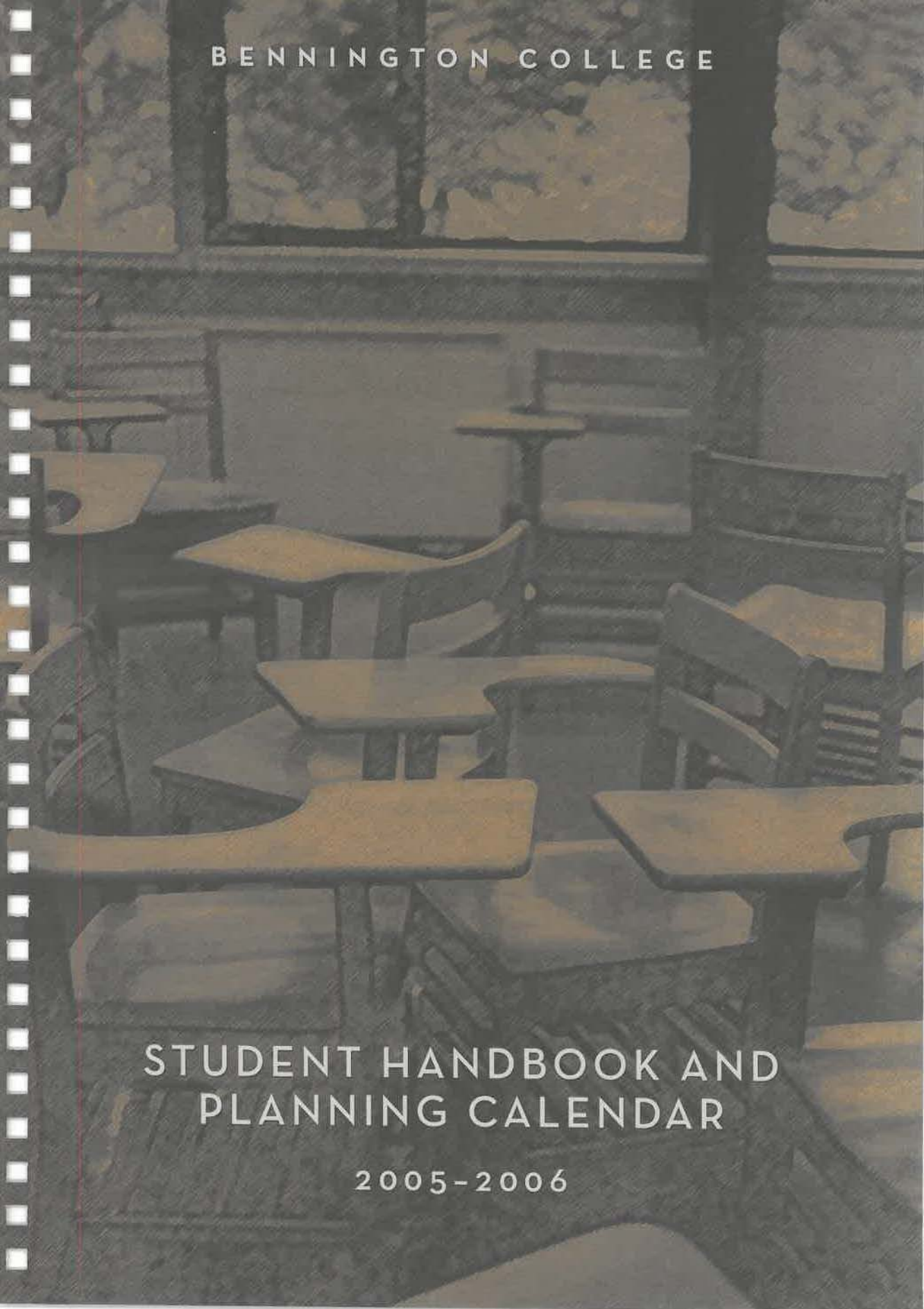
BENNINGTON COLLEGE



STUDENT HANDBOOK AND PLANNING CALENDAR

2005-2006

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

—Traditional Bennington College commencement statement,
read at every graduation since 1936

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Letter from the President

Dear Students,

You are a part of Bennington's history, just as it is part of yours. As members of this community, you are amongst the thousands of students, faculty, and staff who have taken part in shaping the future of this College.

Community life at Bennington, like academic life here, aims high: This community doesn't expect only that its members be part of it; rather, it asks that each of you *take part*. In the process, you generate the energy that fuels the engine that is this work in progress, this Bennington community.

By deciding to come to Bennington, you've already accepted the challenge of active participation in your own education. I invite you now to apply yourself similarly to enlivening this community and look forward very much to that shared endeavor.

With all best wishes,

Elizabeth Coleman
President

Questions

Students with questions or concerns, who don't know where to turn, are encouraged to stop by or to contact the Student Life Office at 440-4330 or stulife@bennington.edu.

ADMINISTRATION OF THE COLLEGE

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

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

Senior Administration

Provost and Dean
The planning, development, administration, and integrity of the undergraduate and graduate academic life of the College are the primary responsibilities of the Provost and Dean. The Provost and Dean oversees all faculty development and recruitment, the curriculum, the library, and the academic and nonacademic life of students.

Executive Vice President and Chief Financial Officer
The Executive Vice President and Chief Financial Officer is responsible for all financial aspects of the College and for the operations of most nonacademic areas including the Business Office, Human Resources, Facilities Management, Information Technology, the Post Office, Security, and Conferences Services.

Dean of Studies
Working directly with the Provost and Dean, the Dean of Studies is responsible for the student academic life of the College. This includes overseeing faculty advising, registration, review of student Plans and academic status, study abroad programs, and institutional research.

Dean of Students
The Dean of Students supervises Student Life operations and is responsible for student activities, residential life, Health and Psychological Services, nonacademic student policies and regulations of the College, and special events such as Family Weekend.

Vice President for Planning and Special Programs
The Vice President for Planning and Special Programs is responsible for campus planning, including new construction, facilities renovations and design, land use, legal affairs, and emerging programs.

Vice President for External Relations
The Vice President for External Relations oversees the offices of Development and Communications. The office manages external relationships with the College, including alumni, media, and donors, overseeing fundraising, publications, and media relations. The office is also responsible for Commencement.

Dean of Admissions and Financial Aid
The Dean of Admissions and Financial Aid is responsible for recruiting, admitting, funding, and enrolling new students. The Admissions Office works closely with the offices of the Provost and Dean, Student Life, and External Relations.

Senior Advisor and Special Assistant to the President
The Senior Advisor and Special Assistant to the President serves as liaison for new programmatic initiatives and as spokesperson for the College and also oversees publications.

Assistant to the President
Working closely with the President on all institutional matters, both internal and external, the Assistant to the President also serves as the primary liaison with the Board of Trustees.

ACADEMICS

Provost and Dean's Office Staff

Provost and Dean—Elissa Tenny (Assistant: Janice Brumbelow)

Dean of Studies—Wendy Hirsch (Assistant: Kelly Hayes)

Dean of Students—Robert (Bob) D. Graves

Associate Dean for Academic Affairs—Terry Creach (Assistant: Janice Brumbelow)

Assistant Dean for Budget and Administration—Amy Kuzmicki

Registrar—Rosie O'Dell

The Registrar manages registration, room schedules, class schedules, and transcripts.

Academic Counselor and Study Abroad Advisor—Laurie Kobik

The Academic Counselor and Study Abroad Advisor meets regularly with students on issues related to registration, credits, advisors, academic difficulties, learning disabilities, and study abroad. She co-chairs Study Abroad and the Peer Mentor Program.

Director of Field Work Term—Tammy Fraser (Assistant: Page Overhiser)

Guidelines and Academic Expectations of the College

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

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

The Plan

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

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

Students reflect on their education in writing and in conversation throughout their years at Bennington. In the first term, a Prospective Essay is written considering the first term and initial academic goals. In the third term, a Proposed Plan is written and the student meets with a faculty

committee to present the Plan. In the sixth term, the student writes a Plan Confirmation and again presents the Plan to a faculty committee. And finally in the last term, a Senior Essay is written reflecting on a student's years at Bennington. Transfer students are treated individually. Faculty advising is a critical component of the Plan process every term.

A student who wishes to make significant changes in approved Plans must first have these changes approved by his or her Academic Advisor and Plan committee through the submission of a Plan Update to the Dean's Office. The Dean of Studies will review the proposed change for final approval.

Several days are designated each term to review Plans; no classes are held during these periods. Consult the Planning Calendar (in the middle of this handbook) to determine which days are Plan days.

Using the Academic Advising System

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

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

Academic Requirements. The College maintains certain criteria that prospective graduates are expected to meet. Requirements for graduation from Bennington College include the following:

1. Undergraduate students at Bennington are expected to satisfactorily complete four courses each term (or a number of courses totaling 16 credit hours) and generally no more than five courses (or 20 credit hours), for a total of 32 courses in eight terms. With approval, students may graduate with a minimum of 31 successfully completed courses (124 credit hours) in eight terms. Some students may elect to take more than the expected course load. Additional classes/credits do not guarantee advanced standing or early graduation. Students may not exceed five courses or 20 credit hours per term without special permission from their Faculty Advisors and the Dean of Studies.
2. Students must demonstrate advanced work in a particular discipline.
3. Students must complete one Field Work Term for each full year in attendance at the College. Students who transfer in will be subject to additional requirements.
4. Students must formulate programs that reflect both breadth and depth in the liberal arts.
5. Students must complete the Plan process in a timely and successful way.
6. Students in the Postbaccalaureate program and the Master of Arts in Teaching program must maintain a B average or they will be dismissed.

Students with Disabilities. Under the Americans With Disabilities Act, a person with a disability has a physical or mental impairment; has a record of such impairment; or is regarded as having such an impairment which substantially limits a major life activity such as walking, seeing, hearing, speaking, breathing, self-care, or learning.

Bennington College makes reasonable accommodations for students with documented disabilities when such accommodations are necessary to insure equal access to the campus or curriculum. Prior to the start of the term students wishing to obtain accommodations for a documented disability must complete the Disability Accommodation Request Form (available in the Dean of Studies' Office). A request for an accommodation should be as specific as possible and be augmented with appropriate recent professional documentation (within the past three years). Completed forms should be submitted to the Dean of Studies' Office.

Field Work Term

Field Work Term (FWT) is one of the most exciting aspects of a Bennington education. It has been a central part of the Bennington program since the College opened in 1932. FWT takes place during January and February each year. During this seven-week, winter term there are generally no

academic classes. Students instead work in a variety of fields and geographic locations pursuing passions begun or developed at Bennington. FWT jobs vary widely in form and focus in order to meet the needs of individual students and is designed to allow students to forge professional connections and to deepen their knowledge through practice.

Requirements During FWT. Every full-time, undergraduate student is required to complete one FWT for each year he or she attends Bennington. (Also see #3 on page 3 for transfers and leaves.)

The FWT Office coordinates all administrative aspects of FWT and determines the final rating for each student's FWT experience. Both the Director of FWT and a student's Academic Advisor must approve the student's registration. Specific requirements must be met to earn a Passing evaluation. FWT annual requirements include adherence to the FWT job registration deadline, completion of 210 hours of work, a positive employer evaluation, and a satisfactory reflective essay due promptly at the end of FWT. Failure to meet FWT requirements and deadlines can ultimately result in an Incomplete, Marginal Pass, or Failing rating. Final FWT ratings appear on each student's academic transcript and employer evaluations become part of a student's cumulative academic record.

Failure to register or complete an FWT can adversely influence a student's academic status and potentially affect his or her financial aid package. If a student fails FWT, he or she must meet with the Director of FWT to determine if a FWT summer makeup is required and how the failed FWT rating may affect the student's requirements for graduation. Further details are outlined in the FWT Handbook.

Independent Study During FWT. Students can choose to spend one FWT pursing an independent project. This alternative to employment offers the time to delve into a particular problem, research area, theme, or question, working in association with a sponsor from inside or outside the College. A sponsor must be someone whose area of expertise is appropriate to the Independent Study. Students interested in pursuing an Independent Study must complete a request form (available at the FWT Office) along with a proposal describing the goals and methodology of the work. The student's sponsor, Academic Advisor, and the Director of FWT must approve the proposal. The Independent Study option is not available to students who have not completed at least four terms and students on academic probation. It is generally used by fourth-year students preparing a final thesis or project.

Evaluation of Academic Work

Narrative Evaluations

Student work at Bennington is evaluated through written reports by faculty members submitted to the Dean's Office, with copies to the student and Academic Advisor, at the end of each term. Faculty also write Concern Evaluation Forms for students demonstrating inadequate progress at midterm.

Final Narrative Evaluations summarize an instructor's view of a student's progress and are the basis upon which the Deans judge the student's readiness to continue at the College. For this reason, and because the end-of-term evaluative reports make up the largest part of a student's transcript, students should make a point of examining them closely and discussing them with their Academic Advisors. The evaluations reflect the significant aspects of a student's work. While evaluations are not routinely mailed to parents or guardians, the College may do so at the written request of a student.

The Midterm Concern Forms are part of a student's internal permanent record, but do not appear as part of the student's transcript. This evaluation is part of an ongoing conversation between the student, faculty, and the student's Faculty Advisor.

The Final Evaluation appraises the student's work for the term and is part of the student's permanent transcript. The last part of the Final Evaluation includes a judgment of Pass, Marginal Pass, and Fail. No credits are given for classes not passed.

Grades

Students may also elect to receive grades (A, B, C, D, F) in individual courses in addition to Narrative Evaluations during Registration through the Dean's Office. It is possible for the Dean's Office to assign a GPA based on a minimum of two years of continuous grades. It is generally not possible to request grades retroactively.

All students are encouraged to consider the possibility of requesting grades for at least two years (or 64 credits) of their study at Bennington

so that an eventual GPA might be produced upon graduation. While students at Bennington are evaluated in multiple ways throughout each term, and although the Narrative Evaluation remains the foundation for all transcripts, many students have found it useful and sometimes necessary to apply for grades for their transcripts. Several undergraduate and graduate scholarships require a GPA; many study-abroad programs students might want to pursue while at Bennington require a GPA; certain professions students might want to consider often require a GPA for admittance to graduate school (education, law, medicine, for example); international students who might pursue graduate work in any field in their home country are strongly advised to obtain grades; and schools in the U.S. where some students might choose to transfer to often require a GPA. All students can request grades (given in addition to narrative evaluations) through the Registrar's Office during the first two weeks of each term. Any students with questions about whether or not to apply for grades should discuss the matter with their faculty advisors and the Dean of Studies.

Appealing an Evaluation

If a student thinks that a final evaluation or grade is inaccurate, the student should normally first discuss the matter with the faculty member. If the matter is not resolved to the student's satisfaction, the student may appeal the evaluation by writing a letter to the faculty member stating his or her grounds for disagreement, and the letter should be copied to the Dean of Studies who will contact the faculty member. If the matter is not resolved to the student's satisfaction, the student may request a meeting with the Dean of Studies. If no satisfactory resolution is reached, the Dean of Studies will consult with the faculty member and the Provost and Dean. The decision of the Dean of Studies is final. Appeals must be made in writing by the end of the term following that of the evaluation in question.

Incompletes

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

Temporary Incomplete. A student who is unable for documented health reasons to complete the work of a course during the term in which it is offered may ask the instructor and the Dean of Studies to allow her or him to complete the course after the end of the term. Students on Probation are not entitled to incompletes.

1. The student must confer with both the instructor and the Dean of Studies to request an Incomplete. The student must fill out an Incomplete Form (obtained from the Dean's Office) and obtain the instructor's signature; it is the responsibility of the student to return the form to the Dean of Studies.
2. Students normally must provide written documentation of the health situation.

The Dean of Studies will consider granting Incomplete status in a course only after these steps have been completed, and only with the agreement of the instructor, and only if the student requests the Incomplete before the end of the term in which he or she is registered in the course. Work granted Incomplete status is generally due a month after the last day of class (refer to the academic calendar for specific dates), unless the student, instructor, and the Dean of Studies make other arrangements at the time the request is granted. This deadline also holds for students who either withdraw or take a leave in the following term. If Incompletes are not completed by the deadline, instructors evaluate the students on the work received. Extensions on Incompletes are not granted.

Permanent Incomplete. A Permanent Incomplete is assigned by the Dean's Office when a course cannot be completed for some extraordinary circumstance, e.g., illness, injury, or personal circumstances. If a student is unable to complete a course for these reasons, and does not wish to apply for a Temporary Incomplete, the student must speak with the faculty and the Dean of Studies to arrange for Permanent Incomplete. Documentation from physicians or therapists is required for Incompletes. Permanent Incompletes are noted on transcripts. No refunds are given for incomplete courses. Permanent Incompletes may be approved only before the last day of class each term. For computing academic standing, Permanent Incompletes will be assessed on a case-by-case basis by the Dean of Studies' Office.

Students receiving more than one Permanent Incomplete in a given term may be required to withdraw from the College until the student provides documentation of ability to resume full-time

academic study. In addition, students who receive no credit for half of their program in a given term (eight credits) will normally be placed on Academic Probation since they have not demonstrated satisfactory academic progress.

Academic Progress and Academic Standing

To proceed successfully through Bennington, a student must comply with the requirements listed earlier. Concurrently, students must progress adequately each term, move through the curriculum with specific broad goals for achieving a liberal arts education, and, within that context, more focused goals of developing both an area of primary interest and the ability to do advanced work in that area. The process begins with registration for courses in the first term of the first year. The first and last years are usually the time for broad study in several subjects. Academic advising is central to this process and this active participation in advising makes it possible for students to make appropriate and timely choices in the program of study.

Academic Progress

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

1. By determining the number of course/credits a student has earned in a term, in an academic year, and cumulatively;
2. By requiring satisfactory completion of FWT projects, generally required annually from each student enrolled for the full academic year;
3. By reviewing a student's cumulative number of Fail and Marginal Pass evaluations and grades if applicable; and
4. By requiring timely acceptance of a student's Plan.

Note: Students enrolled in a graduate program may be subject to different requirements. Students in the BA/MAT Program, for example, must achieve an overall 3.0 GPA.

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

Quantitative Progress. Each term a full-time student normally takes 16 credits; a half-time student takes eight credits; a part-time student takes fewer than eight credits. Upon approval from the Advisor and the Dean of Studies, a full-time student may be permitted to take a reduced course load of 12 credits for a term. Credits not taken in one term need to be made up in a succeeding term. In each term, full-time students normally must satisfactorily complete at least four 4-credit (or the equivalent) courses per term to remain in Good Standing. Normally passing only three courses results in a status of Concern; passing only two courses results in a status of Probation; passing only one or no courses may result in Dismissal. Consideration may be given to the overall program, the number of credits in each particular course, the student's term at the College, and the student's Plan (where appropriate).

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

If a student does not earn at least eight credits in a given term, that student will not advance in term status the following term. For example, a second-term student will remain a second-term student for an additional term if he or she only earns seven credits in a term. Term status may be advanced if students take additional credits later either at Bennington or elsewhere and the credits are accepted for transfer credit. Students should consult the Dean's Office for the procedure to apply for transfer credit.

Qualitative Progress

- A **Pass** (P) reflects satisfactory work and is equivalent to a range of performance from C- to A+.
- A **Marginal Pass** (MP) does not reflect satisfactory progress, but the student will receive credit for the course. Therefore, MPs are computed for Concern, Probation, or Dismissal each term. Cumulative MPs are calculated to determine academic standing. A MP is the equivalent of a D grade.
- A **Fail** (F) means that the student will not receive credit for the course. Computation of academic standing includes all courses taken by a student, not just courses passed. Cumulative Fs are calculated to determine academic standing.

Academic Standing

A student's academic standing is determined at the conclusion of each term. The total number of courses passed is calculated, the particular courses passed or failed are reviewed, the number of credits for particular courses and the overall program are reviewed, and the progress of the student's Plan is checked. A student's FWT evaluation is considered when determining academic standing for the fall term. The progress of a student's Plan is a critical piece in determining a student's academic standing. In the first, third, and sixth terms all undergraduate students are reviewed with regard to their quantitative and qualitative progress in their Plan. After considering all of the preceding factors, as well as the student's term at the College and his or her previous record, the Dean's Office determines academic standing. Academic standing remains constant for an entire term.

Academic standing for graduate students is determined based upon the number of classes passed, the quality of their reviews and/or performances, the progress of their Plans, and their work in their assistantship duties (if an assistantship has been awarded). Failure to perform assistantship duties in a manner satisfactory to the supervising instructor may result in the loss of the assistantship and the loss of Good Standing. Poor performance in classes (MPs or Fs), unsatisfactory reviews or assistantship performance, and/or unsatisfactory progress in a student's Plan will result in loss of an assistantship and/or Good Standing, and may result in dismissal.

- All students enter Bennington in **Good Standing** and retain this status unless they do not pass a satisfactory number of classes or fail to have their Plans approved in the term in which they are due (normally the first, third, and sixth terms).
- Students on **Concern** are expected to pass at least four courses (16 credits) with no MPs in the term following the term in which they were placed on Concern. Those who do not do so may, at the discretion of the Dean of Studies, be continued on Concern, placed on Academic Probation, or be dismissed.
- Students on **Academic Probation** must enroll and successfully complete four courses (16 credits) with no MPs in the term of Probation or they may be dismissed. Normally, only one term of Probation is allowed.

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

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

Eligibility for Advanced Work

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

Academic Difficulties

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

Students who are not in Good Standing will have their work reviewed at the end of the term to determine academic progress and standing by the

Dean's Office and where appropriate, the faculty. Students may be dismissed or may be required to withdraw from the College for a specified period of time, with permission to reapply. In such cases, readmission is in the discretion of the College.

Academic Dismissal

Students who do not meet the academic standards of the College may be dismissed at the end of a term. Students who cease attending class for two consecutive weeks for any reason may be dismissed or place on leave at any time during the term. Dismissal decisions are made by the Dean of Studies, in consultation with the faculty. Students who have been dismissed must have permission from the Dean of Studies to visit campus.

Hospitalization and Return-to-Campus Policy

Students who require hospitalization during the term will not be permitted to return to campus until they provide the Dean's Office with a written note from the physician who treated them during the hospitalization documenting that they are in stable condition and capable of returning to full-time studies and residential life at Bennington. Students are also required to discuss their ability to continue at Bennington with the Dean of Studies, who will determine in his or her discretion whether reentry is appropriate. If follow-up care is to be provided by the College Health and Psychological Services staff post-discharge, the discharge plan must be discussed with Health and Psychological Services staff prior to reentry at the College. Students who arrive on campus without fulfilling these requirements will not be allowed to remain on campus. (See the Health and Psychological Services on page 83.)

Class Attendance

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

The Health Services staff does not give medical excuses for missed classes. Students are responsible for informing faculty of reasons for missed class time and course work. For those rare cases when students are unable to contact their Advisor due to incapacitations, medical emergencies, or hospitalizations, Health Services staff will make the Associate Director of Student Life and the Dean of Studies aware of the student's absence and the projected date that the student will return to class. It is the student's responsibility to initiate a conference with the instructor to discuss making up work missed and to make up work to the instructor's satisfaction. Students who have been hospitalized must contact the Dean of Studies prior to their anticipated return to the College with documentation from their attending physician stating that the student is capable of managing his or her own health. Students are not permitted back on campus without this confirmation and its approval.

Academic Ethics

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

Academic Dishonesty Procedure

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

1. The instructor consults with the Dean of Studies about the particular situation. The Faculty Advisor is normally consulted before a decision is reached on how to proceed.
2. The instructor normally then discusses the situation directly with the student.
3. If the instructor is satisfied that the suspicion is unfounded, no further action is taken.
4. If, after discussing the situation with the student, the instructor determines that plagiarism or another kind of dishonesty has indeed occurred, the instructor again speaks with the Dean of Studies and the Advisor. The Dean of Studies then determines the specific consequences for the student. Students normally fail courses in which they have committed any form of academic dishonesty.
5. One or more of the following consequences may be imposed per the discretion of the Dean of Studies:
   - **First Offense:** Failure in the class, Academic Probation, or Suspension.
   - **Second Offense:** Failure in the class, Academic Probation, Suspension, or Dismissal.
   - **Appeals:** Appeals of the decision in cases of suspension or dismissal must be made in writing to the Provost and Dean within 10 days of the letter of notification. The Provost and Dean shall determine in his or her discretion the format of the appeal. Decisions of the Provost and Dean are final.

Registration

Planning

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

Registration Procedures

New students partially preregister before arriving for their first term. After the designated day or period of registration, changes in program may be made only with the written consent of the Academic Advisor and instructor involved.

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

Note: Students who have outstanding balances due or who have not submitted a Plan will not be permitted to register. Only when a student has secured the instructor's and Advisor's signatures on the registration sheet and submitted the form to the Registrar's Office is the registration complete. Faculty are not obligated to sign a registration form if they do not approve of the program.

Tutorials

Students doing advanced work may request a group or an individual tutorial with a faculty member. Generally, tutorials are an outgrowth of work in a particular class. The student's Academic Advisor, proposed tutor, and the Curriculum Planning Committee review the tutorial application. Final approval rests with the Associate Dean. Applications for tutorials are available in the Registrar's Office. A tutorial is considered a regular course in the student's Plan and credits are awarded.

Add/Drop Policy

If students find that their programs are unbalanced or inappropriate, there is a period of time during which they may add or drop a course without penalty. Courses may be added to or dropped from a student's registration up to the end of the seventh week of classes. During the first two weeks of each term, dropped classes are not noted on the transcript; between the third and seventh weeks, they are noted as "withdrawn." Students entering a class late are not excused from completing the missed work. Add/Drop forms are available at the Dean's Office and require the signatures of the course instructor and Academic Advisor. Students are not normally allowed to drop courses after the seventh week without permission from the Dean of Studies.

Leaves

A student who wishes to leave Bennington for a term or more but wishes to be readmitted must request approval of a leave of absence by submitting the required form to the Dean of Studies' Office by May 25 for fall and by November 25 for spring. Leaves are generally granted for one or two terms only. In addition, departing students are required to have an exit interview with the Dean of Studies or the Academic Counselor. The Dean of Studies considers the request and informs the student whether or not the request has been granted and, if so, any conditions of the leave. Leaves are not granted once a term has begun for that same term. In all such cases, the student must withdraw. A student cannot be on Academic Probation and granted a leave; in those instances a student must withdraw. In addition, students who miss two consecutive weeks of class may be dismissed or placed on leave. Students planning to take a leave of absence should see information on housing assignments for reentering students. International students should be aware that a leave may jeopardize their I-20 status. Please note: If a full-time undergraduate student takes a leave of absence or withdraws after February 20, he or she is still required to complete all FWT requirements.

Withdrawals

Students may withdraw from the College at any time, but students desiring readmittance must reapply and have no right to guaranteed readmission following withdrawal. Students wishing to withdraw must submit the required form in writing to the Dean of Studies' Office. Once the Dean of Studies has received the withdrawal form, the student must vacate his or her campus housing assignment in accordance with the Withdrawal and Housing policy found in the Residential Policies section on page 24. Students may be required to withdraw if they have missed two consecutive weeks of classes. Between terms, students who withdraw from the College after the first day of the month preceding the month in which they would normally return (August 1 and February 1) will forfeit the deposits they have made to hold a place in their class at the time of admission. Withdrawing students are required to have an exit interview with the Dean of Studies or the Academic Counselor. International students should be aware that withdrawal status jeopardizes their I-20 status.

Students who have withdrawn from the College and wish to return may apply for readmission to the Readmission Committee. Readmission after withdrawal is in the discretion of the College. Completed applications for fall-term admission must be made by April 1 of the preceding spring; applications for spring term admission must be made by November 1 of the preceding fall. Applications for readmission should include a description of the student's activities since his or her withdrawal from the College, with particular emphasis on any academic work or employment undertaken. The application should clearly articulate the student's reasons for wishing to reenter the College, as well as his or her academic goals. The Committee normally requires additional application materials. Readmission requires the same health requirements as those of new students. Students who are readmitted after withdrawing from the College will be regarded as new students in the housing assignment process. Please note: If a full-time undergraduate student takes a leave of absence or withdraws after February 20, he or she is still required to complete all FWT requirements.

Readmission After Academic Dismissal

After Academic Dismissal, a student may be readmitted only with the approval of the Readmission Committee, which will include representatives from the Dean's Office, the Student Life Office, and other College staff as appropriate. In order to be considered for readmission after Academic Dismissal, a student is normally expected to have been away from the College for at least one full year. An interview in person will normally be required.

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

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

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

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

Students with outstanding financial obligations to the College are not readmitted. Students who are readmitted after Academic Dismissal from the College will be regarded as new students in the housing assignment process.

Refund Policies

Students withdrawing after a term has begun may be eligible to receive refunds, if any, only in accordance with the College's Refund Policy below, unless the student is receiving federal financial aid, in which case, the refund, if any, will be calculated in accordance with the federal refund policies, a copy of which can be obtained from the Financial Aid Office. Please note that students who are suspended or expelled from the College will be responsible for the total College charges for that term.

College Refund Policy

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

Refunds, or offsets to amounts owed by the student to the College, will be made only in cases where the student withdraws:

1. During the first five days of classes: 75% of tuition, room, and board;
2. After the first five but before the 11th day of classes: 50% of tuition, room, and board;
3. After the 10th but before the 20th day of classes: 25% of tuition, room, and board.

No refunds will be made in cases of withdrawal after the 20th day of classes. Any amounts owed to the College not offset by a refund will continue to be the full responsibility of the student and the obligor for the applicable term.

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

Transfer Credit

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

Residency Requirement for Transfer Students

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

Early Graduation

Normally, students require eight terms of work in order to qualify for graduation. In rare instances a student who demonstrates exceptional work in all areas of study and particular excellence in one may qualify for early graduation. An accumulation of credits alone does not qualify a student for early graduation, nor does financial hardship. To qualify for early graduation, a student must petition the Dean of Studies. A form is available in the Dean's Office. A student must also submit two letters of recommendation from faculty in different disciplines to the Dean of Studies. The earliest date at which early graduation can be granted is during the term preceding the final term; in some instances the decision will not be made until the final term. The student must show how he or she will meet the College's standards for a liberal education including advanced work in a particular field, and his or her record must give evidence of distinguished work.

Completion of Work in Absentia

Only in exceptional cases may a student be permitted to fulfill degree requirements in absentia. Applications for such permission should be incorporated in a Plan Update, stating why the student cannot continue at Bennington and describing in detail what remains to be carried out under Bennington direction and the course of studies proposed elsewhere. The Dean of Studies will decide whether to approve the request for completion of work in absentia.

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

Transcripts

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

Study Abroad/Study Elsewhere

We encourage all students to consider studying elsewhere in the third year for a term or a year. A student who is interested in studying at another institution should begin planning for it generally a year in advance. In order for students to study away, they must be in Good Academic Standing and have approval from their advisor, plan committee, and the Dean of Studies' Office. Students planning to incorporate language study into their time away will also need the approval of the Director of the Isabelle Kaplan Center for Languages and Cultures. Study away should be included in the student's Plan and discussed at the Plan Meeting to allow the Plan Committee an opportunity to evaluate programs of study elsewhere and to advise how the courses offer may be coordinated with the student's Plan of study at Bennington. In order to obtain approval from the Dean of Studies' Office, students must consult with the Study Abroad Advisor and complete the Application to Study Away. A student who arranges to study at another institution should submit a formal request for a leave of absence in order to return to Bennington. Students may choose to apply for consortium status from the Financial Aid Office. Our Financial Aid Office would then facilitate the transfer of allowable aid to the other school. After the program is completed, an official transcript must be sent directly to the Dean of Studies' Office and official granting of transfer credit will then be determined. A credit transfer fee is charged per term. Additional information is available from the Study Abroad Advisor.

Cross-Enrollment: Williams College

A limited number of students may register at Williams College for courses not offered at Bennington. Interested students should consult the Dean's Office about applying. Enrollment is usually limited to third-year and fourth-year students in Good Academic Standing. Transportation is not provided by either college. The fall term is generally the best time to take advantage of this option.

Other Academic Programs

The College currently offers several graduate programs that lead to a Master's Degree and a postbaccalaureate certificate program.

Bachelor of Arts/Master of Arts in Teaching (BA/MAT) Program

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

Master of Fine Arts (MFA) in Dance, Drama, Music, and Visual Arts

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

1. Students create work and show this work in appropriate settings throughout their program.
2. Students work, at some point in their program, outside of their medium or discipline.

Low-Residency Master of Fine Arts (MFA) Program in Writing

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

Master of Arts in Teaching a Second Language (MATSL) Program

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

Postbaccalaureate Premedical and Allied Health Sciences Certificate Program

The College offers a Postbaccalaureate Program in Premedical and Allied Health Sciences to students who have completed a bachelor's degree and wish to return to college to pursue a career in science or to apply to professional schools. The program offers preparatory work for medical, veterinary, dental, optometry, osteopathy, paramedical, biological, and other health-related graduate schools. A certificate (not a degree) is awarded upon successful completion. A 3.0 GPA is required throughout.

Because of the individualized instruction available to students, the amount of time each student will need to complete the program is determined after thorough review of the candidate's background and strengths. Students who have had little background in the natural sciences should expect to spend one year (summer, fall, spring) at Bennington before planning to enroll in a graduate or professional school. Students in this program are expected to enroll in three courses to be considered full time, though one may elect to take more or fewer courses.

STUDENT LIFE

The Student Life staff focuses their energy and attention on building and supporting a welcoming residential community. The staff can be consulted about issues and problems that often arise in tight living quarters, and is a good source of information about College resources and policies as well as referrals to other campus offices.

The Student Life staff also orchestrates a number of specific programs, systems and services that include, but are not limited to, the following:

- The opening and closings of the College;
- New Student Orientation;
- Adherence to community standards and the judicial process;
- Crisis intervention and response; and
- International student advising.

Student Life Staff Members

Dean of Students—Robert (Bob) D. Graves, rgraves@bennington.edu

The Dean of Students is responsible for all aspects of student life, providing leadership and support for the health and well-being of the Bennington student body.

Associate Dean of Students—
Eva Chatterjee-Sutton, ecs@bennington.edu

The Associate Dean of Students is responsible for many Student Life initiatives, but most importantly, the House Chair and residential programs. In addition, the Associate Dean co-chairs the Peer Advising Program, coordinates Orientation, assists in the Sexual Harassment process, and represents Student Life on various committees.

Assistant Directors of Student Life—

Janelle Fayette, jfayette@bennington.edu

Billy Ulmer '05, bulmer@bennington.edu

Sarah Walcott, swalcott@bennington.edu

The Assistant Directors of Student Life share general responsibility for the coordination of all programming on the campus. This includes, but is not restricted to, the residential program, Peer Mentoring program, Campus Activities Board (CAB), the Outing Club, the Meyer Recreation Barn, and the intramural program. In addition, the Assistant Directors manage student conduct cases and support the annual housing process and various other Student Life initiatives.

Residential Information

As a residential College, Bennington requires all undergraduate students to live in College housing. There are 19 undergraduate student houses on the campus. Thirteen are colonial style, built in the 1930s, three are a more recent design, built in the 1970s, and three award-winning houses opened in fall 2001. Each of the houses accommodates 30 to 40 students in single and double rooms.

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

Students are all assigned a key to their assigned room, and should take responsibility for locking their doors and windows to secure their space when out of the house. We also ask students to report suspicious activity of any kind to security, at ext. 4250.

House Chairs

Bennington's residential program is student-centered. We have a student staff consisting of 36 House Chairs who are an integral part of the College's residential program. Each house has two House Chairs who work collaboratively to assist in creating a healthy, safe, and thriving environment that is conducive to each student's academic, personal, and social growth. House Chairs work with their residents to establish a comfortable living environment for all.

Senior House Chairs. Senior House Chairs are House Chairs with additional responsibilities. They chair some committee meetings, prepare the student staff minutes, help the new House Chairs perform their duties, and assist the Associate Dean with other residential life concerns.

House Meeting/Weekly Coffee Hours

Coffee Hour is a long-standing College tradition; it is a time for students to discuss house and campus matters, to plan house events, and to come together as a group to encourage community building with the house. House Chairs lead these weekly house meetings generally held on Sunday evenings.

Housing Assignment Process

The Student Life Office is responsible for housing and housing assignment at the College. Assignments for first-year and transfer students are made based on their responses to the housing preference forms they complete prior to entering that first term, in accordance with Student Life Assignment policy.

Upperclass students enrolled in the spring and continuing, choose housing for the next year by participating in the selection process run by the Student Life Office. Information about the process is distributed immediately following spring term Long Weekend. There are many variables that determine house/room assignments at Bennington. In all cases, it is the responsibility of the student to meet all required deadlines for housing or to inform the Student Life Office of any changes requested.

Every reasonable effort is made to place students in rooms and houses where they will feel most comfortable, and to assist students with any residency problems that may arise. A student returning from leave will be assigned on a space-available basis once the Student Life Office has received proper notification that the student has been readmitted. Students with medical needs requiring some sort of special consideration are required to bring those concerns to the attention of the Associate Dean of Students prior to the first housing deadline. The Associate Dean will determine what, if any, policy exception(s) may be necessary. Entering students

who are 22 years of age or older shall be considered for single status housing if space is available and after all third- and fourth-year students have been placed.

Campus Life

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

Student Council

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

A major responsibility of Student Council is the appropriation of the Student Activities Fund. (See Student Organizations and Activities on page 17). The Council is also responsible for holding campus elections for designated student positions.

Head of Student Council. The Head of the Student Council is elected in a campus-wide vote at the end of the spring term to serve for the following academic year. The Head of Student Council will receive a stipend each term for fulfilling the requirements of the position.

Requirements

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

Responsibilities

- Facilitate Student Council meetings.
- Meet with the Dean of Students once a week to discuss the Student Council meeting agenda and issues of concern.
- Communicate student issues by serving as a liaison with other student and faculty governing groups on a regular basis to exchange information and to communicate student issues.
- Coordinate the budget voting process and allocation of student activities funds to student organizations and clubs.
- Coordinate Student Council Committees by ensuring that positions on committees are filled and committee membership expectations are met.

Campus Activities Board

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

Chairperson of CAB. The CAB chairperson serves for one academic year and is selected through an application/interview process in the spring. The Selection Committee consists of the outgoing CAB Committee, including the outgoing chairperson, the secretary/treasurer of CAB, and the CAB advisors. The chairperson wil receive a stipend each term for fulfilling the requirements of the position.

Requirements

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

Responsibilities

- Supervises the organization, its members, and see that its bylaws and obligations are fulfilled.
- Organizes and facilitates CAB.
- Responsible for insuring that the board plans and implements diverse events that are representative of the student body's interests.
- Coordinates all contracts, in conjunction with the secretary/treasurer and the CAB advisor.
- Meets weekly with the CAB advisor.

Secretary/Treasurer of CAB. The secretary/treasurer of CAB serves for one academic year and is selected through an application/ interview process in the spring. The secretary/treasurer will receive a stipend each term for fulfilling the requirements of the position.

Requirements

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

Responsibilities

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

Subcommittee Chairperson

Responsibilities

- Recruit and maintain a committee.
- Meet weekly with committee.
- Coordinate the planning of committee activities with the other members of CAB and in conjunction with the CAB calendar.
- Oversee the implementation of committee activities as well as assist with major CAB programs as needed.
- Meet weekly with CAB.

Committee Members

Responsibilities

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

Student Educational Policies Committee

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

SEPC discipline representatives distribute end-of-term class and faculty evaluation forms. They also offer suggestions on policy concerning the end-of-term evaluations or other matters to the Dean's Office. SEPC reps usually have an approved Plan in their chosen discipline.

Responsibilities

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

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

Responsibilities

- To set agendas, and to preside over and schedule all meetings.
- To divide the various responsibilities of the SEPC among its members.

- To attend every meeting of the SEPC and to be aware of and abide by all policies of the SEPC.
- Shall not concurrently hold any other compensated student leadership position/s.
- Cannot be on Academic or Disciplinary Probation at the time he or she will assume the position and/or during the term of office.

Student Organizations and Activities

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

Student Activities Funds. The Student Life Office oversees student activities funds. The Student Council coordinates the budget voting, and allocation of student activities funds to organizations and clubs. At the beginning of the fall term, each organization submits a budget proposal to the Student Council and participates in a budget summit to work out reasonable budget requests. The Student Council determines how unused funds should be reallocated to student organizations and clubs.

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

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

Recreational Opportunities

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

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

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

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

Outdoor Facilities. The College's outdoor facilities consist of a basketball court, four newly resurfaced tennis courts, and a soccer field. Bennington also maintains an indoor volleyball net and an indoor portable basketball hoop. The Student Life Office has information on racket and health clubs in the area, including the Bennington Recreation Center, which has an indoor swimming pool.

Community Outreach Leadership Team

The Community Outreach Leadership Team (COLT) plans and coordinates volunteer activities, community service, and civic engagement. During

the academic year of 2004-05, students volunteered more than 3,000 hours of their time. COLTs works to create quality volunteer opportunities.

COLTs consists of three students who are the primary liaisons between established community partners and the Bennington College community. The team is made up of three representatives: Literacy and Youth Coordinator, Community Liaison and Student Recruiter, and Civic Engagement Coordinator. Individually and as a team, the coordinators actively recruit students, create projects, and build awareness campaigns, all while serving the needs of the larger Bennington community. The team works with students, faculty, staff, and community partners to facilitate programming.

Literacy and Youth Coordinator. With a special emphasis on literacy, the coordinator seeks opportunities for students to make a positive impact on children's lives through mentoring and tutoring programs. The coordinator is the primary point of contact with local schools.

Community Liaison and Student Recruiter. The Community Liaison and Student Recruiter works with community partners and develops appropriate volunteer opportunities and recruits students for those opportunities. This person promotes community service and volunteering on campus by planning short- and long-term volunteer opportunities. He or she also produces a weekly flier advertising volunteer opportunities, programs, and community initiatives.

Among the community partners working with the Community Liaison and Student Recruiter are AIDS Project of Southern VT, Bennington County Meals Program, Bennington Coalition for the Homeless, Project Independence, BROC–Community Action in Southwestern Vermont, Chrysalis Community, Habitat for Humanity, Images Cinema, Protect Against Violent Encounters (PAVE), Red Cross, Retired Senior Volunteer Program (RSVP), Second Chance Animal Center, Sunrise Family Resource Center, Vermont Arts Exchange, and the Vermont Veterans Home.

Civic Engagement Coordinator. The Civic Engagement Coordinator is responsible for creating awareness and action toward a rich and representative democracy both on and off campus. The coordinator implements voter registration drives, engages students in dialogue about democracy, civic engagement, and citizenship, increases awareness of the democracy, voting, and legislation that affects students, connects local resources with the College community, and explores volunteer opportunities that reflect active civic engagement.

Students interested in volunteering should contact COLTs by e-mailing volunteer@bennington.edu, by calling ext. 4334, or stopping by the Student Life Office.

COLLEGE COMMITTEES

Academic Policies Committee

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

Bridges: Bennington Conflict Resolution Program

BRIDGES, assists students in resolving conflicts between students by promoting communication and developing skills to support constructive dialogue. A range of programs including workshops, formal mediation, and informal conflict resolution, encourages students to take an active role in achieving resolution and making conflict resolution a part of their education. A voice mailbox is provided for the program and a post office box in Commons is also available to leave messages.

Curriculum Planning Committee

The Curriculum Planning Committee, composed of faculty representatives from each of the disciplines, is responsible for short- and long-term curriculum planning as well as for reviewing and approving the curriculum. The committee presents the curriculum for final approval to the Academic Policies Committee and the Dean's Office.

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

Health Committee
Working with Health and Psychological Services and Student Life staff the Health Committee discusses issues concerning health and psychological services on campus. The committee also assists with community outreach education programming. Students who have concerns about College health care should communicate with the Director of Health Services.

Land and Building Use Committee
This committee is charged by the President to set policies governing the enhancement of the College campus, the protection of the environment, the preservation of the built campus, parking, and accessibility of the campus. The committee is responsible for any projects involving the buildings or the landscape of the College, and its decisions are consistent with the campus master plan. Proposals for alterations to any exterior or interior spaces or the installation of sculpture or art (outside of VAPA) belonging to the College must be made on forms available from the Vice President for Planning and Special Programs in the President's Office. Temporary art exhibitions must be approved by the appropriate offices. The Committee is chaired by the Vice President for Planning and Special Programs and is made up of the Executive Vice President, the Dean of Students, the Director of Facilities Management, a member of the faculty in environmental studies and in architecture, the Special Assistant to the President, and a student appointed by the Provost and Dean.

Library Committee
Co-chaired by the Provost and Dean and the Director of Library and Information Services, this committee is charged with reviewing and making recommendations regarding the library's policies and procedures, user information and services, print and online resources, and archives and special collections. Committee members include faculty, students, and staff.

Safety Committee
The Safety Committee, made up of faculty, students, and staff, and chaired by the Director of Facilities Management, is responsible for reviewing matters pertaining to safety on campus. The committee reviews practices and procedures associated with ongoing College operations, ensures that adequate and appropriate safety training occurs, and seeks to identify hazards on campus in need of correction. Campus community members may bring safety concerns to the attention of the Chair of the Safety Committee.

Technology Committee
This committee works in collaboration with the Computer Center, Dean of Students, and the Crossett Library providing student feedback and recommendations regarding new and existing computer technology, telecommunications, and library resources.

Residential Committee
This committee assists the Student Life Office with the housing assignment process and serves as an appeals board in cases of dispute. The Residential Committee works with the Facilities Management staff to address concerns in the Houses, makes recommendations on furniture purchases, and participates in the billing appeals process led by the Dean of Students.

POLICIES AND PROCEDURES

Preamble

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

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

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

I. Student Self-Governance

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

II. Source and Lines of Authority

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

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

III. Student Conduct

The following actions by students violate College standards of conduct, as do attempts to commit any of these acts on or off the Bennington College campus. Violation of these standards, or any other College rule or policy may result in student disciplinary action. For the most part, these definitions are to be construed broadly. Specific examples are intended to be illustrative, not exhaustive or exclusive.

1. **Violence.** Causing physical harm or the reasonable apprehension of harm to another person on or off campus.
2. **Harassment, abuse, coercion, injurious conduct.** Physical or verbal abuse and threatening and intimidating behavior of any sort, including not only direct threats of any kind, but also psychological and sexual harassment. Examples of such conduct include, but are not limited to:
   a. Threats, intimidation, physical abuse, verbal harassment, or derogatory statements directed towards other students, visitors, or College employees.
   b. Abusive, obscene, vulgar, loud, or disruptive language or conduct directed toward and offensive to a member of or a visitor to the College community.
   c. Discriminatory behavior with regard to age, sex, religion, affection/sexual preference, disability, race or color.

Complaints involving sexual harassment and sexual assault must be made to the Sexual Harassment Hearing Committee or to the Sexual Harassment Mediators or Advisors. (See the Sexual Harassment Policy on page 36.)

3. **Disruptive conduct.** Behavior which, in the opinion of the College or any of its disciplinary officers or agencies, is disruptive to the orderly processes of the College, including, but is not limited to: disrupting a class, lecture, meeting, ceremony, performance, event, or other function; interfering with College faculty or staff when performing their duties; failure to abide by College policies; creating excessive or chronic noise.

4. **Unauthorized entry.** Unauthorized entry into a private room, office, studio, or other College space without having gained proper permission in advance. This also includes the unauthorized possession, duplication or use of College keys, or tampering with College locks.

5. **Theft or attempted theft.** Actual or attempted theft of or misappropriation of, property and/or services. This includes, but is not limited to: property taken electronically via computer systems or the Internet; acts of fraud or attempted fraud committed by forgery, alteration, or use of College documents, records, identification cards, or by other means; misuse of the Bennington name, which includes, but is not limited to, contractual agreements made in the Bennington College name or unauthorized use of the College name or letterhead in advertising or media or correspondence.

6. **Malicious mischief/vandalism.** The intentional or negligent destruction, defacement, or alteration of property belonging to the College or an individual. This also includes property stored electronically (e.g., in computer memory or on electronic, optical, or other storage media).

7. **Endangering behavior.** Behavior which, in the opinion of the College or any of its disciplinary officers or agencies, endangers the health and safety of oneself or others.

   Examples of endangering behavior include, but are not limited to: public intoxication; use or possession of any controlled substance or illegal drug; possession of drug paraphernalia including but not limited to pipes, water pipes, hookahs, bongs, or any other device used to facilitate the consumption of drugs; providing alcohol to an underage person, providing illegal drugs to anyone, tampering with or misuse of fire and life safety equipment; tampering with electrical, computer, or telecommunications systems; unauthorized climbing on College buildings; the possession, use, or storage of weapons including but not limited to guns, airguns, bb guns, paintball guns, and ammunition of any kind; the possession and/or misuse of potentially harmful or explosive materials.

8. **Unauthorized recording.** The recording or photographing of an individual or group's proceedings, performances, classes, lectures, programs, workshops, or other similar events without the specific authorization of the sponsoring individual, organization, faculty member, speaker, or other party related to the event.

9. **Violation of law.** Violation of local, state, or federal law. Violation of the law may subject an individual to separate disciplinary action at the College.

   Disciplinary action at the College will normally proceed during pending criminal proceedings and will not be subject to challenge on the grounds that criminal or civil charges involving the same incident are pending or have been dismissed or reduced. The pending appeal of a conviction shall not affect the application of this rule.

10. **False information.** Providing false, inaccurate, or misleading information to a College faculty member or official.

11. **Failure to respond.** Failure to respond to or comply with a reasonable request from a College official, faculty member, College security officer, or any other staff member acting in accordance with his or her duties. This includes, but is not limited to: failure to respond to or meet with the Provost and Dean or the Provost's designee, failure to appear as requested before the Judicial, Administrative Review, or the Sexual Harassment Committees, or to comply with a request to provide information in connection with an investigation by

any of these committees or a person designated to investigate a charge; or failure to respond to a reasonable request from a security officer, faculty member, or any other College official while performing his or her duties.

12. **Failure to comply.** Failure to comply with any College policy or rule.
13. **Other College policies/rules.** Violations of any other College policy or rule, including, but not limited to those referenced below:
    a. Residential Policies
    b. Facilities Management and Policies
    c. Security: Fire and Life Safety Policies
    d. College Policy on Alcohol and Drugs
    e. Sexual Misconduct Policy
    f. Nondiscrimination Policy
    g. Information Technology Policy
    h. FERPA (Family Educational Rights and Privacy Act) Annual Notice
    i. HIV/AIDS Policy

13a. Residential Policies

i—Residency requirement. All Bennington College students enrolled in classes full time are required to live on campus, in College housing.

ii—Exception to the residency requirement. The College recognizes that a few students may need an exception to the Residency Requirement. We grant exceptions for an enrolled student who is:

- Married or in a civil-union recognized by the State of Vermont.
- A parent or legal guardian of a child. (Bennington does not provide family housing for students.)
- 24 years old or older when the student begins study at the College.
- Living at his or her parent's home, within a 25-mile radius of the College.

The Dean of Students will consider all other requests on a case-by-case basis. Requests must be in writing, be received on or before July 1 for the fall term, and by December 1 for the spring term in order to be considered. The Dean of Students decisions on these matters is final.

iii—Right to assign. The Dean of Students reserves the right to assign any vacancy in College housing at any time, and to reassign any student at any time.

iv—Occupancy. Students are allowed to occupy their assigned room, use the common space in their house, and other College facilities when the College is in session. Students are required to vacate College housing between terms and cannot access College facilities without permission from Security or the Dean of Students.

Information about dates and times that College residences open and close are published in the academic calendar found in this Student Handbook. *The End of Term Announcements* notice is sent out from the Student Life Office to all students at the end of each term. Students are expected to arrive and depart campus in accordance with set deadlines. Early arrivals and late departures are not permitted unless approved in advance by the Student Life Office.

v—Assignment information. First-year and transfer students are assigned to housing based on their preference form and space availability. Upper-class students enrolled at the time of the annual spring lottery, choose their housing based on the housing assignment process. Late applicants or students returning from leave are housed on a space-available basis.

Each spring, upper-class students enrolled in the spring and continuing choose housing for the next year by participating in the housing lottery which is run by the Student Life staff. Lottery information is distributed immediately following spring weekend.

vi—Assignment Restrictions

1. Students may not change their housing assignment without the permission of the Student Life Office. Students who change their housing assignment without obtaining permission will be required to return to their official housing assignment. Failure to obtain permission may also result in disciplinary action.
2. Although third-year and fourth-year students have priority for singles, they are not permitted to transfer their housing status to other students.
3. If for any reason a student eligible for a single is assigned to a designated double without a roommate, the student may be reassigned to a single as soon as one becomes available.
4. Based on the number of students living in housing each term, the Student Life Office may temporarily assign available doubles as

singles to final-year students. First-year students and other students who wish to live in a double with a roommate are given priority for available doubles in each house.

5. Midyear assignments and reassignments are made in accordance Student Life policies.

vii—Room changes. During the first week of a term, the only room changes that will be permitted are in-house. Before room changes can take place, House Chairs will offer the room to eligible house residents at their Coffee Hour. If a resident wants the room, the House Chair will notify the Associate Dean of Students by 5:00 pm on the subsequent Monday so the necessary paperwork can be prepared for the student.

During the second and third week of classes, students can request to change rooms within their house or to request to move into another house. The request is made directly to the Student Life Office where students will receive the necessary paperwork to be filed before an approved authorized move. The same criteria must be met regarding eligibility for singles and the need for roommates. After the third week of classes only emergency room changes will be authorized.

All room changes require prior approval from the Student Life Office. Failure to obtain permission may result in disciplinary action.

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

viii—Returning from leave of absence/abroad programs. Returning students who were on leave, studying abroad, or are reentering after being considered withdrawn by the Dean of Studies' Office are assigned to rooms based on their class status and residency at the time they went on leave or withdrew from the College.

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

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

x—Eligibility for Longmeadow. Longmeadow is a substance-free house. Selection to the substance-free house is through an application process. Members of the Residential Committee along with occupants of the substance-free house will review all applications necessary. Interviews may be conducted. Housing placements will be determined after the selection of members has been completed.

xi—Eligibility for Welling Town House. Welling Town House residents agree to live in a cooperative environment and to share all responsibilities associated with the running of the residence. Students who wish to live in Welling Town House complete an application and are selected prior to the regular housing assignment process each term.

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

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

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

xiii—Postbaccalaureate/Graduate students. Postbaccalaureate and graduate students who wish to be considered for on-campus housing must request that by contacting the Student Life Office by July 1. Graduate students will be offered available singles on a space-available basis once all undergraduate students are housed. This usually takes place around August 1. Student Life cannot and does not guarantee on-campus accommodations for postbaccalaureate and graduate students.

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

xiv—Personal property. The College assumes no responsibility for the theft, loss, or damage to a student's personal property. Students are encouraged to take appropriate steps to safeguard and insure his or her property and to maintain their own personal property insurance. Any loss or theft of property should be reported to security so that an official record is available if needed.

xv—Right to enter. Bennington College reserves the right to enter any College building and space within that building, including student rooms, at any time for the purpose of responding to emergencies, monitoring health and safety standards, establishing order, making repairs, performing routine maintenance (including response to work orders), inventory, extermination, cleaning, enforcement of College rules and regulations, securing buildings, and for any other reasonable purpose. The resident's absence will not prevent such entry. Only authorized College personnel will make such an entry except as provided below with respect to law enforcement officials.

xvi—Accountability. Students are accountable for all activities taking place in their assigned space, whether they are present or not. Each occupant will be held responsible for any prohibited activity(s) or illegal item(s) found in his or her assigned space.

xvii—Withdrawal. Once Student Life has received notification, all housing assignments (for the current or next term) are cancelled. The student has 24 hours to vacate his or her assigned room and return the room key to Security, indicating the student is departing from campus. The student should inform Security who they are, return their room key, and request that the information be logged for the Student Life Office.

Upon suspension or dismissal during the term, the student must vacate campus in accordance with this policy, unless the suspension or dismissal notification letter states otherwise.

Property remaining in an assigned space or left on campus after the 24-hour period is considered abandoned, and will be donated to local charities or discarded at the discretion of the Student Life Office.

If a student withdraws at other times, he or she will need to make arrangements with the Associate Dean of Students to retrieve any belongings stored on campus within five business days of that decision. Property remaining in an assigned space or left on-campus after the five-day period is considered abandoned, and will be donated to local charities or discarded at the discretion of the Student Life Office.

13b. Facilities Management and Policies

The Facilities Management staff works diligently to keep the campus buildings and grounds clean and safe for student, faculty, and staff use. The staff includes housekeepers, electricians, plumbers, carpenters, locksmiths, painters, groundskeepers, supervisors, and office staff. Students can help the Facilities Management staff by reporting any damage or potential problems by calling ext. 4584 during the business day or by reporting problems to Security ext. 4250 after hours.

Facilities Management Staff (ext. 4584)
Director of Facilities Management—Bill Tronsen
Assistant Director—Richard Smith
Housekeeping Supervisor—Angel Brownell
Administrative Assistant—Lynn Gilbar

i—Student rooms. Students are responsible for maintaining their room in a healthy, safe and livable condition. This includes, but is not limited to: removing trash or garbage regularly, keeping flammable materials such as newspapers and magazines to a reasonable number, and abiding by other College policies regarding health and safety. Students living in suites are also responsible for their suite.

Students are not allowed to permanently alter any feature of their room or its furnishings. Students are responsible for any costs associated

with restoring their assigned room to the condition in which it was found at the start of each term. The Facilities Management staff inspects and documents the condition of each assigned student room and College furniture in that room before the start and just after the end of each term. This information is recorded on Room Inspection Forms. Students are responsible for any costs necessary to restore the room or College furniture to its original condition.

ii—Room inspection forms. At check-in each term, the Housekeeping Supervisor provides each student with a copy of their Room Inspection Form, documenting the condition of their room and the College furniture in that room. If you agree and accept the condition of your room and College furniture as indicated on the Room Inventory Form, you do not have to respond. If you do not accept the information on your Room Inspection Form, indicate your concern(s) in the space provided and return the form to Facilities Management within 48 hours of check-in. Facilities Management will review the information, rectify the concern(s) and issue an updated Room Inspection Form.

If a student is reassigned during the term, they must comply with the Room Inventory process at the time of reassignment from Student Life Office.

iii—Common areas. Common areas are for the use and enjoyment of all members of the Bennington community. Common areas in the College houses are for the house residents and their guests (from on or off campus). House common areas include, but are not limited to: living rooms, kitchens, hallways, bathrooms, and laundry rooms. House residents are both individually and collectively responsible for the condition of their common area and the College Furniture provided. House common areas are expected to be kept in a clean, healthy, safe, and livable condition.

iv—Facilities management. Security and Student Life staff work together to keep College furniture in place. The Facilities Management staff inspects all house common areas before the start and just after the end of each term to assess the condition of areas and the status of College property. House residents are accountable for any damage, repair or replacement costs, or extra work necessary to restore the house to its original condition.

v—Damage and restoration charges. Students are responsible for all restoration charges to cover costs of repair or replacement of any damaged or missing items of their particular room. In the case of restoration charges for common areas, the resident(s) responsible will be held accountable whenever possible. If no one is identified as personally responsible for common area damage, the charges will be pro-rated to all residents of that particular House. In such instances, a notice of the charge(s) will be sent to the House Chairs to discuss with house residents at Coffee Hour. The house will have ten business days from the time of House Chair notification in which to identify the responsible individual(s). I no individual is identified, the charge will be divided equally among the residents of the particular house and billed equally to each to the student account. If residents of a house believe they know who is responsible, they should notify their House Chair or the Director of Security within the ten day time frame. Security will investigate and may determine that the house is not responsible for the damage charges.

When College furniture is moved from its designated location (e.g., lawn furniture brought inside a house, living room furniture taken outside) the house residents will be held accountable for costs to return each item. When possible, the house will be given an opportunity to move the furniture back to its appropriate location. If the furniture is damaged in any way, the house residents will be responsible for the cost to repair or replace the items, in addition to the fine. If a student removes any common area furniture into his or her own room, he or she will be charged a fine of $50 for the misappropriation of College-owned property and a moving charge if the College has to move it back.

As mentioned above, the Facilities Management staff members are continually conducting inventory of College premises, assessing the condition of each assigned room, and house, as well as inspecting the status of College furniture. Students are accountable for any restoration costs associated with returning their room to the exact condition and set-up in which they found the room when they first took occupancy. Restoration charges may include, but are not limited to: the repair or replace cost(s) for damage to the room, College furniture or equipment provided; repair, replacement, or costs of any extra work necessary to

restore the room to its original condition including extra cleaning, moving or rebuilding of furniture. Students are not allowed to repair any damage to their rooms or to common areas of the houses. The College does all repairs.

If social events are held in a particular College house, the host(s) are responsible for any restoration costs incurred during a scheduled event unless individual(s) responsible for such costs are identified and reported to Security.

Bills are sent out to those who have been assessed for individual and/or common area restoration charges shortly after the end of each term

vi—Billing appeals. Should a student find a discrepancy with his or her maintenance charges, it is the student's responsibility to call or write to the Facilities Management Department within 10 days of the date of the bill. After that date, the charge(s) will be added to the student's College bill. All College bills must be paid before a student may enroll in a subsequent term.

If, after contacting the Facilities management department, the student still wishes to contest the charge(s), he or she may write a written appeal to the Dean of Students. The appeal should explain in specific detail the reasons for contesting the charge(s), no later than 10 business days after the start of the next term. Appeals received after this date will not be accepted. Appeals received during the summer or FWT will be held and reviewed by the Dean of Students and the Residential Committee at the beginning of the subsequent term. The student will be notified in writing of the committee's decision. If the appeal is granted, the student's account in the Business Office will be credited. The Dean of Students or his delegate will oversee this process.

End of term inspection of individual rooms and common areas. After the houses close at the end of term, a House Chair and a member of the Facilities Management staff will check each house and room for damages. Room damages or extra cleaning will be billed to the resident(s) of the room, unless the Room Inspection Form indicates the damages pre-existed. Common area damages will be charged to the whole house or any individual student who has taken responsibility for the particular damage prior to departure.

vii—Check out. During FWT and summer vacation, the College houses undergo routine maintenance and renovation. In addition, most houses are used by outside groups. Therefore, rooms in every house must be completely emptied of personal belongings at the end of each term. Residents will receive information about what is expected at check-out, and on-and-off campus storage options in the *End of Term Announcements* distributed prior to the end of each term. House Chairs will discuss this information with Residents at Coffee Hour. No on-campus storage is provided during the summer.

viii—College furniture. College furniture may not be removed from individual rooms, common areas, or buildings. This furniture is for the use of all current and future residents and is expected to remain in the place throughout the term. If any College furniture is missing at the end of the term, students will be billed for the replacement cost of the missing pieces. Furniture from individual rooms will be billed to the occupants. Common Area furniture or equipment will be billed to the individual responsible if that individual is identified. If the individual is not identified, the bill will be prorated among all House Residents. If residents wish to relocate common area furniture, they should ask their House Chair to seek permission to do so through Facilities Management.

ix—Personal furniture. Students who have personal furniture in their rooms will be charged a minimum of $50 per item for its removal at the end of the term.

x—Trash and recycling. Students are responsible for disposing of all their own trash and for placing recycling in the proper receptacles.

xi—Health or safety hazards. Health or safety hazards that come to the attention of Facilities Management or Security are reported to Student Life for follow-up and possible disciplinary action.

xii—Room keys. During Opening Day each fall term, keys are distributed "under the tent." In the spring term, keys are issued in Commons lounge. At other times of the year, keys are issued from the Key Room located on the first floor of Commons.

If you lose your key, report the loss at the Security Booth, and they will request that your lock be changed on the next business day. If you lose your key and are concerned about your own sense of personal safety, request that security issue an emergency lock order, and a locksmith will be

called in to do the work upon request. The College charges for both of these services.

Keys must be returned to the Key Room or Security prior to departure at the end of each term. A five-day grace period after the official closing date is allowed during issued key(s) must be received to avoid having your account charged to replace the lock.

Each student is expected to sign out their room key before taking occupancy of their space. Student rooms should be locked upon arrival (unless your roommate has arrived before you). If the room is found unlocked, please notify security. The College urges students to lock their room when away, and to carry their room key at all times.

13c. Security: Fire and Life Safety Policies

The Bennington College Security Department is located in the small building (the Security Booth) at the entrance to the main campus, opposite the Barn. The Security Department is open 24 hours a day, 7 days a week.

Security can be reached by telephone at:

- Emergency (ext. 210)
- Nonemergency (ext. 4250 or "0")
- From off campus (802-440-4250)

Please report any problems, suspicious situations, or facilities concerns to security as soon as they arise. The Security staff will report concerns to the appropriate staff or department, and if necessary, will contact other resources as needed.

College Security officers have full authority granted by Bennington College to enforce the rules and regulations as outlined in this Student Handbook. Security officers are also required to monitor violations of state laws regulating underage drinking and the use of illegal and controlled substances. Security officers have the authority to detain individuals and to request identification and will contact the Bennington Police Department if suspected criminal activity is observed or reported. The Security Department maintains positive working relationships with both the Bennington and the Vermont State Police, as well as with the Bennington Fire Department. These departments assist the College security force when requested, but do not normally conduct patrols of College-owned property.

At the beginning of each term, House Chairs receive training to help them deal with a variety of situations that may arise in their houses. Information and updates on safety and security are provided throughout the term in community notices circulated to campus members or posted in houses and academic buildings.

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

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

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

Security officers conduct foot and vehicle patrols 24 hours a day, but they cannot cover every room of every building. For Security to be successful, all members of the College community must be security conscious. If students witness a crime or suspicious activities, they should dial ext. 210 immediately and be prepared to provide as much information as possible. Doors, windows, locks, lights, or unsafe conditions in need of repair should be reported. In addition to the above, the Safety Committee is charged with reviewing matters pertaining to safety on campus.

ii—Emergencies. Security is responsible for activating the emergency system, which responds to all matters of an emergency nature at any time of day or night. Each officer is trained in first aid and

cardiopulmonary resuscitation, and Security should be called immediately in the event of accident or illness.

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

iii—Bennington College Emergency Response Plan. The Bennington College Emergency Response Plan was developed to provide a systematic and comprehensive response to a wide range of emergency conditions that might occur on campus. This emergency response plan outlines the procedures necessary to respond to a crisis and to attend to the physical, structural, or technical repairs needed to restore the facilities to optimal functioning. The primary goal of the plan is to respond effectively and efficiently to any crisis (short term or long term) that affects the safety of the College community.

The Emergency Response Plan calls for a team approach; with all emergencies are to be reported to security. Depending upon the nature of the emergency, Security may investigate the emergency, activate the Emergency Response Plan, or immediately activate the on-call system. Security may act as first responder depending on the urgency of the emergency. The on-call administrator determines the level of emergency and activates the Catastrophic Response Team as necessary.

All community members are notified that a campus emergency exists by an emergency siren that can be heard throughout the campus. When the siren sounds, dial 5555 from any campus phone for information and instructions.

iv—Student houses. All student houses are equipped with fire extinguishers, heat, and smoke detectors linked to a locator-enunciator panel in the Security Booth.

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

vi—Fire safety rallying point. If there is a fire in a College house, students should meet their House Chairs in Commons Lounge immediately. The House Chairs, working with the Student Life staff and Security, will help account for everyone and provide further information.

In the event of fire:

1. Pull the red manual fire alarm switch in the building. Everyone should become familiar with the location of these switches.
2. Evacuate the building and proceed to Commons Lounge.
3. Call security immediately at ext. 210—day or night.
4. Security will be responsible for checking the building.

vii—Fire and Life Safety Policies. The following are violations of Fire and Life Safety Policies:

1. **Setting fire.** This includes intentional or accidental fire, even those caused by cooking, fireplace use, or smoking in approved areas.
2. **Setting off fire alarms.** This includes intentional or accidental fire alarm, even those caused by cooking or smoking in approved areas.
3. **Failing to evacuate.** When a fire alarm sounds, all occupants are expected to evacuate the building promptly.
4. **Tampering with or misusing fire protection or other life safety equipment.** This includes, but is not limited to: fire extinguishers, fire hoses, emergency exit lights, fire doors and related closures, alarms, and smoke detectors.
5. **Possession and/or using flammable materials, candles or incense.** This includes, but is not limited to: gasoline, lamp oil, camp-stove fuel, fireworks, holiday decorations, paint thinners, candles, and incense.
6. **Tampering with wiring.** This includes, but is not limited to electrical equipment, wiring, cable TV, computer wiring, or overloading electrical outlets. Only UL approved electrical cords are allowed.
7. **Causing or contributing to a fire safety hazard.** This includes, but is not limited to, obstructing exits, stairwells, hallways, and passageways; storing an excessive amount of waste paper or other waste; careless use of smoking material; having halogen lamps; having ceiling hangings (they may spread fire and smoke more rapidly); covering more than 50% of the wall space in your assigned room; having an excessive amount of personal belongings in any College space.

8. **Violations of the Town of Bennington or the State of Vermont Fire Safety Regulations.**
9. **Roofs.** Bennington College strictly prohibits students or anyone else from climbing on any College building without permission from the Director of Security. In addition, any student who allows another individual to access the roof or exterior of a building from their assigned room is in violation of this policy. The College assumes no financial or legal responsibility for injury due to such prohibited acts.
10. **Weapons, ammunition, explosives, hazardous material.** Any item which, in the opinion of the College or any of its disciplinary agencies, appears to be a weapon, ammunition, explosives, or other hazardous material is not permitted in College buildings or on College grounds. This includes, but is not limited to: guns, paintball guns, bb guns, ammunition, knives, fire works, combustible or hazardous material. Students using such material for academic purposes must arrange with their faculty members or departmental coordinators to store the said material away from College houses, in a properly secured space. Security should be notified of any such material.
11. **Smoking.** Smoking is limited to designated areas on campus. See the College's Smoking Policy on page 30.
12. **Fireplace use.** Fire screens must be employed whenever fireplaces are in use, and the student in charge of the event must take responsibility for the use of the fireplace.
13. **Bonfires.** Bonfires are prohibited without the approval of the Dean of Students. Students who wish to have a bonfire in conjunction with an event must register the bonfire through the Student Life Office at least ten days in advance. Approval for a bonfire is subject to the safety and environmental conditions as determined by the North Bennington Fire Department and the Director of Security.

When in doubt as to whether or not some item violates the College's Fire and Life Safety Policy, students should seek an opinion of the Director of Security before bringing the item onto campus.

viii—Room safety checks. Room checks will be conducted unannounced at least once each term. The Director of Security or designated Security officer will accompany the Head of Housekeeping and a House Chair on room checks. They will inspect for safety violations. If a violation is found, a note will be left in the room advising the occupant of the nature of the violation, unless it is of such nature that disciplinary or immediate action must be taken and the hazard removed by the Director or designee. Any room where a violation is found will result in the Security Director performing a second unannounced room check at a later date. If there are any violations found at the time of this second check, the occupant will be subject to disciplinary action or possible fines.

ix—Kitchens and cooking. The College provides kitchens in each of the College house for student use. Students are expected to take responsibility for their use of the kitchen, food or other personal belongings. Students who use the kitchens are responsible for appropriate use, cleaning up, disposal of food and trash, and for any kitchen-related fire, regardless of intent. Report any problems or concerns to your House Chair or security immediately. The kitchens in the College houses are not meant to replace the dining halls, but are provided for student enjoyment and convenience. Cooking is not allowed in any other space in the College Houses.

Each College house is adequately equipped to handle the volume of electricity demanded by today's student body. However, to prevent electrical overload and to avoid the hazards that arise from such an overload, we allow some appliances and restrict some others.

The appliances permitted include: Computers, computer equipment, stereos, TVs, VCRs, DVD players, clock radios, hair dryers (not exceeding 1000 watts), small fans, refrigerators under 3 cubic feet, and lamps with incandescent bulbs of 60 watts or less.

The appliances not permitted include air conditioners, any appliance with an exposed heating element, hot plates, toasters, toasterovens, gas stoves or burners, camping stoves, halogen lamps, and any appliance whether listed here or not that exceeds 1,000 watts.

In addition, any appliance that is not specifically approved by Underwriters Laboratory (UL), in poor working condition, or deemed inappropriate by the Director of Security or Facilities Management must be removed from College spaces.

When in doubt as to whether or not an appliance is allowed on campus, ask the Director of Security or Director of Facilities Management for clarification.

x—Smoking Policy. The College's smoking policy complies with Vermont state law, which restricts smoking in all places of public access. Thus, smoking is prohibited in all work areas at Bennington College including classrooms, offices, hallways, bathrooms, rehearsal rooms, and studios. Smoking is also prohibited in all common spaces (bathrooms, hallways, living rooms, kitchens, etc.) in all student houses and prohibited in nonsmoking houses. The areas near entryways and exits of all buildings are also designated as nonsmoking areas.

Students who violate the College smoking policy may be fined and/or subject to disciplinary action. Individual students who are found to be in violation will be issued one warning ticket. The first ticket, thereafter, will result in a $25 fine, the second a $50 fine, the third a $75 fine and possible disciplinary action. The fourth offense will result in a mandatory referral to the Judicial Committee or the Administrative Review Committee. Students who repeatedly violate this policy may be subject to housing suspension, suspension, or expulsion from the College.

xi—Guest Policy. Students are welcome to have up to two guests on campus at any one time. Guests must be registered with Security at the time of arrival. Please bring your guest(s), with proper ID as described below, to the Security Booth, open 24/7. Guests, including alumni and former students (except when attending public performances) must present a picture ID, and receive a visitor's pass. Access to student houses is restricted to current students and their signed-in guests. The College reserves the right to limit or deny guests, and may revoke guest or hosting privileges for any reason, at any time.

1. **Hosting a Guest.** Only current students of Bennington College can serve as hosts for guests. Hosts must accompany their guest(s) to the Security Booth. Students are responsible and accountable for the conduct of their guests at all times. If a registered guest violates College regulations, the guest will be held accountable if possible. The student host may also face College disciplinary action. The student host should be with his or her guest and not allow the guest to move freely about the campus on his or her own. Hosts may not have guests (including alumni and former students) prior to the first day of classes in the fall and spring terms.

   Guests may accompany students into College facilities, but are not permitted to use College supplies for their own personal use. Any guest violating College policy may be required by Security to leave immediately. If another member of the College community registers a legitimate complaint, Security will require the guest to leave. Guests may be banned from College property for ignoring the guest policy after being warned. Guests are not allowed to take up residence on campus, and overnight and day visits are limited to six days per month. Visitors may not stay the last six days of one month followed by the first days of the next month. There must be at least 10 days between such visits. Any request for an extension of the six-day limit must be directed to the Director of Security.

2. **Alumni Guests.** Alumni are allowed to visit campus for unlimited day visits without being signed in. After 8:00 pm alumni must be signed in by a current student and are limited to six overnight visits per month.

3. **Parents.** Parents who plan to visit campus should arrange to stay off campus in town and may not stay in student housing.

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

With the exception of small fish and service animals who have been approved by and registered with the Student Life Office, the College prohibits any person from bringing or keeping pets in student residences or any administrative, service, or academic building. Pets are not allowed in such facilities as classrooms, libraries, studios, food

service areas, administrative spaces, or public access areas.

Individuals found in violation of the pet policy will be fined $100 and will be given 48 hours to remove the pet from campus. It is the responsibility of the individual to provide proof (verbal and written) to the Director of Security, or his designee, that the pet has been removed. If the pet has not been removed within 48 hours, a subsequent fine of $50 per additional day will be assessed. The individual will also be subject to judicial actions.

Security will arrange (with or without notice) to remove pets on the campus in violation of policy. Should external assistance be used to remove a pet, the owner will be responsible for any cost incurred. Any damage or repairs arising from pets being brought onto or kept on campus by students will be charged to the owner. Students are responsible for their guests' compliance with the College's policy and will be held accountable for reimbursement of any costs incurred by the College related to violations. Animals of unknown ownership roaming loose on the campus will be taken to the local animal humane society.

Dogs temporarily brought onto the campus by residents, employees, or visitors must be in the full control of their owner or other custodian. All dogs are to be on a leash at all. Under no circumstances are dogs either to be allowed to run loose or to be tied to buildings, handrails, trees, bicycle racks, or other objects. Infractions or complaints are to be brought to the attention of security.

xiii—Solicitation. Soliciting is not allowed in College houses, and is only allowed on campus with permission from the Director of Security.

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

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

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

xv—Parking Permits and Regulations.

1. All motor vehicles owned by students and operated on the College campus must be registered with security, and must comply with The Parking Rules and Regulations information, available at the Security Booth.
2. A parking sticker is provided at a cost of $50 per term upon presentation of a valid driver's license, state registration, proof of insurance, and a completed application.
3. Vehicles must also have a valid inspection sticker.
4. Parking stickers do not guarantee the availability of a parking space in every lot at all times.
5. Fire lanes must be kept clear at all times. Cars parked in fire lanes are subject to ticketing and/or towing.
6. Unregistered vehicles will be ticketed; repeat offenders may have their cars towed.
7. Vehicles must be parked only in areas to which they are assigned.
8. Fines of at least $10 will be assessed for each motor vehicle violation. Drivers responsible for multiple violations are subject to suspension of driving and parking privileges.
9. Appeals should be addressed to the Executive Vice President and must be made in writing within five days after receipt of the ticket.

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

xvii—Reckless Driving. Reckless driving as determined in the discretion of College Security is prohibited. The College defines reckless driving as driving that endangers people, property, or animals. Examples of reckless driving include, but are not limited to, drunk driving, driving at an excessive rate of speed, failure to yield to pedestrians, and driving across lawns. Violators may be subject to suspension of driving and parking privileges and local authorities may be notified.

xviii—Van Policy. During the week, a Red Cross bus transports students to and from the campus to North Bennington and Bennington. Hours of

operation are posted in the Security Booth at the beginning of each term. In addition, the College has three vans at its disposal.

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

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

Note: Students are not permitted to drive the College van. Requests for an exception to this policy are at the discretion of the Director of Security.

13d. College Policy on Alcohol and Drugs

Bennington College students are required to comply with state and federal law and College policies regarding alcohol and other drugs. Any student cited in a Police and/or Security Report; involved in the illegal use, abuse, possession, sale or distribution; or whose behavior indicates alcohol or drug abuse is in violation of College policy. In addition, Bennington College does not allow drug paraphernalia on campus.

Therefore, the student will be required to meet with a Student Life staff member who will determine an appropriate sanction or disciplinary referral to either the Judicial Committee or the Administrative Review Committee. Alcohol and drug use or abuse is not an excuse for unacceptable behavior or acts. The association of mind- or mood-altering substances with problem behavior may be seen as an exacerbating factor, not a mitigating one.

If a student is determined to have violated College Alcohol or Drug policy the Dean of Students or designee may require a substance abuse assessment (through an outside agency) to determine whether the student can be presumed to be chemically dependent and in need of intervention and treatment. The cost of this assessment will be borne by the student. The student may be required to seek treatment as a result of the assessment.

i—Risks associated with the abuse of alcohol and other drugs. The College is concerned about the risks and potential dangers involved in the abuse of alcohol and other drugs. There is the risk that alcohol/other drug abuse may cause significant changes to an individual's physical and psychological health, which can inhibit a person's academic and social success at Bennington College. It may also interfere with the interaction and trust that are imperative to Bennington's educational community.

ii—Support and counsel. Alcohol and drug abuses are serious legal and medical problems. The College encourages any student with alcohol- or drug-related problems to seek assistance from appropriate College services or private agencies. The educational, counseling, and referral services of the Health and Psychological Services staff are available to those experiencing difficulty due to the use/abuse of alcohol and/or drugs. These services are available to the user and to those students whose lives are affected by the use/abuse of others.

The use of Health and Psychological Services for alcohol or drug abuse is confidential. Individual privacy will be respected unless otherwise required by law. Health and Psychological Services also has information about Alcoholics Anonymous, Narcotics Anonymous, Al Anon, and Adult Children of Alcoholics groups and can assist students who are interested in attending meetings either on campus or in the local community.

24/7 Access—Dial 210 for Emergencies. Security can activate, depending on the situation, the following on-call resources:

- On-call Student Life staff member
- On-call Security Director
- On-call College Physician
- On-call Psychological Services Counselor

Individuals are also encouraged to seek support and advice from the following resources:

- FOCUS (Facts on Chemical Abuse): This is a four-session in-depth examination of substance use and abuse, conducted by United Counseling Service and scheduled each term by the Student Life Office.

- Substance Seminars: A two-hour program offering information and resources available to students conducted by United Counseling Service and scheduled each term by the Student Life Office.
- AA meetings (447-1285)
- Al Anon (447-1285)
- United Counseling Services (442-5491)
- Southwestern Vermont Medical Center ER (442-6361)
- Turning Point Club (442-9700)

iii—Alcohol Policy. The College Alcohol Policy is intended to encourage lawful and responsible decision-making on the part of all Bennington College students.

The Alcohol Policy is intended to be consistent with state and federal law; it stresses moderation, safety, and individual accountability; is for those who choose to drink lawfully; to prevent alcohol abuse and its effects; to provide information and education for all community members; and to provide confidential advising and counseling for those with concerns related to alcohol use and alcoholism.

Alcohol Regulations

1. Only persons of legal drinking age under Vermont state law (21 years of age) may consume alcohol on College property.
2. Selling and/or providing alcoholic beverages to an individual who is under the age permitted by the state of Vermont is prohibited.
3. Kegs of beer or beer balls are prohibited from College residences.
4. Consumption of alcoholic beverages or possession of an open container of alcohol is prohibited in common areas of student houses, nonresidential college buildings, and out-of-doors except at authorized College events (under the auspices of the College food service).
5. Operating a motor vehicle while under the influence of alcohol is prohibited.
6. The use of a false ID or falsifying one's ID for the purposes of purchasing alcohol is prohibited.
7. Publicity and posters for College functions and/or private parties may not mention alcohol or imply that it will be available.

Specific alcohol regulations regarding gatherings in student rooms:

8. The occupant(s) of the room are responsible for events in his or her room and for abiding by Vermont state law as well as College policies regarding the use of alcohol.
9. In accordance with fire codes, occupants may not entertain more than eight people in their private rooms, regardless of the room's size.
10. Gatherings in student rooms where there is not at least one occupant present may result in security clearing the room of all persons and securing the room door.

Alcohol-free rooms (at least one occupant is under the legal drinking age of 21):

11. Alcohol is prohibited in any student room where one or more of the occupants are under the legal drinking age of 21.
12. Visitors, including off-campus people/students, family members, or alumni may not bring alcohol into an alcohol-free room under any circumstance. This includes the common area of a quad.

Alcohol-permitted rooms (all occupants are of the legal drinking age of 21):

13. Alcohol is permitted in student rooms where all occupants are of the legal drinking age of 21.
14. Although underage visitors are allowed in alcohol-permitted rooms, the possession and consumption of alcohol is restricted to those individuals who are 21 years of age or older. Those students who are of age may consume alcohol while underage students are present. This does not include the common area of a quad.
15. When underage persons are found in possession of alcohol in an alcohol-permitted room, regardless of the source of the alcohol, the occupants will be held accountable for supplying alcohol to minors, and the underage students will face disciplinary action as well.

Expectations and responsibilities of house event sponsors:

16. House residents who sponsor events or gatherings in their houses are responsible for controlling attendance, noise, cleanup, and encouraging a violation-free environment. Gatherings or events may not exceed a total of 50 people in combined common areas of the house.

17. Sponsors must have a majority of the house members agree to hold the event before the event takes place. If a democratic vote has not been conducted and the gathering occurs, the sponsor of the gathering will be held accountable for any violations that may occur during the event.
18. Students must sign up at Security with information about their event and name of a contact person. It is expected that students will be cooperative when Security brings a problem or concern to their attention. If violations occur and/or the house does not cooperate with Security, Security will shut down the event. Events must end by 3:00 am.

Summary of Vermont State Law

1. Criminal Offenses:
   a. Legal Minimum Purchase Age/Furnishing to Minors. No person shall sell or furnish any alcoholic beverages to any person under the age of 21, or knowingly enable the consumption of beverages by a person under the age of 21. Violators may face a fine of $2,000 and/or imprisonment for up to two years.
   b. Falsely Representing Age/Procuring and Possessing Alcoholic Beverages When Under Legal Age. A person who has not attained the age of 21 may not falsely represent his or her age for the purpose of procuring alcoholic beverages and may not procure nor possess any alcoholic beverages for the purpose of consumption by himself or herself or other minors. Violators may face a fine of not more than $500 and/or imprisonment for not more than 30 days and may be required to complete an alcohol and driving program at his or her own expense.
2. Open Container Ordinance. The Town of Bennington Open Container Ordinance prohibits consumption of alcoholic beverages in streets, alleys, sidewalks, parking areas, and in or on motor vehicles either moving or stationary in any of said places. Possession upon one's person of an open container of such beverage is prima facie evidence of a violation. Violations are punishable by a fine not exceeding $75.

Civil Liability. Individual students, campus organizations, or others hosting parties where alcoholic beverages are served should be aware that, under Vermont law, a person who is injured in person, property, or means of support in consequence of the intoxication of any other person may be able to bring a legal claim for monetary damages against anyone who, by furnishing liquor either negligently or unlawfully, contributed to that person's intoxication. For example, a party host might be sued for having unlawfully furnished alcoholic beverages to a minor who thereafter causes harm, or for serving alcohol to an already intoxicated person where it is foreseeable that the intoxicated person will thereafter operate a motor vehicle.

iv—Drug Policy. The use, sale, possession, or distribution of illegal drugs or drug paraphernalia; the misuse or abuse of prescription drugs; or the attempt to commit any of the previously listed acts, is a violation of College policy. Any student in violation of this policy will be subject to disciplinary action.

The College will cooperate fully with local, state and federal law enforcement agencies in the investigation and prosecution of illegal drug use and distribution. Federal regulations require revocation of federal student aid to anyone prosecuted and convicted of a drug offense.

Summary of Vermont State

1. Marijuana. Penalties for possession of marijuana range from maximum fines of $500 to $500,000 depending upon the amount; for selling or dispensing maximum fines range from $10,000 to $1,000,000. Maximum sentences range from two years to 15 years and from two years to 30 years respectively.
2. LSD; Depressant, Stimulant and Narcotic Drugs; Hallucinogenic drugs; Ecstasy. Penalties for possession range from maximum fines of $2,000 to $500,000 and for selling or dispensing from $25,000 to $500,000. Maximum sentences range from 1 to 20 years and from 3 to 20 years respectively.
3. Cocaine and Methamphetamine. Penalties for possession range from maximum fines of $2,000 to $250,000 and for selling or dispensing from $75,000 to $1,000,000. Maximum sentences range from 1 to 10 years and from 3 to 30 years respectively.
4. Heroin. Penalties for possession range from maximum fines of $2,000 to $1,000,000 and

for selling or dispensing from $75,000 to $1,000,000. Maximum sentences range from 1 to 20 years and from 3 to 30 years respectively.

13e. Sexual Misconduct Policy

Sexual Assault/Rape

1. **The First 48 Hours.** This section provides you (the victim or anyone who knows of an incident of sexual assault and/or rape) with crucial information that may help at a time when action and decision-making can be difficult. You have many options, but the procedures required to protect yourself are not easy to consider. A friend is often good support, and you may seek support and information from other trained personnel, both on and off campus.
2. **Confidentiality.** Staff members at the College will do their best to respect the need for confidentiality and for you to make your own decisions. However, the rules of confidentiality will not apply if there is a threat to your own well-being or safety or a threat to other members of the College community.

   If you are in immediate danger, dial 210 and report the incident to Security. If you are not in immediate need of aid or protection, consider contacting others whom will be knowledgeable and helpful to you. Feel free to go to the Student Life, the Health Services, or the Psychological Services Offices on campus for assistance. Sexual Harassment Advisors, listed in *College Announcements*, are also available, and can offer information about your options and assist you in notifying the appropriate authorities. During off-hours (after 5:00 pm) you may contact the on-call coordinator by dialing 210. You may go to Health Services Monday through Thursday from 9:00 am–7:00 pm, Friday from 9:00 am–9:00 pm, and Saturday from 1:00–9:00 pm.
3. **Medical considerations.** Consider a medical evaluation for your own safety and well-being. If you dial 210, emergency personnel on campus can arrange for you to speak with the College physician who is on call. You will be examined in the emergency room at Southwestern Vermont Medical Center and the College may provide aftercare in Health Services. The medical examination has two goals: first, to treat the full extent of any injuries or physical trauma and to consider the possibilities of sexually transmitted disease or pregnancy; and second, to obtain legally correct evidence in case you decide to report the crime to the police. You may report the crime to the police at any time. However, the College has been informed that evidence collected by the hospital will only be held for up to two weeks and that if you do not choose to have a rape protocol examination within the first 48 hours, you will hinder a prosecution later.
4. **Venereal Disease.** Tests for venereal diseases are done at the hospital and may be repeated later.
5. **Pregnancy.** The doctor can review the possibility of pregnancy with you and help you consider your options. You can wait six weeks after your last period and have a pregnancy test, or you can consider the pros and cons of taking a "morning-after" pill. This pill must be taken within 72 hours after intercourse.
6. **Emotional Considerations.** We advise you to seek professional help to take care of your emotional responses promptly in order to avoid chronic and long-standing emotional trauma. Initially, you may experience an acute response during which many victims report difficulty sleeping, loss of appetite, pain in the areas affected by the assault, and mood swings with a decrease in ability and/or desire to relate to others. Professional guidance and support is available to help during this acute phase. You may talk to a psychological counselor on campus (to make an appointment, dial ext. 4451, or go to the Psychological Services Office in Commons, north suite).

   Off-hours, you can reach an on-campus counselor by dialing 210 and asking to speak to the counselor on-call. You also have the option of talking to professionals off campus who are trained to respond to the needs of a victim: PAVE (Project Against Violent Encounters) has a 24-hour hotline at 442-2111, and UCS (United Counseling Services) has a 24-hour emergency service at 442-5491.
7. **Legal Considerations.** You may want to consider reporting a crime and/or bringing civil action against the perpetrator. You may consult with a lawyer at any time or report a crime to the Bennington Police at 442-1030. You may consult with the state attorney's victim advo-

cate at 442-8116, who serves as an advisor for victims of crimes.

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

8. **College Procedures.** If the perpetrator of the sexual assault is another member of the College community, victims may refer to the *Bennington College Policy and Procedures Governing Sexual Harassment* which covers sexual assault and rape. Victims may also wish to contact a Sexual Harassment Advisor who can offer information about options for complaints of this nature.

   Statistics regarding sexual assault on campus can also be found in the annual Campus Security brochure available in the Student Life Office and at the Security Booth.

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

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

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

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

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

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

1. Sexual assault and/or coerced sexual intercourse.
2. Either explicitly or implicitly conditioning any term of employment (e.g., continued employment, wages, evaluation, advancement, assigned duties or shifts) or educational benefit on the provision of sexual favors;
3. Touching or grabbing a sexual part of a person's body;
4. Touching or grabbing any part of a person's body after that person has indicated or it is known or should be known that such physical contact was unwelcome;
5. Continuing to ask a person to socialize when that person has indicated he or she is not interested;
6. Displaying or transmitting sexually suggestive pictures, objects, cartoons, or posters if it is

known or should be known that the behavior is unwelcome;

7. Continuing to write sexually suggestive notes or letters if it is known or should be known that the person does not welcome such behavior;
8. Referring to or calling a person a sexualized name if it is known or should be known that the person does not welcome such behavior;
9. Regularly telling sexual jokes or using sexually vulgar or explicit language in the presence of a person if it is known or should be known that the person does not welcome such behavior;
10. Retaliation of any kind for having filed or supported a complaint of sexual harassment (e.g., ostracizing the person, pressuring the person to drop or not support the complaint, adversely altering that person's duties or work or educational environment, etc.);
11. Derogatory or provoking remarks about or relating to a person's sex;
12. Harassing acts or behavior directed against a person on the basis of his or her sex.

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

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

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

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

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

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

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

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

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

Option #1—Sexual harassment advisors. They may seek advice from a sexual harassment advisor.

Option #2—Mediation. They may attempt to resolve their complaint through mediation by a College administrator.

Option #3—Formal Complaint. They may file a formal complaint.

Each of these three options is described in detail below.

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

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

Option #1—Sexual Harassment Advisors

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

B. Any member of the Bennington College community who believes that he/she has been sexually harassed while a member of the Bennington College community by another member of that community may seek the assistance of one of the College's Sexual Harassment Advisors in any or all of the following respects:

1. The advisor will listen to and discuss the case with the advisee.
2. The advisor will outline for the advisee the possible courses of action open to him or her in those cases under this policy.
3. The advisor may assist the advisee with gathering the necessary documentation to bring a formal complaint or to pursue a complaint through mediation and may accompany the advisee through the College's mediation and/or formal complaint procedures if the advisee has decided to follow such procedures and wants his or her advisor present.

Note: Anyone may bypass the sexual harassment advisors and/or the mediation procedure and may directly file a formal complaint.

Option #2—Mediation

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

B. A written complaint must be filed to the Provost and Dean or the Vice President for Planning and Special Programs, or if the case involves student-to-student harassment, to the Associate Director of Student Life. For cases involving complaints against a member of the senior staff of the College and for cases involving complaints against any member of the Sexual Harassment Hearing Committee (SHHC), the complainant must file the mediation request with the President of the College. For a case involving a complaint against the President, the complainant must file the mediation request with the Provost and Dean who

will transmit the request to the Board of Trustees. The Board will proceed from that point in a manner it shall solely determine.

C. The Provost and Dean, the Vice President for Planning and Special Programs, or the Dean of Students may take such interim emergency measures as he or she sees fit pending the outcome of a complaint pursued through mediation.

D. Once a written complaint is filed with one of these College officials, he or she shall appoint an investigator to determine whether or not here are grounds for continuing with the mediation procedure. If the administrator determines that there are not such grounds, the administrator shall notify the complainant in writing. If the complainant wishes to pursue the complaint, he/she may file a formal complaint. If the administrator decides that there are such grounds, then the complainant and the administrator may agree to adopt one of the following courses of action, to be completed within ten working days of that agreement:

1. The administrator will attempt an informal resolution of the complaint directly and privately with the person complained against.
2. The administrator and the complainant will seek an informal resolution of the complaint by meeting together with the person complained against.
3. The administrator will appoint someone from the College community who will seek to resolve the complaint informally. This person will meet with both parties, either separately or together.
4. The administrator will transmit the complaint to the SHHC as a formal complaint (see below).

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

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

1. In cases where the person complained against is a member of the staff, an additional copy of the record will be kept in that person's personnel file. This file will also be accessible to the person's supervisor, the Director of Human Resources, and others as deemed necessary by the Vice President for Planning and Special Programs.
2. In cases where the person complained against is a student, an additional copy of the record will be kept in a file in the Provost and Dean's Office. This file will be accessible to the Provost and Dean, the Dean of Studies, and others as deemed necessary by the Provost and Dean.
3. In cases where the person complained against is a faculty member, an additional copy of the record will be kept in the person's personnel file in the Dean's Office, which is available for formal faculty personnel reviews and the President.

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

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

Option #3—Formal Complaint

A. Any current member of the Bennington College community who believes that he or she

has been sexually harassed while a member of the Bennington College community by any other member of the Bennington College community may make a formal complaint against the alleged harasser. Such a complaint must be filed during the time that the accused person is a member of the Bennington College community and must be filed not more than 12 months after an alleged incident. Recognizing that prolonged delay may complicate the comprehensive presentation of evidence in the grievance procedures, prompt reporting of an incident is strongly encouraged.

B. The Sexual Harassment Hearing Committee (SHHC) shall consist of five members appointed by the President. The nonstudent committee members shall be appointed initially for staggered terms of service varying in length from one to three years, and thereafter for three years. Student members of the committee may be appointed for one, two, or three years. The committee shall be chaired by the Vice President for Planning and Special Programs or an alternate chair appointed by the President. The Chair will vote solely in the case of a tie. The remaining membership of the committee shall consist of two faculty members, one staff member, and one student. Three alternates (one faculty member, one staff member, and one student) shall also be appointed by the President and will serve when any member cannot serve on a particular case.

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

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

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

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

G. Investigation and decision to hear case. The Chair of the SHHC will appoint an investigator who will investigate the charges, make a written report to the committee with a recommendation that the committee hear or not hear the case. The investigator will bring the charges on behalf of the College at the hearing. The investigator will give the written complaint to the person charged. The person charged may submit a written response which will be given to the complainant before the hearing. The SHHC shall determine, by majority vote, whether to schedule the case for hearing or issue a notice of dismissal. A complainant may appeal the committee's decision to dismiss a case, in writing within ten working days of the committee's decision, to the President. The decision of the President is final.

H. Notice of hearing. The chair of the SHHC will send written notification of the charges, a copy of the complainant's statements, the response of the person charged, if available, and the date and time of the hearing to the person charged. The person charged is required to return the Acknowledgment of Receipt form. The complainant will be notified of the date and time of the hearing. The person charged and the complainant may bring witnesses and one advisor or representative from within the College community to the hearing and is required to name them on the Acknowledgment of Receipt form. Such advisors or representatives in no case shall be legal counsel and will serve as support but will not participate directly in the hearing.

I. Hearing procedure. Hearings shall not be open to the public. The chair of the committee presides. If the person against whom a complaint has been made, after proper notification, fails to appear, without prior written authorization

of the chair, he or she waives the right to appear, and the case will proceed as scheduled. The person charged, the complainant, and the College are offered the opportunity to present their own witnesses and to question one another's witnesses. At the close of the hearing, all parties shall be excluded during the deliberations of the committee. A written history of prior findings of sexual harassment against the person charged will be presented to the committee by the chair if sexual harassment is found, but before deciding sanctions. A copy will be given to the person charged.

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

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

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

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

L. In the case of faculty appeals under subparagraph J3 above, the Chair of the Board of Trustees or the Chair's designee shall deter-

mine, in his/her sole discretion, the format of appeals and may implement, modify, increase, or suspend the sanctions recommended or imposed and will send his/her appeal decision letter to the appellant. A copy of this appeal decision letter will also be sent to the complainant and the members of the SHHC. The decision of the Chair or the Chair's designee is final in all cases.

M. Materials and records of the SHHC shall be kept by the Vice President for Planning and Special Programs.

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

1. In cases where the person complained against is a nonfaculty employee, a copy of the decision letter and the appeal decision letter, if any, will be kept in that person's personnel file. This file will be accessible to the Vice President for Planning and Special Programs, the person's supervisor, the Director of Human Resources, and others as deemed necessary by the Vice President for Planning and Special Programs.
2. In cases where the person complained against is a student, a copy of the decision letter and appeal decision letter, if any, will be kept in a file in the Dean's Office. This file will be accessible to the Provost and Dean, Dean of Studies, and others as deemed necessary by the Provost and Dean.
3. In cases where the person complained against is a faculty member, a copy of the decision letter and the appeal decision letter, if any, will be kept in his or her personnel file in the Dean's Office, which is available for formal faculty personnel reviews, and the President.

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

13f. Nondiscrimination policy

Bennington College is committed to a policy of equal educational opportunity as defined under applicable law. Discriminatory behavior with regard to age, sex, religion, affectional/sexual preference, race, color, or any other legally-protected category is prohibited. Complaints of discrimination should be directed to the Executive Vice President, with appeals directed to the President.

13g. Information Technology Policy

Unauthorized use of a personal or College-owned computer or computer related system is a violation of College policy. This includes, but is not limited to: unauthorized access, attempt to access, or to cause to access any computer, computer network, software, control language system, database, or any parts of these systems or services.

It is also a violation to willfully make a false entry, alter, deface, destroy, remove, or conceal any computer-generated or stored records that belong to an individual, the College or other entity without proper authorization. This violation includes accessing or distributing copyrighted materials and using the College's computer facilities to do so, including the campus network, computer accounts, or computer data for purposes other than that for which they are intended or organized; using College computer resources to harass or threaten others; sending fraudulent computer messages; breaking into others' electronic mail, or reading others' electronic messages without their permission; attempting to remove or modify computer equipment software or peripherals without authorization; and monitoring network transmissions without the College's consent.

13h. Family Educational Rights and Privacy Act (FERPA) Annual Notice

i—General Policy. Annually, Bennington College informs students of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. This Act, with which the College intends to comply fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the College to comply with the Act. College policy on this subject explains in detail the procedures to be used by the College for compliance with the provisions of the Act. Copies of the policy can be found printed in the Student Handbook and in the Dean's Office.

Student education records may be disclosed to the parents of a student who is a dependent for

federal income tax purposes, as defined in Section 152 of the Internal Revenue Code of 1954, without the student's consent. All students will be presumed to be "dependent" students unless the College is notified to the contrary by the student's return of the nondependency form to the Dean of Studies within two weeks after the first day of classes for the term in which the student enters.

Supporting evidence satisfactory to the College may be required. The College must also be notified immediately of any change during the school year of a student's dependent status.

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

- Name
- Address
- Telephone number
- Dates of attendance
- Class
- Previous institutions attended
- Major field of study
- Awards
- Honors
- Degree(s) conferred (including dates)
- Past and present participation in officially recognized sports and activities
- Date and place of birth

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

Bennington College assumes that the absence of a request from any student to specifically request the withholding of categories of "Directory Information" indicates individual approval for disclosure.

The Deans' Office maintains the permanent file of the student. Any student who wishes to see his/her permanent file may request access from the Deans' Office. In some cases the student will be able to review the records immediately, while, in other cases, a certain amount of time will be needed to assemble the records for inspection, but the student will not be required to wait more than 45 days after the date of the request before being allowed to inspect his or her education records.

Students may have copies made of their records with certain exceptions, e.g., a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document that exists elsewhere. These copies would be made at the student's expense. Education records do not include records of instructional, administrative, and educational personnel that are in the sole possession of the maker thereof and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records, or alumni records. Health records, however, may be reviewed by physicians of the student's choosing.

Students may not inspect or review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admission, employment, or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the College will permit access only to the part of the record that pertains to the inquiring student. The College is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Suspected inaccuracies in the file should be brought to the attention of the Dean of Studies who will inform the student of the appeal process.

Student records may be released to College officials and staff who are responsible for the maintenance of those records. They may also be released to other College officials, including members of the faculty who have legitimate educational interests in such records. A College official is:

- A person employed by the College in an administrative, supervisory, academic, research or support staff position.
- A person elected to the Board of Trustees.
- A person employed by or under contract to the College to perform a specific task, including, but not limited to attorneys and auditors.

A school official is acting in the legitimate educational interest of the student if the official is:

- Performing a task that is specified in his or her position description or by a contract agreement.
- Performing a task related to a student's education.
- Performing a task related to the discipline of a student.
- Providing a service or benefit relating to the student or student's family, such as health care counseling, job placement, or financial aid.
- Writing a recommendation for a student.

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

Supporting evidence satisfactory to the College may be required. The College also must be notified immediately of any change during the school year of a student's dependent status.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Dean of Studies' Office.

13i. HIV/AIDS Policy

Bennington College seeks to provide academic programs, support services, and social/cultural activities to all enrolled students without regard to Human Immunodeficiency Virus (HIV) infection, and Acquired Immune Deficiency Syndrome (AIDS). The College is committed to the following policy statements that serve as a framework for handling situations involving HIV infection:

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

IV. Disciplinary Process

Students are urged to bring potential violations of College policy to the attention of the Dean of Students or a member of the Student Life staff, who may settle, adjudicate, or refer the matter to the Judicial Committee, the Administrative Review Committee, or to the sexual harassment process. In addition, violations of federal, state, or municipal laws or ordinances are subject to College disciplinary action as well as to the legal processes mandated by public authorities. Nothing in Bennington College's provisions exempts students from such action. The personnel whose responsibility it is to administer the enforcement of student standards of behavior include the following individuals and groups.

1. Director of Security

The Director of Security has primary jurisdiction over traffic and parking violations, guest policy violations, violations of the College's rules concerning pets, violations of fire and life safety regulations, and also has the responsibility for investigating other infractions and for reporting them to the Dean of Students. The Director of Security has the jurisdiction to shut down parties, to call in local authorities as the Director determines necessary or advisable, to impose parking fines, to order the towing of vehicles, and to remove or restrict privileges for violations of College motor vehicle regulations. He or she may

refer repeated or egregious violators to the Dean of Students to initiate College disciplinary action.

2. Dean of Students

The Dean of Students administers all nonacademic College rules, regulations, and policies as they apply to students. The Dean and the Director of Security may receive complaints brought against a student by any member of the community. The Dean may delegate this responsibility to the Associate Dean of Students, or any of the Assistant Directors of Student Life.

The Dean of Students will review any alleged violation of Bennington College policy. After reviewing the alleged violation, the Dean will:

a. handle the case administratively; or

b. refer the case to the Judicial Committee for adjudication; or

c. refer the case to the Administrative Review Committees for adjudication; or

d. Refer the matter to the Chair of the Sexual Harassment Committee.

Please note:

- Suspension and Expulsion may not be imposed as sanctions in cases handled administratively, except in cases of Immediate, Temporary Suspension as provided below.
- The Administrative Review Committee will hear and determine appeals of disciplinary sanctions imposed administratively.
- The Dean of Students may impose penalties immediately without hearing, when the Dean has determined that the best interests of the College, its students, or employees warrant such action. Such circumstances may include, but are not limited to, cases of disruption of the ongoing academic responsibilities of the College, physical violence or serious threats to the physical or mental health of any member of the community, or a serious emergency. The Dean of Students may take any action that the Dean deems appropriate, including, but not limited to, immediate suspension from the College. The Dean of Students shall report any such action within 48 hours to the President and shall refer the same to the Administrative Review Committee. The student(s) must comply with the terms of the suspension until the Administrative Review Committee has heard and determined the case.
- When investigating a complaint, the Dean of Students may request a meeting with any person allegedly involved in the matter; failure to appear is in itself an offense and may be referred to a disciplinary body of the College.

If the case is not handled administratively, the Dean of Students shall decide, in his or her sole discretion, to which disciplinary body the case will be directed. When necessary, the Dean of Students may consult with the Chair of the Judicial Committee, a member of the Administrative Review Committee, or the Chair of the Sexual Harassment Committee to discuss which disciplinary body should hear a case. Once a referral has been made, the Dean shall then notify the person making the complaint, the person against whom the complaint has been made, and the appropriate disciplinary body. In the case of Judicial referrals, the Dean of Students and the Chair of the Judicial Committee will arrange hearing time, set the location, and prepare the proper documents.

When a complaint against a student or students is to be heard by the Judicial Committee or the Administrative Review Committee, the Dean of Students is responsible for:

a. Investigating the complaint on behalf of the College;

b. Presenting the results of that investigation to the appropriate judicial body;

c. Presenting the charges, evidence, witnesses, and the case for the College at all hearings;

d. Participating in the examination of person(s) charged and witnesses.

And if the student is found responsible for the violation(s):

e. Recommending a sanction to the Committee; and

f. Presenting the student's disciplinary history.

3. The Judicial Committee

Purpose. The Judicial Committee has original jurisdiction over those infractions of nonacademic rules and regulations and provisions of the Student Handbook, which are referred to it by the Dean of Students.

Composition. The Judicial Committee consists of 15 persons: the chair, six members of the student body, and six members of the faculty/staff; ex-officio members of the Committee are the Dean of

Students and one of the Assistant Directors of Student Life. A panel of five or more members of the Committee determines each case.

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

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

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

Terms of Office. The chair and the student members of the committee serve for one academic year (consecutive fall and spring terms). Faculty, staff, and administrators are appointed for two-year terms and may be re-appointed.

Replacement of Members. When a case is to be heard, the Dean of Students or his or her designee, in consultation with the chair and the affected person(s), will determine if any members of the committee (including the chair) have a conflict of interest in hearing the case. The following may be grounds for excusing a member in cases where that member:

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

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

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

a. A member misses two scheduled hearing meetings without the authorization of the chair.
b. The chair or the Assistant Director of Student Life determines that a member of the committee has broken confidentiality.
c. A member is placed on disciplinary or academic probation.

In the event of dismissal or resignation, the Dean of Students will select a new member to fill the vacant term. The Dean will consult with the chair when possible, and candidates from the last campus-wide vote will be considered providing they still meet the guidelines. In the case of faculty,

staff, or administrators, the Provost and Dean will appoint an alternate to serve. If the chair is dismissed or resigns, the committee will elect an acting chair from the current student members who will serve as chair for the remainder of the academic term.

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

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

Role and Responsibilities of the Chair. The chair meets with Dean of Students or his designee to discuss the disposition of possible cases. In consultation with the Assistant Director of Student Life or designee, the chair schedules Judicial Committee hearings. The chair presides over each hearing. The chair adheres to Judicial Committee hearing guidelines and summarizes each case for the Committee prior to the hearing to identify the issues. The chair shall maintain neutrality during deliberations and does not normally participate in the questioning of the witnesses, and, except in the case of a tie, the chair does not vote.

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

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

The Administrative Review Committee

The Administrative Review Committee shall hear:

a. appeals from the rulings of the Judicial Committee;

b. appeals from the rulings of administratively resolved cases;

c. any offense referred directly to it by the Dean of Students or the Assistant Director after consultation with the chair of the Judicial Committee and a member of the Administrative Review Committee;

d. any offense referred to it by the Dean of Students in cases requiring immediate action.

The Administrative Review Committee normally consists of two senior members of the administration appointed by the President, and the Dean of Students or designee, who normally presides over hearings. In cases in which a member of the Committee is unable to participate, the President will appoint a substitute member of the Committee. Decisions are by majority vote. The committee shall determine its own procedures. The information presented and the deliberations entered into by the committee are expected to be confidential.

When it acts as an appellate body, it may affirm, modify, or set aside a penalty imposed on a student administratively or by the Judicial Committee. Its decisions are final, except in cases of suspension or expulsion of a student from the College, which must be reviewed by the President of the College, whose decision is final. When it assumes original jurisdiction over a case, its decisions may be appealed in writing within five days of the date of the decision to the President of the College, whose decision is final.

Procedures for the Judicial and Administrative Review Committees (excluding appeals)

a. **Notice of Hearing.** The Judicial Committee chair or the chair of the Administrative Review

Committee sends written notification of charges and the hearing date, time and place to the person(s) charged. Students are required to return the Acknowledgment of Receipt Form by the date specified. Students charged may bring witnesses and one representative from within the College community to the hearing and are required to name them on the Acknowledgement of Receipt Form. A single student cannot serve as both a witness and a representative in the same hearing. Such representatives or witnesses in no case shall be legal counsel.

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

c. **Witness.** This is a person who has testimony to give pertaining to the case at hand. A witness shall in no case be legal counsel. A witness may be named by either the Student Life staff member bringing the charge or the charged student. If named as a witness, students must appear; failure to do so is in itself a violation of College rules and regulations and will be referred to the Dean of Students for disciplinary action. As witnesses, students will not be present at the entire hearing, but will be called into the hearing at the appropriate time to give testimony. Witnesses will be invited to give testimony by the chair. After giving testimony, witnesses may be asked questions by the Student Life staff member bringing the charge, the committee members, and the charged student. Witnesses may not ask any questions of the student or committee members present. After giving testimony and responding to the resulting questions, witnesses will be dismissed. In some cases, witnesses will be asked to stay in the immediate vicinity of the hearing in case there is a need for any testimony to be clarified.

d. **Hearing Procedures.** All hearings are private and may not be recorded. Hearings are normally held at any time from the first to the last day of classes of each term. All members of the community are expected to be available during this period. If an incident occurs during the final week of the academic term, or the Judicial Committee is unable to meet, the Dean or Associate Dean of Students, the chair of Judicial Committee or his or her student designee from the committee, and a faculty member from the Judicial Committee will hear the case for the Judicial Committee, following the regular procedures. If named as a witness, a student must appear; failure to do so is in itself a violation of College rules and regulations and will be referred to either disciplinary body of the College. The information presented and the deliberations entered into by the committee are expected to be confidential.

The Chair of the committee presides. The Dean, Associate Dean, or Assistant Director of Student Life brings the charges, presents witnesses, evidence, and the case on behalf of the College. If the person against whom a complaint has been made, after proper notification, fails to appear at the hearing without prior authorization of the committee, he or she waives his or her right to appear. In the case of appeal, the appeal is dismissed. If it is one of original jurisdiction, the case will proceed as scheduled. The student charged with the offense may present an oral or written statement. He or she is offered the opportunity to present his or her own witnesses and to question the College's witnesses. A written disciplinary history, if any, of the person charged will be presented to the chair of the committee at the end of the hearing if the student is found responsible. At the close of the hearing, all parties and witnesses shall be excused. If the student is found responsible, the Student Life staff member bringing the charge will recommend possible sanctions to the committee but is not be present during deliberations of the committee. The committee may formulate its own procedures insofar as they are not specified in these procedures and may rely on College resources in the course of an investigation.

The Judicial Committee or the Administrative Review Committee has the authority to impose

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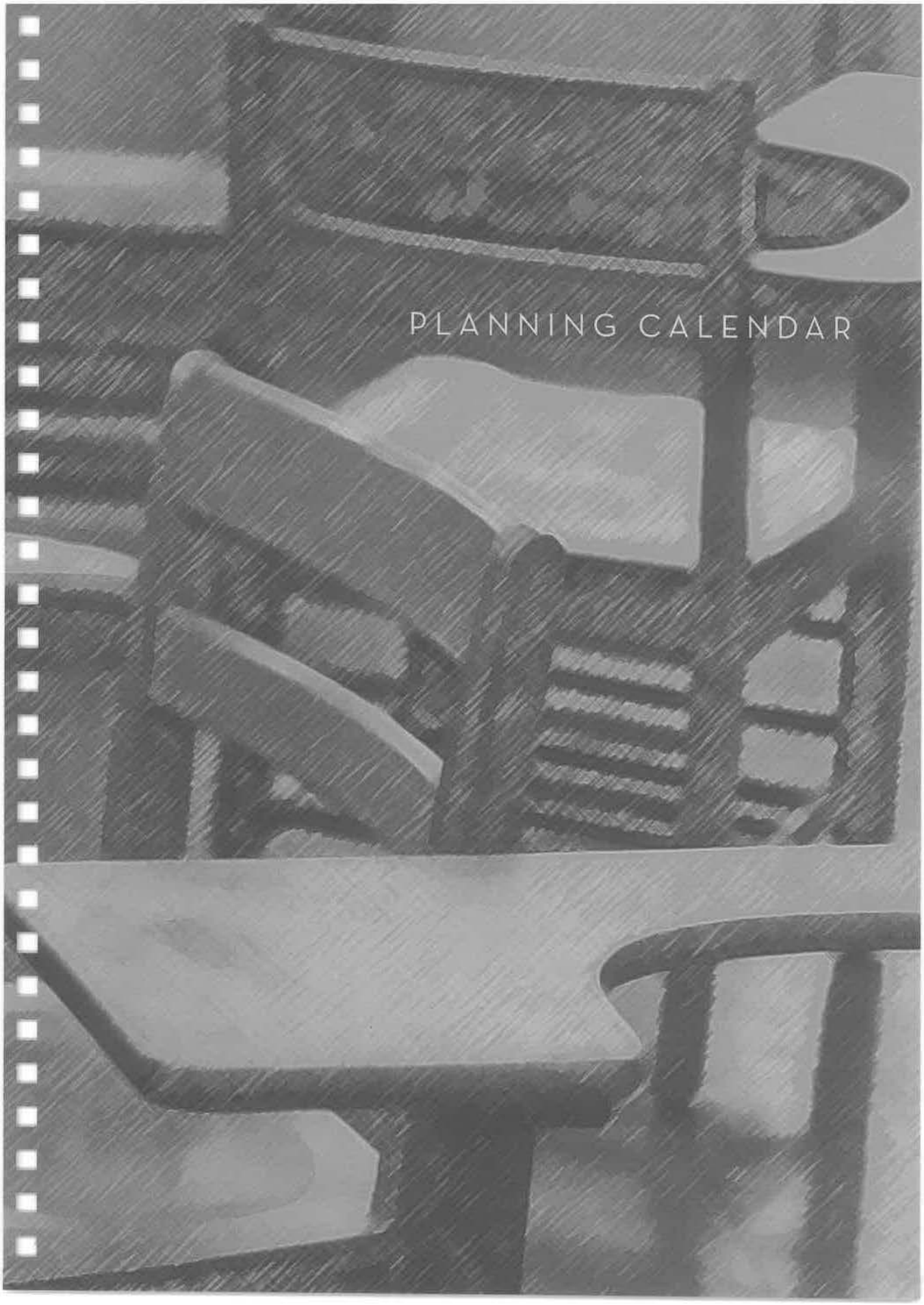
PLANNING CALENDAR

IMPORTANT DATES

Fall 2005 Term

September 5	Returning students arrive New student Registration (3:30–5:00 pm) Labor Day (several administration offices closed)
September 6	Convocation (11:00 am) Registration for returning students (3:00–5:00 pm)
September 7	Classes begin Classes begin for MATSL nonresidency term
September 13	FWT refresher workshop (1:00 pm)
September 15	Senior Job Search Workshop (6:00 pm)
September 21	End of add/drop registration period Last day to request letter grades Senior Job Search Workshop (6:00 pm)
September 27	Introduction to FWT grants (6:00 pm)
September 29	Introduction to FWT grants (1:00 pm)
October 7–9	Family and Alumni Weekend
October 10	Columbus Day (classes in session)
October 18	Democracy Project Conference (no classes 2:00–4:00 pm)
October 20	First seven-week classes end Last day to withdraw from classes
October 21–24	Long Weekend (no classes)
October 24	FWT grant applications due
October 25	Second seven-week classes begin
November 2	Plan Day (no classes 8:30 am–4:00 pm)
November 4	FWT extension requests due
November 16	Preregistration begins
November 17	Plan Day (no classes 8:30 am–4:00 pm)
November 18	FWT registration due
November 23–27	Classes end at noon on Wednesday (administration offices closed Thursday and Friday) End of MFA Writing Program summer term
November 29	Plan Half-day (no classes 8:30 am–noon)
November 30	Spring Registration in Greenwall (2:00–4:00 pm)
December 15	Last day of classes
December 16	Student houses close (10:00 am)
December 23–January 1	Holiday break (administration offices closed)

Winter 2006 Term

January 2–February 17	Field Work Term
January 6–15	MFA Writing Program winter residency
January 16	Martin Luther King Jr. Day (several administration offices closed)

Spring 2006 Term

February 18	New and transfer students arrive
February 20	Returning students arrive Student Houses open (9:00 am) Presidents' Day (several administration offices closed)
February 21	Faculty Advising (11:00 am–12:30 pm) Registration in faculty offices (2:00–5:00 pm)
February 22	Classes begin
March 8	End of drop/add registration period Last day to request letter grades
April 11	First seven-week classes end Last day to withdraw from classes
April 12–16	Long weekend (no classes)
April 17	Second seven-week classes begin
April 26	Plan Day (no classes 8:30 am–4:00 pm)
May 2	Plan Half-day (no classes 8:30 am–noon)
May 3	Preregistration begins
May 17	Fall Registration in Greenwall (2:00–4:00 pm)
May 28	End of MFA Writing Program winter term
May 29	Memorial Day (classes in session; several administration offices closed)
May 31	Last day of classes (classes end at 4:00 pm) Last day of classes for MATSL nonresidency term Student houses close to nongraduates (8:00 pm)
June 2	Commencement Dinner (6:00 pm)
June 3	Commencement/Conferring of Degrees (10:00 am) Student houses close (6:00 pm)

september

SUNDAY	MONDAY	TUESDAY
4	5 Returning students arrive New student Registration (3:30-5:00 pm) Labor Day (several administration offices closed)	6 Convocation (11:00 am) Registration for returning students (3:00-5:00 pm)
11	12	13 FWT Refresher Workshop (1:00 pm)
18	19	20
25	26	27 Introduction to FWT grants (6:00 pm)

AUGUST 2005

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OCTOBER 2005

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WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2 New students arrive Orientation	3
7 Classes begin Classes begin for MATSL nonresidency term	8	9	10
14	15 Senior Job Search Workshop (6:00 pm)	16	17
21 End of add/drop registration period Last day to request letter grades Senior Job Search Workshop (6:00 pm)	22	23	24
28 Introduction to FWT grants (1:00 pm)	29	30	

october

SUNDAY	MONDAY	TUESDAY
2	3	4 Rosh Hashanah
9 7–9: Family & Alumni Weekend	10 Columbus Day Thanksgiving (Canada) Classes in session	11
16	17	18 Democracy Project Conference (no classes 2:00–4:00 pm)
23 21–24: Long Weekend (no classes)	24 21–24: Long Weekend (no classes) FWT Grant applications due	25
30 Daylight savings time ends (set clock back one hour)	31 Halloween	2nd seven-week classes begin

SEPTEMBER 2005

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NOVEMBER 2005

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WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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5	6	7 7–9: Family & Alumni Weekend	8 7–9: Family & Alumni Weekend
12	13 Yom Kippur	14	15
19	20 1st seven-week classes end Last day to withdraw from classes	21 21–24: Long Weekend (no classes)	22 21–24: Long Weekend (no classes)
26	27	28	29

november

SUNDAY	MONDAY	TUESDAY
		1
6	7	8 Election Day
13	14	15
20	21	22
27 24-27: Thanksgiving break	28	29 Plan Half-day (no classes 8:30 am-noon)

OCTOBER 2005

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DECEMBER 2005

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WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2 Plan Day (no classes 8:30 am–4:00 pm)	3	4 FWT extension requests due	5
9	10	11 Veterans Day	12
16 Preregistration begins	17 Plan Day (no classes 8:30 am–4:00 pm)	18 FWT registration due	19
23 Classes end at noon	24 24–27: Thanksgiving break (administration offices closed) End of MFA Writing Program summer term	25 24–27: Thanksgiving break (administration offices closed)	26 24–27: Thanksgiving break
30 Spring Registration in Greenwall (2:00–4:00 pm)			

december

SUNDAY	MONDAY	TUESDAY
4	5	6
11	12	13
18	19	20
25 Christmas	26 Hanukkah Kwanzaa	27

NOVEMBER 2005						
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JANUARY 2006						
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WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3
7	8	9	10
14	15 Last day of classes Student houses close (10:00 am)	16 Student houses close (10:00 am)	17
21	22	23 Holiday Break (administration offices closed December 23–January 1)	24
28	29	30	31

January

SUNDAY	MONDAY	TUESDAY
1 New Year's Day	2 FWT begins (January 2–February 17)	3
8	9	10
15 MFA Writing Program Residency ends Martin Luther King Jr.'s Birthday	16 Martin Luther King Jr. Day observed (several administration offices closed)	17
22	23	24
29	30	31

DECEMBER 2005						
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FEBRUARY 2006						
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19	20	21	22	23	24	25
26	27	28				

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
4	5	6 6-15: MFA Writing Program Winter residency begins	7
11	12	13	14
18	19	20	21
25	26	27	28

february

SUNDAY	MONDAY	TUESDAY
5	6	7
12 Abraham Lincoln's Birthday	13	14 Valentine's Day
19 New and transfer students arrive	20 Presidents' Day (several administration offices closed) Returning students arrive Student houses open (9:00 am)	21 Faculty Advising (11:00 am–12:30 pm) Registration in faculty offices (2:00–5:00 pm)
26	27	28

JANUARY 2006						
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MARCH 2006						
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WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Groundhog Day	3	4
8	9	10	11
15	16	17	18 FWT ends
22 Classes begin George Washington's Birthday	23	24	25

march

SUNDAY	MONDAY	TUESDAY
5	6	7
12	13	14
19	20	21
26	27	28

FEBRUARY 2006

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APRIL 2006

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WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Ash Wednesday	2	3	4
8 End of add/drop registration period Last day to request letter grades	9	10	11
15	16	17 St. Patrick's Day	18
22	23	24	25
29	30	31	

april

SUNDAY	MONDAY	TUESDAY
2 Daylight saving time begins (set clock ahead one hour)	3	4
9 Palm Sunday	10	11 1st seven-week classes end Last day to withdraw from classes
16 Easter Sunday 12–16: Long Weekend (no classes)	17 2nd seven-week classes begin this week	18
23 30	24	25

MARCH 2006						
			1	2	3	4
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MAY 2006						
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WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 April Fool's Day
5	6	7	8
12 12-16: Long Weekend (no classes)	13 Passover begins 12-16: Long Weekend (no classes)	14 Good Friday 12-16: Long Weekend (no classes)	15 12-16: Long Weekend (no classes)
19	20	21	22 Earth Day
26 Plan Day (no classes 8:30 am-4:00 pm)	27	28	29

may

SUNDAY	MONDAY	TUESDAY
	1	2 Plan Half-day (no classes 8:30 am–noon)
7	8	9
14 Mother's Day	15	16
21	22 Victoria Day (Canada)	23
28 End of MFA Writing Program winter term	29 Memorial Day (observed) Classes in session (several administration offices closed)	30 Memorial Day

APRIL 2006

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JUNE 2006

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WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
3 Preregistration begins	4	5	6
10	11	12	13
17 Fall Registration in Greenwall (2:00–4:00 pm)	18	19	20
24	25	26	27
31 Last day of classes (classes end at 4:00 pm) Student houses close to nongraduates (8:00 pm) Last day of classes for MATSL nonresidency term			

june

SUNDAY	MONDAY	TUESDAY
4	5	6
11	12	13
18 Father's Day	19	20
25	26	27

MAY 2006						
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JULY 2006						
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WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2 Commencement Dinner (6:00 pm)	3 Commencement (10:00 am) Student houses close (6:00 pm)
7	8	9	10
14 Flag Day	15	16	17
21	22	23	24
28	29	30	

July

SUNDAY	MONDAY	TUESDAY
2	3	4 Independence Day (administration offices close)
9	10	11
16	17	18
23 30	24 31	25

JUNE 2006

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AUGUST 2006

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WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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August

SUNDAY	MONDAY	TUESDAY
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6	7 Civic Holiday (Canada)	8
13	14	15
20	21	22
27	28	29

JULY 2006

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SEPTEMBER 2006

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WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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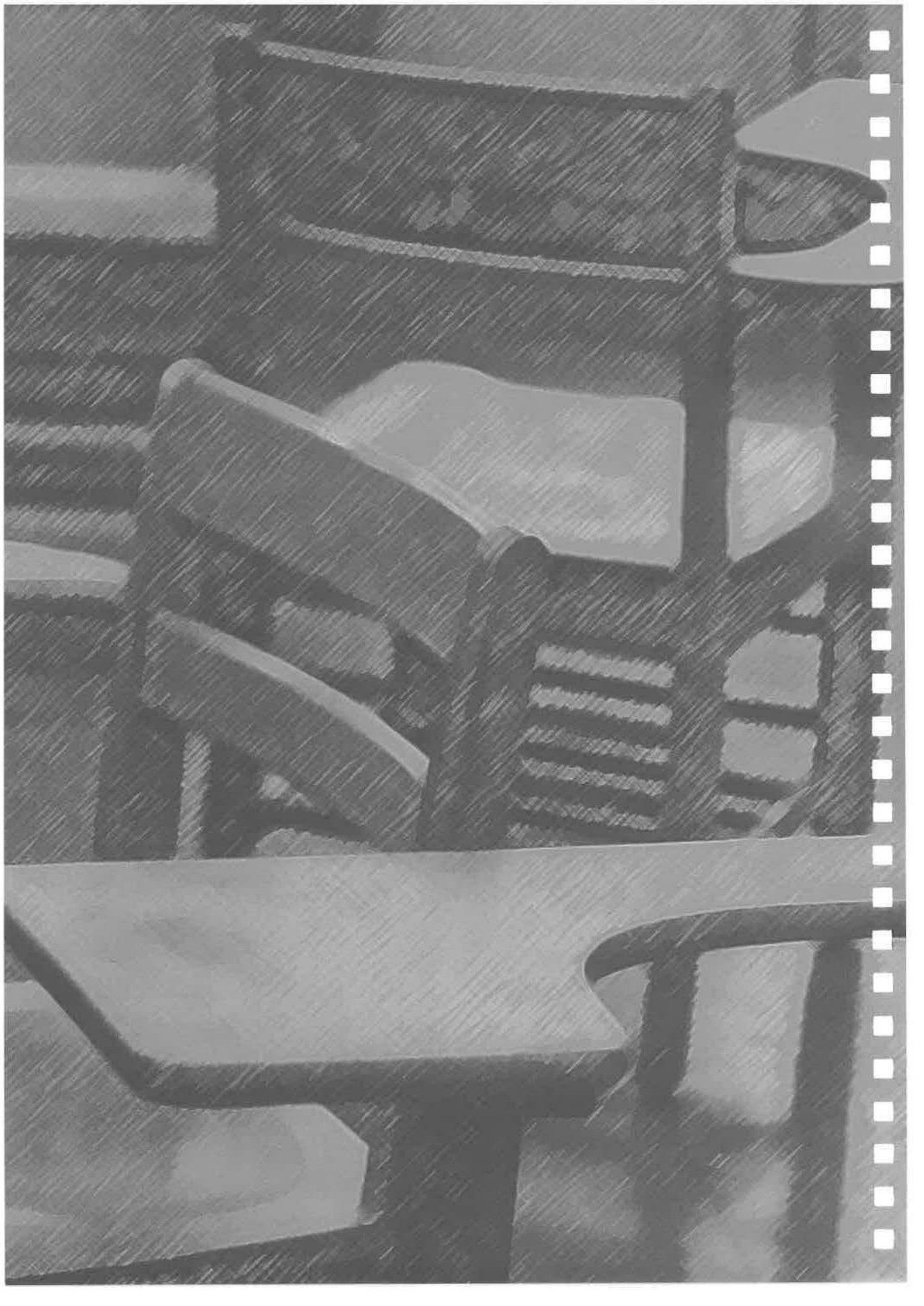
9	10	11	12
16 Bennington Battle Day (administration offices close)	17	18	19
23	24	25	26
30	31		



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any penalty for any offense it deems appropriate. In addition, any act that may violate local, state or federal law may be referred to the local authorities. At the conclusion of deliberations, the Assistant Director of Student Life or designee, in the case of Judicial Committee proceedings, or the Chair of the Committee, in the case of Administrative Review Committee proceedings, shall draft the decision letter.

Failure to comply with a penalty imposed by the Judicial Committee or the Administrative Review Committee is in itself an offense and will automatically be subject to further disciplinary action by the appropriate committee without further hearing.

e. **Notice of Decision.** A written notification of the decision of the committee is sent to the student. This letter includes sanctions (if any) and explains the appeals process. Parents of dependent student and the student's advisor will be notified of any violations that are determined by the committee. (See "Sanctions" this page for details.)

Appeals Process. Appeals of disciplinary decisions may only be made on the following grounds:

a. Newly discovered evidence that could not have been discovered at the time of the original hearing;

b. Violations of procedure at the original hearing; or

c. Appeal of the sanction(s) imposed.

All appeals of Judicial Committee decisions and of disciplinary decisions handled administratively by the Dean of Students or designee must be made in writing within five (5) days to the Administrative Review Committee in care of the Dean of Students. The committee shall determine its own procedures. Appeals of Administrative Review Committee decisions (only for cases of original jurisdiction and not appeals) must be made in writing within five (5) days to the President of the College, whose decision is final.

Sanctions. Sanctions for violations of College Policy may include, but are not limited to the following examples, which may be imposed in any order, separately or in combination:

a. **Warning.** A written warning letter sent to the student via campus mail warning the student that his or her behavior is not acceptable and that future violations may lead to disciplinary action.

b. **Reprimand.** A written reprimand sent to the student via campus mail and copied to the student's faculty advisor, advising the student that his or her behavior is not acceptable, that further violations may lead to disciplinary action, and that another infraction will result in parental notification.

c. **Reprimand with parental notification.** A written reprimand sent to the student via campus mail and copied to the student's faculty advisor and responsible parent(s) advising the student that his or her behavior is not acceptable, referring to past violations, and advising the student that future violations may lead to disciplinary action including suspension or expulsion.

d. **Disciplinary Probation.** The student is notified that he or she has been placed on Disciplinary Probation and that further acts of misconduct may result in suspension or expulsion. The student will be on Disciplinary Probation for a specified period. Conditions may be required to be met for the student to be relieved of Disciplinary Probation. In addition, if further infractions occur or an infraction continues during this period, the student may be subject to enhanced punishment or punishment without further hearing. The student's parents and faculty advisor are notified.

e. **Suspension.** A complete separation from all College classes, activities, services, facilities, and grounds. Suspension is for a definite period of time, at the end of which the student may petition the Provost and Dean of the College for readmission. Readmission shall be at the sole discretion of the College. Students suspended from the College must leave campus within the period of time specified by the College and may not return unless they have prior written permission from the Dean of Students. Students who are suspended from the College will be responsible for the total College charges for that term.

f. **Expulsion.** The student is permanently separated from the College. The student is barred from all College classes, activities, services, facilities, and grounds. Expelled students must

leave campus normally within the period of time specified by the College and may not return to College premises without prior written permission from the Executive Vice President. Students who are expelled from the College will be responsible for the total College charges for that term.

g. **Immediate, Temporary Suspension.** In the event of serious misconduct, the Dean of Students or designee may require that a student leave campus prior to formal disciplinary proceedings. Such action will be taken when the Dean of Students believes that the continued presence of the student on campus is contrary to the best interest of the College community. Immediate, temporary suspension requires that a student leave campus within the specified period of time indicated in the suspension letter. The College is not responsible for any costs incurred due to such action. The student must adhere to the terms of the suspension until his or her case is heard and determined by a disciplinary body.

h. **Loss of College Housing.** The student loses the right to live in College housing for a specified period of time or indefinitely. A student suspended or expelled from College housing must vacate his or her room within the time specified in the disciplinary sanction letter. The student may not enter any College housing facility for any reason if suspended or expelled from housing. Students suspended or expelled from College housing will be responsible for the total term charges for room and board.

i. **Restitution.** Students may be required to make restitution for any damage associated with the disciplinary violation. Failure to pay restitution within the time provided in the sanction letter is a failure to comply with the sanctions imposed and will lead to further disciplinary action. Unpaid restitution also is added to the student's bill and becomes part of the student's financial obligation to the College.

j. **Restoration Costs.** Students are accountable for any restoration costs associated with their actions. Restoration costs may include, but are not limited to: the repair or replace cost(s) for damage to the room, College furniture, or equipment provided; repair, replacement, or costs of any extra work necessary to restore the room to its original condition including extra cleaning, moving, or rebuilding of furniture.

k. **Fines.** Students may be fined for violating any College policy. The College issues fines for vandalism, parking violations, extra cleaning, and the like. If unpaid, a fine will appear on the student's bill and become part of the student's financial obligation to the College.

l. **Other.** Mandatory counseling, drug or alcohol testing, off-site assessment, and community service are examples of other sanctions that may be imposed, either alone or in combination with other sanctions or as conditions or disciplinary probation. The student is responsible for any associated costs.

m. **Referral to Authorities.** Any act that violates local, state, or federal law or fire regulations may be referred to the local authorities.

Review by the President

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

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

b. Any other case in which the student files a timely appeal from a decision by the Administrative Review Committee.

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

COLLEGE SERVICES

Bookstore

The Bookstore serves the Bennington College community. In addition to course books, the Bookstore carries art supplies, school and office supplies, personal care items, candy and snacks, greeting cards, book bags, sweatshirts, T-shirts, and other insignia items.

The Bookstore accepts MasterCard, Visa, Discover Card, American Express, and personal checks, but does not extend credit. Check privileges will be revoked if a second check is returned.

A full refund will be given for course books during the first week of class, with a receipt. After the first week, a full refund will be given up to 15 days after the start of classes, with a receipt if within two days of purchase, or with proof of schedule change. Please note that for a full refund, textbooks must be in original condition.

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

Business Office

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

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

Cashier's Office. Students, faculty, and staff may cash personal checks at the Cashier's Office, located in the Barn. Hours are posted outside the office. Students may cash checks up to a maximum of $200 during posted hours. All students must present their College ID when cashing a check. The Business Office reserves the right to revoke check-cashing privileges for any student whose check is returned for insufficient funds.

College Communications

College Week. *College Week* is Bennington's weekly calendar of events. A list of community announcements is published biweekly. All members of the resident community receive *College Week* free of charge. Local alumni and subscribers in the Bennington area may purchase subscriptions at $5 per term. Anyone may submit notices for publication by Tuesday at 5:00 pm for inclusion in the issue that covers the week beginning the following Friday. Information must be typed on *College Week* forms, available from the Student Life Office. Advertisements and solicitations are not accepted.

Community notices. Photocopied notices issued to announce critical schedule changes, emergencies, and calendar events that were not submitted in time to be included in *College Week*. Those wishing to issue a community notice should type the information, sign it, and deliver it to the Student Life Office. Student Life will give the author a copier code number; the author is responsible for photocopying and distributing the notice.

Galleys. Any member of the College community wishing to express an opinion on an issue of community concern may distribute a galley, which is an editorial flyer. It must be submitted to the Communications Office, which will review it for libelous material. The galley must be signed by the author and by the Director or Assistant Director of Communications. After the galley has been approved, it must be submitted to the Student Life Office. Student Life will give the author a copier code number; the author is responsible for photocopying and distributing the galley.

Note: Galleys are not community notices; for instructions regarding community notices, see section above.

Intranet. For up-to-date information on what is happening on the Bennington College campus, students have access to an intranet site, available only to the campus community. Students may access important information at *community.bennington.edu* at any time. Contents include daily/weekly menus from the dining hall, announcements of upcoming events, any changes

to the academic calendar or curriculum, the College's online directory, all on-campus job postings, and much more.

SILO. A literary/arts journal, written and edited by students, featuring prose, poetry, music, and art contributed by members of the College community. It is published at the end of the spring term and distributed to the College community.

Communications Office

The Communications Office provides a variety of services for members of the College community, the public, and the media. The office provides the College community with graphic design and print production, copywriting/editing, publicity, and named lecture coordination services. The communications team also provides journalists with information about the College and arranges interviews with faculty and students, in order to coordinate media coverage of Bennington College. The Communications Office helps articulate the vision of Bennington College to the campus community, alumni, and the public in ways that are clear, consistent, and compelling.

Two of the primary methods the Communications Office uses to accomplish this are:

Alumni Magazine. *Bennington,* the College's alumni magazine, is published twice annually. It contains news about the work of alumni, current students, and faculty members, as well as details of College events and initiatives. It is mailed to alumni and friends of the College and distributed to the Bennington community. The Communications Office welcomes suggestions for articles and features from all members of the College community.

Publicity. The Communications Office considers requests for press releases about individual students' accomplishments. Communications encourages students to inform the office of any publicity opportunities that arise and then determines the potential for sending a press release to local and hometown media outlets. Please note: Students who do not want any publicity must notify the Director of Communications in writing.

Endowed Lectures

- **Adams–Tillim Lecture:** The Adams–Tillim Lecture Series was established in 1992 by Bennington alumnus David Beitzel '83 in honor of two retired Bennington College visual arts faculty members, Pat Adams and the late Sidney Tillim. Adams taught painting at Bennington from 1964–93 while Tillim taught from 1966–93. This series invites notable artists to speak about their work.
- **Belitt Lecture:** In 1977, Bennington College alumna Edith Barbour Andrews established the Ben Belitt Lectureships in gratitude to her teacher Ben Belitt. Visiting lecturers have included some of the most inspiring writers and keenest literary critics inspiring The Ordering Mirror, a collection of Ben Belitt lectures published in 1993 by Fordham University Press.
- **DeVries Olesen Lecture:** The Candace DeVries Olesen '50 Distinguished Alumni Lectureship program was established in 1989 to bring prominent alumni back to campus to work with students in a classroom setting and to interact with the community-at-large through an evening lecture or performance.
- **Ewing Lecture:** In 1997, President Elizabeth Coleman and the Board of Trustees named the Social Science Lecture Series in honor of Ruth Ewing '37, former trustee and parent of a 1974 Bennington College graduate. The Ruth Ewing Lecture Series was established to bring distinguished social scientists who have translated their intellectual accomplishments into meaningful social action to Bennington.
- **Woodworth Lecture:** The Robert H. Woodworth Lecture Series in the Sciences is funded by an endowment and established to honor Robert H. Woodworth, a beloved science faculty member who taught at Bennington for 53 years. The fund originated through a secret campaign headed by five of his students. The lecture series is meant to bring distinguished scientists to campus to discuss their research and important issues involving science.

Conference Services

Located in the Barn, the Conference Services Office is responsible for all rentals of Bennington College's facilities, including housing during nonterm periods. During nonterm time, including Field Work Term (FWT), the College facilities are leased by outside organizations for various programs, conferences, and workshops. These groups

rent College facilities and contract for the use of College space during their stay.

During nonterm time, students and staff are welcome to make use of Crossett Library, the Meyer Recreation Barn, the Post Office, and the College snack bar during the day. All other facilities and services are unavailable and off limits. During these periods, the campus is closed to anyone who is not a member of or participating in one of the programs.

Any other use of College facilities during nonterm time must be approved by either the Provost and Dean's Office in conjunction with the Conference Services Office or the Conference Services Office.

Depending on availability, students may rent studios in Jennings and VAPA during FWT by contacting the Conference Services Office. Use of such facilities is determined by the Conference Services Office.

Dining Services

Retail Operations. Hours are posted at the beginning of the term for the snack bar and Downstairs and Upstairs Cafés.

- **Snack Bar** is located on the first floor of the Commons building. The snack bar menu features breakfast items, fountain and bottled beverages, hot and cold sandwiches, pizza, soups, salads, and side dishes. Delivery is available to a limited area of the campus.
- **Downstairs Café** is located adjacent to the Commons building, serving beer and wine to persons 21 years of age and older with proper ID (license, passport, Vermont ID—student IDs are not an acceptable form of ID for the purchase of alcohol). Open to all students, however, alcohol will not be served to those under 21. Bringing your own alcoholic beverages into the café is prohibited.
- **Upstairs Café** is open seven days a week and is operated entirely by students. The menu features quesadillas, nachos, smoothies, wraps, desserts, and ice cream. Alcohol is prohibited in the Upstairs Café.

Board Plan Operations. The dining hall is located on the second floor of the Commons building. All meals are served cafeteria style, and meals include three entrees with options for vegetarians and vegans. Meal contracts are mandatory for students living on campus. Nonresident students may contract for the term board plan, lunch-only board plan, or purchase meals individually or by meal ticket. Guests are welcome with a meal ticket, or they may pay at the door. Contact the Dining Services Office for additional information.

At the beginning of each term, students will have their ID cards validated as proof of payment for the board plan. Students must present their ID cards at each meal. There is a $10 fee to replace lost ID cards.

Removing food from the dining hall is prohibited and subject to a $25 fine. State law prohibits bare feet in the dining hall.

Hours of Operation

Monday–Friday	
Continental Breakfast	7:00–7:30 am
Breakfast	7:30–9:00 am
Continental Breakfast	9:00–10:00 am
Lunch	11:30 am–1:30 pm
Dinner	5:00–6:30 pm
Saturday–Sunday	
Continental Breakfast	8:00–11:00 am
Brunch	11:00 am–Noon
Continental Breakfast	Noon–1:00 pm
Dinner	5:00–6:30 pm

Disabilities Support Services

The College provides reasonable accommodations for individuals with disabilities, in accordance with the law. The Dean of Students is the College officer with the responsibility to oversee the reasonable accommodation of students with disabilities. Students may contact one of the two coordinators listed below to request accommodations. Students will be asked to provide appropriate documentation of the disability from a qualified professional source to the satisfaction of the College.

- Students with a physical disability seeking accommodation should contact Eva Chatterjee-Sutton, Associate Dean of Students, Barn 37.
- Students with a learning disability seeking accommodation should contact Wendy Hirsch, Dean of Studies, Barn 49.

Emergency Loans

The Emergency Loan Fund is administered by the Dean of Students or a designee. Students with academic-related emergency financial needs may borrow up to $150 per term from this fund on a

short-term basis. Students can pick up an application for a loan in the Student Life Office. Loan requests typically take 24-48 hours to process. Loans are available during the academic year only.

Field Work Term Office

This year, Field Work Term (FWT) begins on January 2 and ends February 17, 2006. FWT has historically been a central part of Bennington's educational program, taking place during January and February of each year. During this time all academic classes are suspended, allowing students the opportunity to travel off campus and to explore professional interest and/or to diversify their work experiences. Although FWT experiences vary in form and focus, specific program requirements must be met. For a complete listing of FWT requirements see Field Work Term requirements on page 4 and in the FWT Handbook.

The FWT Office handles all administrative aspects of FWT. In addition, the FWT Office provides job search support for FWT, summer, and postgraduation employment. Student support services and resources provided by the FWT Office are highlighted below.

Individual FWT and Future Planning Counseling. Students can meet with the director by appointment or on a walk-in basis to discuss a variety of issues related to both FWT and future planning. Common topics addressed include FWT/career decision making, setting and achieving goals, job search coaching, and addressing problems encountered during the job search and on the job.

FWT Handbook. A handbook is distributed in each student's mailbox at the beginning of fall term. This handbook explains program requirements, lists resources and takes students step by step through the FWT job search process. Students are encouraged to review this guide for updates and changes to FWT, as well as for helpful FWT planning strategies.

FWT Job Listings. The FWT Office arranges FWT opportunities with a range of employers. Throughout the summer, new positions are developed and past listings are renewed. The majority of these jobs are ready to accept applicants at the beginning of fall term. Additional listings continue to come in during term as well. A database of these positions is available in the FWT Office, on the FWT Section of the Community Intranet site community.bennington.edu, and are now also available on the Internet through http://illiad.bennington.edu/fwt/search.aspx. A student ID number is required to log onto this site. Jobs can be searched by both job type and location. There are approximately 1,000 positions listed annually in the FWT Office. Students are also encouraged to create their own FWT opportunities.

FWT Housing Database. The FWT housing database helps students locate temporary, affordable housing during FWT. The database is primarily made up of alumni and parents of Bennington students.

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

Job Search Resource Library. The FWT Office houses the Job Search Resource Library, which contains a collection of directories, planning guides, databases, and information to assist students with FWT opportunities, summer jobs and postgraduation employment. A sampling of the FWT Office's publications include online job searching, relocation information, resume and cover-letter writing, interviewing skills, information on careers in various fields, and materials regarding graduate school preparation.

Alumni "Mentor" Network. Forming a network of contacts is an essential part of any job search. The FWT Office helps students build this network through its Mentor Program. Mentors are Bennington alumni who have agreed to assist students in the FWT, summer, and postgraduation job search process. Although mentors may not specifically offer jobs, they are willing to informally advise students on how to best prepare for a career in a specific discipline or to simply provide relocation information. More than 500 alumni belong to this program and are from a wide array of fields and locations.

Financial Aid

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

Student Employment. Students who wish to work on campus during the academic year should consult the College intranet website for job listings; hard copies of the job listings are also posted in the FWT and Student Life Offices. Federal Work Study and nonwork study job assignments are available.

Before working on campus, students must complete the requisite student employment paperwork (i.e., I-9 form, W-4 form). Forms may be obtained through the Payroll Office. Students may not work more than 20 hours per week during the academic term; this maximum applies to all combined jobs held by a student. Students should be aware that the College does not schedule overtime work for students, whether engaged in one or more than one job on campus. Certain federal restrictions may apply to work hours performed by international students.

Students are required to complete weekly time sheets for all hours worked. It is the students' responsibility to ensure that time sheets are submitted to the departmental student employment coordinator weekly. The payroll deadlines are published each term in College Announcements or students may obtain a list of the payroll dates from the Payroll Office. Students are paid by check approximately twice each month, although the first paycheck may not be received until approximately one month into the term. Paychecks are placed in student mailboxes on campus. If a student loses a paycheck, he or she can have the check reissued by the Payroll Office. The student is responsible for paying the bank fees associated with this service.

Health And Psychological Services

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

Health Services

Health Services is located on the first floor of Commons, and provides health care and health education to students. The staff includes a physician and registered nurses.

Hours

Monday–Thursday	9:00 am–7:00 pm
Friday	9:00 am–9:00 pm
Saturday	1:00–9:00 pm

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

Psychological Services. Psychological Services for students is located on the second floor of Commons (North Suite) and is open from 9:00 am–5:00 pm, Monday through Friday. Therapists are on call for emergencies 24 hours a day. Licensed psychotherapists and a psychiatrist are available to students with personal, social, and academic problems. Appointments can be made by dialing ext. 4451 or students can leave class schedules in an individual therapist's post office box or at the Psychological Services Office. Students with psychological emergencies may call ext. 210. Security will contact the counselor on call. Students wishing to remain anonymous do not have to give their names to the security officer. The College and the student health fee cover fees for initial evaluations and short-term psychotherapy. A fee schedule for longer-term psychotherapy and for psychiatric evaluations is available in the Psychological Services Office. Everything told to therapists is confidential within the legal professional guidelines of the state of Vermont.

Hospitalization and Return-to-Campus Policy
Students who require hospitalization during the term will not be permitted to return to campus until they provide the Dean's Office with a written note from the physician who treated them during the hospitalization documenting that they are in stable condition and capable of returning to full-time studies and residential life at Bennington. Students are also required to discuss their ability to continue at Bennington with the Dean of Studies,

who will determine in his or her discretion whether reentry is appropriate. If follow-up care is to be provided by the College Health and Psychological Services staff post-discharge, the discharge plan must be discussed with Health and Psychological Services staff prior to reentry at the College. Students who arrive on campus without fulfilling these requirements will not be allowed to remain on campus.

Students Who Leave a Hospital Against Medical Advice. When a student chooses to leave a hospital AMA, the College cannot accept responsibility for the student's care. If a student leaves the hospital AMA, emergency staff or College personnel will contact the student's family or the person listed as the emergency contact on their emergency card so that the appropriate arrangements can be made for the student. The student will not be permitted to return to campus until he or she has received medical clearance.

Urgent Health and Psychological Emergencies. In the event of an emergency when Health and Psychological Services is closed, students should contact security at ext. 210. Security officers on duty will assist students in need of urgent consultation with the emergency room at Southwestern Vermont Medical Center or with the doctor on call.

Some urgent health and psychological problems on campus require the involvement of the Offices of the Provost and Dean, Student Life, Campus Security, Health and Psychological Services, and the House Chairperson of the student's residence. When a student appears to be a threat to him or herself or the community due to ill health or deteriorating mental status, he or she will be referred for an emergency on-campus psychiatric or physical evaluation. If the student refuses an on-campus evaluation, he or she must go to SVMC's emergency room for an evaluation. If students refuse to be evaluated by a professional, either on campus or in the ER, and staff determine that the situation is unsafe for the student and/or the community, College personnel will call the police for assistance. The Student Life Office and/or the Dean's Office may contact parents of students who might be a serious threat to themselves or the community. If the student is emancipated, staff will contact the individual listed on the student's emergency card.

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

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

Any student failing to comply with these health requirements will not be allowed to stay on campus or to register for classes, and may be referred for disciplinary action.

Health Insurance. All students participate in a supplemental accident and sickness plan as part of the required health service charge. The plan is underwritten by Bollinger Insurance Company and provides year-round supplemental health insurance coverage member in Health Services.

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

International Students

The Associate Dean of Students is the College's international student advisor, who provides assistance and information to students from abroad on matters relating to U.S. Immigration and Naturalization Service regulations, as well as life in Vermont. The International Student Advisors work closely with the Director of FWT regarding matters pertaining to international students' FWT arrangements. Advice is also available regarding practical training after graduation. Students of Bennington College must follow United States

immigration regulations and procedures, including completing necessary forms for FWT. The Student Life Office helps students to register with the Social Security Administration and assists with U.S. tax form preparation.

Package Shipping

Facilities Management can provide assistance to students who wish to ship their belongings. Trunks, suitcases, and packages for shipment by UPS must be taken to the Maintenance Plant shipping dock between 8:00 am and 3:30 pm, Monday through Friday. The last two weeks of the term hours are 8:00 am–4:30 pm. Trunks and suitcases must be securely locked with two address tags on them or put into cardboard cartons. Each carton must be clearly labeled. Free used cardboard boxes are available but the supply is very limited. Payment for UPS in cash or check must be given to the shipping office with your package.

Students must do their own packing and are responsible for any damage in shipment due to poor packaging. Each package is insured for $100 and additional insurance is available by request for $.35 extra per $100. UPS will only accept for shipment stereos, speakers, and computers that have been professionally packed in original cartons. For insurance purposes, packaging must be done by a place such as Radio Shack (in town), a packaging store, or a professional moving company. UPS also requires all bicycles to be dismantled and put in an original carton by a professional bicycle dealer to be covered by insurance. Maintenance does not ship bicycles because of complicated extra charges.

The College shipping office does not use UPS for overseas shipping due to the large number of requirements and restrictions imposed. UPS will accept no package weighing more than 150 pounds.

Further shipping information is available from the shipping/purchasing office at ext. 4621.

Post Office

The Post Office is located in the west end of Commons on the ground floor. Each student and faculty member has a mailbox, accessible from 8:00 am–10:00 pm, seven days a week. Messages to administrators may be given to the post office staff who forwards them in the daily intra-campus mail.

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

Hours

Monday–Friday	10:00 am–4:00 pm
Saturday	10:00 am–Noon

Letters to students should be addressed as follows:

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

Forwarding. It is important for administrative purposes that each student leaves a forwarding address at the post office for FWT and summer forwarding of mail.

Bulletin Board. There is a bulletin board across from the post office station where administrative announcements, campus activities, and student notices, such as ride offerings and items for sale, may be posted.

Telecommunications

Each student residing on campus is provided with a direct telephone line and telephone, free local and campus dialing, a private voicemail account, and long distance access. The cost for this service is $50 per term and is included on the tuition statement. The College provides international, interstate, and intrastate dialing at very competitive rates. There are no additional fees or per-call surcharges. Each student receives a detailed statement of long distance usage each month. All student rooms are also equipped with data jacks for Internet connections.

COLLEGE BUILDINGS AND FACILITIES

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

The Barn

The Barn was originally the dairy barn of the Bingham Farm. It now houses most of the College's administrative offices, including those of the President, Provost and Dean, Dean of Studies, External Relations, Financial Aid, Student Life, Human Resources, and Field Work Term. Faculty offices and classrooms are on the second floor. The Barn Annex houses the Bookstore, the Writing Seminars and Conference Services Offices; the west wing contains Barn 100 (a lecture hall), the Business Office, and the duplicating room. The Barn is open typically each day from 7:00 am to midnight.

Note: Students wishing to display art in the east and west galleries must request a form from the Vice President for Planning and Special Programs' Office.

The Brick House

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

The Cafés

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

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

College Housing

The College provides housing for some faculty and staff. There are eight houses in the "apple orchard" and four on "faculty row." Apartments are located in Shingle Cottage and the Brooder and in some student houses.

Commons

The Commons building houses many essential services. The ground floor houses Health Services, the Post Office, Snack Bar, Commons lounge, key room, laundry room, and vending machines. The first floor south is occupied by the dining halls and the kitchen; the second floor north houses the Psychological Counseling Service Office, and several other offices. The Director of Dining Services is located on the first floor north.

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

Vendors wishing to display and sell items must first request authorization from the director of dining services. Students who would like to display art in commons must request authorization from the director of dining services.

Students wishing to display art in the dining halls or elsewhere in commons must request a form from the director of dining service.
Note: the third floor of commons is not open for use and access is not permitted for any reason.

Cricket Hill

Cricket Hill, located next to the barn, is the home of the Admissions Office.

Crossett Library

The Edward Clark Crossett library supports the curricular and research needs of the College. Its

collections are carefully selected to reflect this educational priority. The Library houses more than 116,000 books, access to more than 6,000 full-text periodicals through databases and print subscriptions, more than 2,000 videos and dvds, and more than 300,000 fine art images as slides and digital files. The library offers a variety of services including web access to its catalogue and databases, reference assistance, interlibrary loan, and reserves. All materials except reserves and interlibrary loan can be renewed online.

Hours

Monday–Thursday	8:30 am–Midnight
Friday	8:30 am–10:00 pm
Saturday	Noon–10:00 pm
Sunday	Noon–Midnight

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

Hours

Monday–Wednesday	9:00 am–9:00 pm
Thursday–Friday	9:00 am–5:00 pm
Sunday	1:00–9:00 pm

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

Interlibrary loan. Items not in our collection may be requested through interlibrary loan. The Crossett Library is able to borrow items from nearly 7,000 cooperating libraries. Library users can submit, track, and renew request online through Illiad, and interface is accessible from any web browser. In addition, the College has reciprocal borrowing agreements with Southern Vermont College and Williams College. Timely return and careful use of borrowed interlibrary loan materials ensures the continuation of these privileges.

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

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

Davis Alumni House

The Virginia Todahl Davis Alumni House is normally available for the use of Bennington College alumni and parents throughout the year. Set on the edge of the orchard near Jennings Hall and the Deane Carriage Barn, Bennington's alumni house has six bedrooms, a living room, a kitchen, a dining area, and two full bathrooms, and can accommodate as many as twelve people.

Deane Carriage Barn

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

Dickinson Science Building

The Elizabeth Harrington Dickinson Science Building contains classrooms, laboratories, faculty offices, a reading room, a greenhouse, and the computer center. The center provides basic computer needs in both the Macintosh and Windows platforms, with a range of software available for student use. Computer support and repair is available in the center by appointment. Dickinson is open from 8:00 am–11:30 pm.

The Early Childhood Center

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

Jennings Music Building

The large stone building on the north side of the campus was the summer home of the Jennings family. It contains faculty studios, practice and rehearsal rooms, the Music Library, an electronic music studio, and the thayer peck room. Jennings is open 24 hours a day during the term.

Jennings Music Library. Judith Rosenberg-Hoffberger Memorial Library is the link to exploration of past and present music resources relating to both western traditions and world music.

The Music Library houses a collection of scores, recordings, books, and dvds/videos on music. Most of these materials are available for borrowing. In addition, there are two listening rooms where students may study various recordings, view music videos, and record their own compositions onto cd, dat, or cassette tape. These rooms may be reserved for one hour increments.

Hours during the term

Monday–Friday	9:00 am–5:00 pm
Monday–Thursday	7:00–9:00 pm*
Saturday and Sunday	1:00–4:00 pm
*Tuesday	8:00–9:30 pm

Hours during FWT and summer

Monday–Friday	8:30 am–4:00 pm

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

Maintenance Plant

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

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

Meyer Recreation Barn

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

The Security Booth

Bennington College Security personnel are stationed in the Security Booth near the Barn.

Stickney Observatory

The Rebecca B. Stickney '43 Observatory, located on the west side of campus, houses a classroom, a 16-inch computer-controlled telescope, and accessory observing equipment.

Tishman Lecture Hall

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

VAPA

The Visual and Performing Arts center (VAPA) houses painting studios, sculpture studios, architecture studios, video studios, ceramics studios with an adjoining kiln, darkrooms, galleries, rehearsal and performance rooms, scene and costume shops, faculty offices, and the College's archives. It is open 24 hours a day during term.

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

Kinoteca, a high-tech film- and video-screening studio and theater, has a 48-seat terraced theatre for viewing films and videos.

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