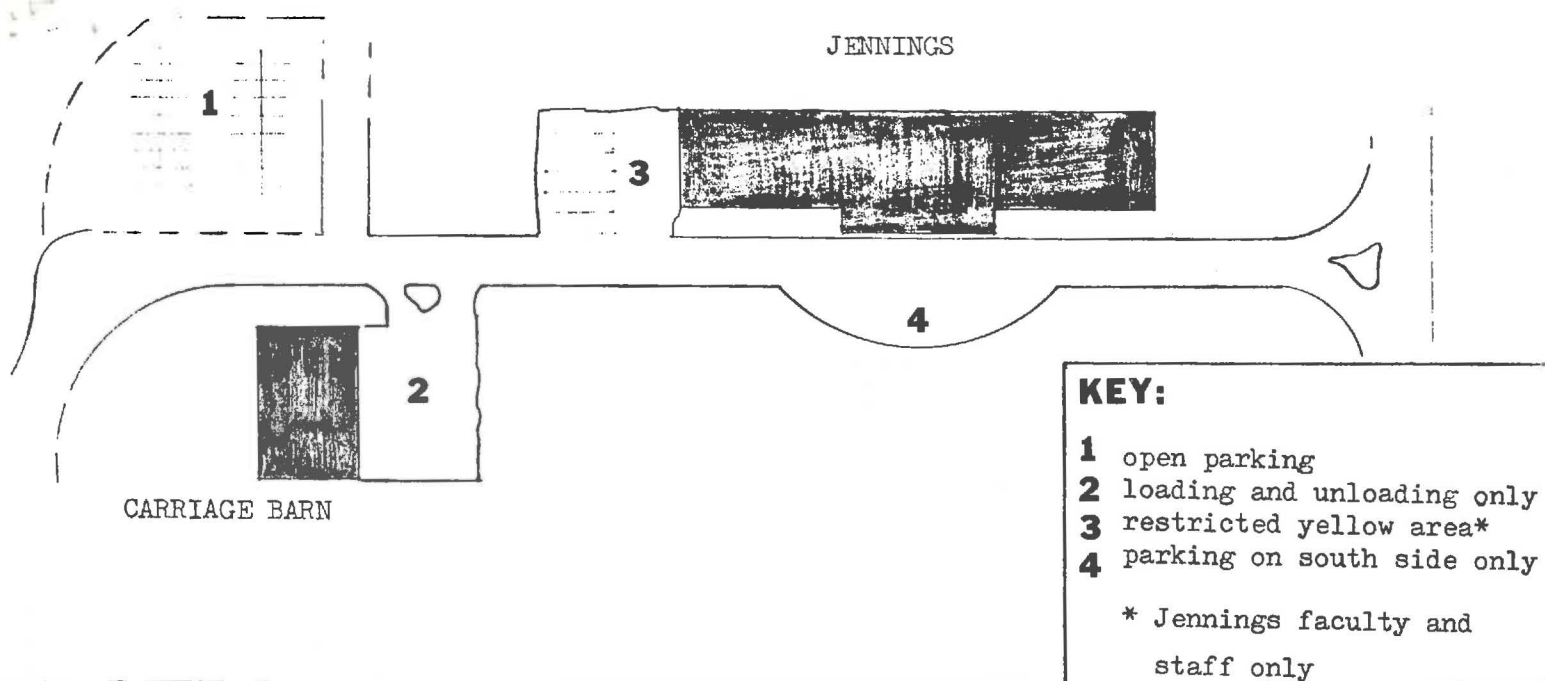
One (1) continuous blast--initial alarm to be followed by area signal below:
Two (2) short blasts--East student houses, Library, Maintenance and Faculty Row.
Three (3) short blasts--West student houses, Brick Garage (The Cafe).
Four (4) short blasts--Commons, Dickinson, Tishman.
Five (5) short blasts - Visual and Performing Arts Center (VAPA).
Six (6) short blasts--Barn, Cricket Hill
Seven (7) short blasts--Orchard, Jennings, Carriage Barn.
Eight (3) short blasts--Shingle Cottage, President's House, Ludlow
One (1) short blast--ALL CLEAR

Fire alarm boxes (direct connection to horn in tower of Commons)

On the front of Jennings
On the wall of the middle section of the Barn facing Library
On the west of Woolley
On the east side of McCullough
On Commons, next to southeast door
On the west side of the Watchman's Booth
Lift door and pull down lever.

EMERGENCY EXTENSIONS

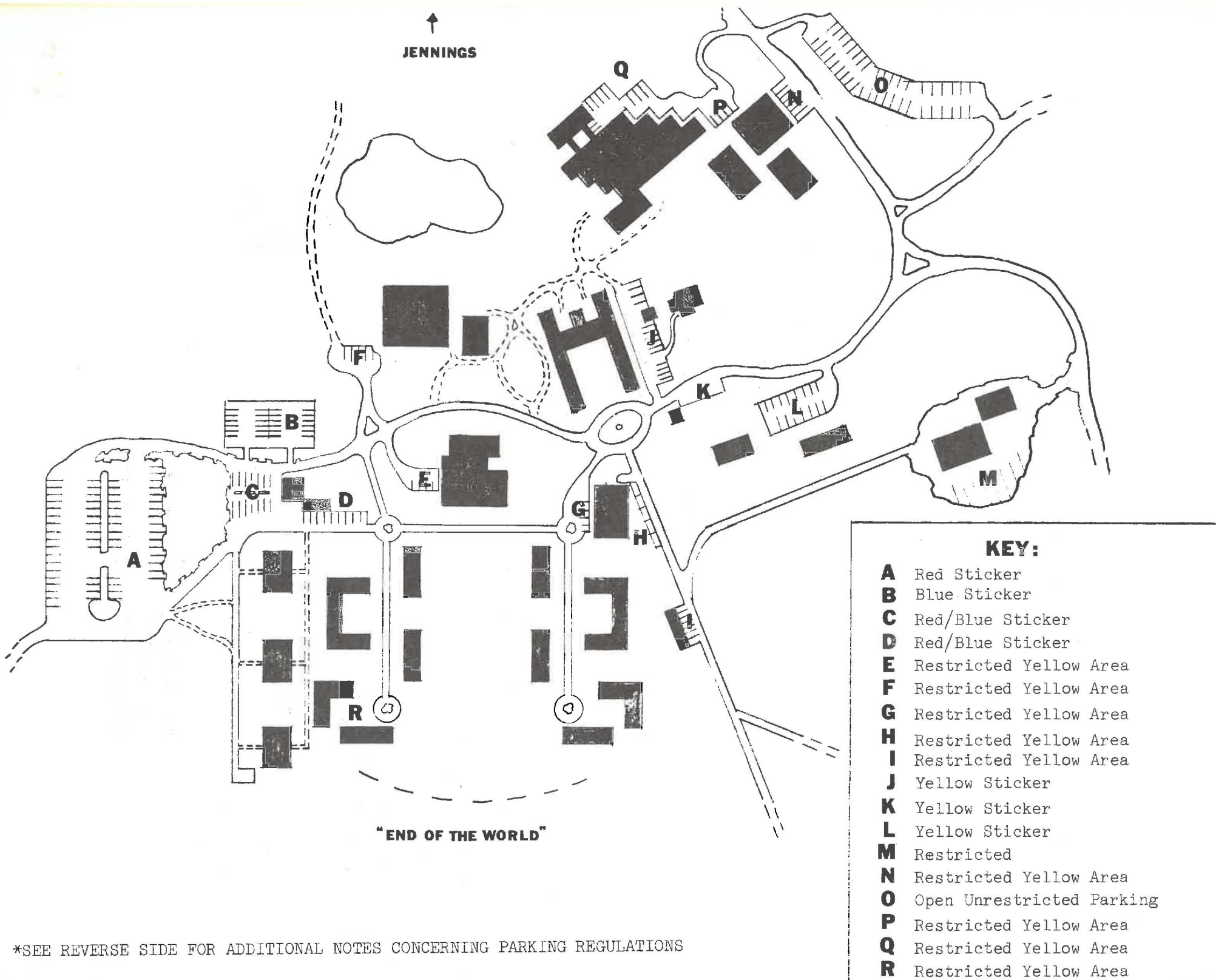
Bennington College	(open 24 hours)	802-442-5401
Switchboard	(7 am - 10 pm)	0
Campus Security	(3 pm - 7 am)	235
Health Service	(8 am 0 10 pm)	220/285
Psychological Counseling Service	(9 am - 5 pm)	208
Student Services Office	(9 am - 5 pm)	315
Maintenance	(7 am - 3:30 pm)	206
Head Housekeeper	(7 am - 3:30 pm)	325
Office of Students & Student Placement	(9 am-5 pm)	349



*GENERAL NOTES

- C Note that the area immediately west of the brick garage must be kept clear.
- D Note that the area around the dumpster and the entrances to the painting studios and the cafe must be kept clear.
- E For Post Office staff only.
- F For Dickenson faculty and staff only.
- G For Library and Health Service staff only.
- H For Library staff only.
- I For apartment residents and janitorial staff.
- J,K For Barn Staff and faculty.
- L For visitors and overflow for areas J & K.
- M For Maintenance staff.
- N,P,Q For VAPA faculty and staff, loading and unloading.
- R Two spaces for faculty members residing in Welling and McCullough apartments.
- J,K&L May be used by cars with blue and red stickers from 5:00 pm Friday until 8:00 am Monday.

ALL ROADS ARE FIRE LANES, WITH NO PARKING PERMITTED. STOPPING FOR LOADING AND UNLOADING IN THESE AREAS IS LIMITED TO 15 MINUTES WITH FLASHING HAZARD LIGHTS.



*SEE REVERSE SIDE FOR ADDITIONAL NOTES CONCERNING PARKING REGULATIONS