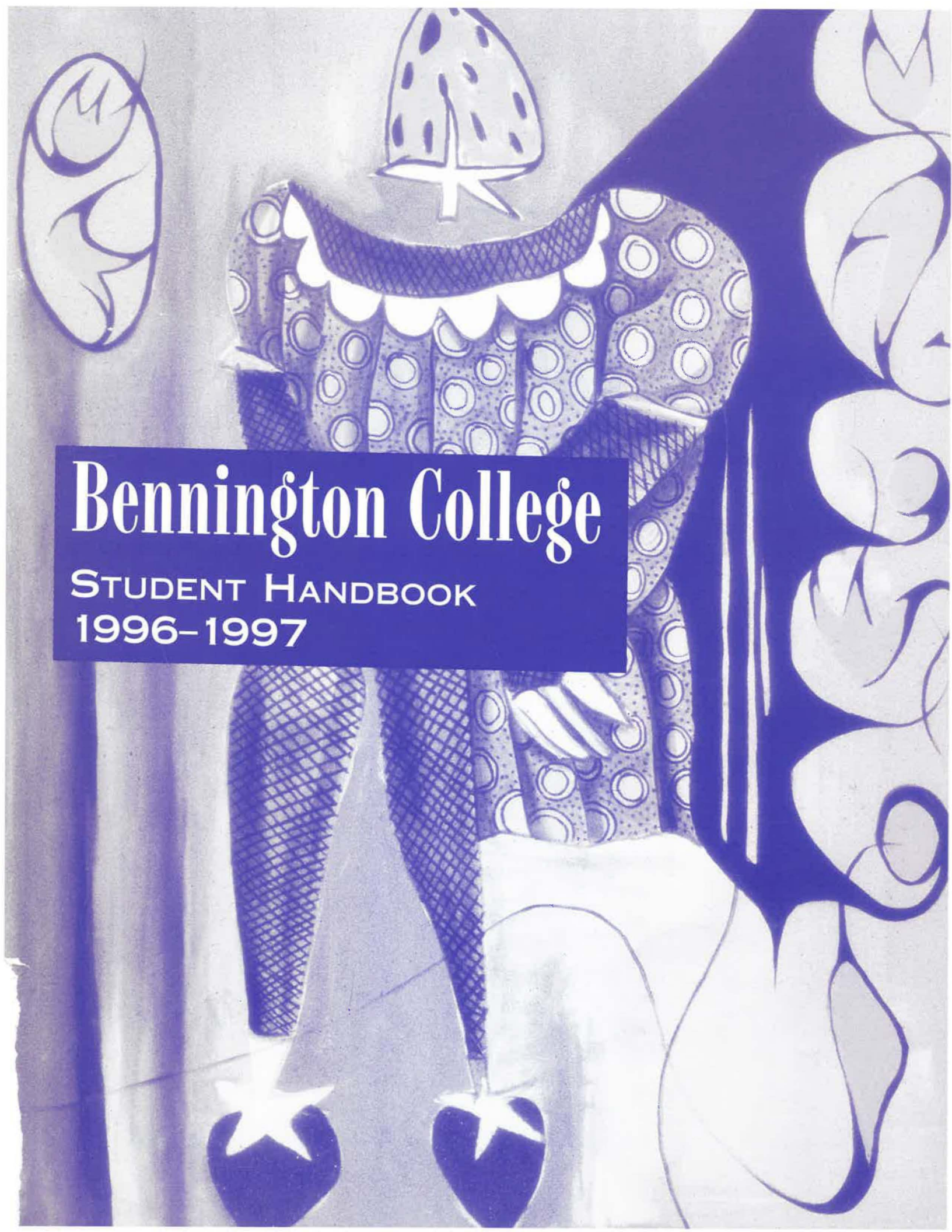

Bennington College

Student Handbook
1996–1997

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.

BENNINGTON'S TRADITIONAL COMMENCEMENT STATEMENT

BENNINGTON COLLEGE

STUDENT HANDBOOK

1996—1997

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Letter from the President

Dear Students:

From this time on in your lives, you will be a part of Bennington's history—and it a part of yours. The more active your participation in this College, the more you will take from it. You now join the thousands of students, faculty, and staff who have preceded you to take your part in shaping our future. We are delighted to have you join us.

Now, it is time to become acquainted with day-to-day life here. This handbook allows you to familiarize yourself with the College, to learn about student life and government, campus services and facilities, and various rules, regulations, and policies. It also lays out which administrative offices do what. In this booklet are set forth the guiding principles that help ensure a safe, functioning campus community.

A handbook alone does not guarantee the quality of student life. Nor can community be imposed; it must be continuously created anew. Genuine community is, in Bennington's language, always a work in progress. You have already accepted the invitation to participate in designing your education. I would like to extend a parallel invitation to participate in enlivening this community.

Sincerely,

Elizabeth Coleman
President

ACADEMICS

ACADEMIC ADMINISTRATION OF THE COLLEGE

The Dean of the College

The Office of the Dean of the College is charged with maintaining the academic integrity of the College. The Dean of the College is primarily responsible for the quality of the academic life of the College. This includes overseeing the academic operations of the College, from providing early academic support services to incoming students, to handing out diplomas to graduating seniors. The Dean's Office is also responsible for the formulation and supervision of policies relating to the faculty of the College.

The Associate Dean of the College

The Associate Dean of the College works with the Dean of the College, assisting with the responsibilities for the academic life of the College. The Associate Dean oversees the offices responsible for advising, registration, transcripts, and the review of student plans. The Associate Dean collaborates with the Dean of Admissions and the First Year on conducting institutional research and with the Director of Student Life planning co-curricular programs.

Dean of Admissions and the First Year

The Dean of Admissions and the First Year is charged with recruiting, admitting, and enrolling new students, as well as for first year program initiatives (advising, First Year Seminar, First Year Student Advising Team, etc.). The Office of Admissions and the First Year works closely with the offices of the Dean of the College, Director of Student Life, and External Relations.

The Assistant Dean of the College

The Assistant Dean assists in the implementations of academic policy and for associated administrative tasks. These include assigning students to academic advisors, assisting students through the plan process, reviewing students' plans for possible action by a Faculty and Deans' Review Committee, and preparing the agenda for the review of students' academic progress.

The Recorder

The Recorder deals with matters pertaining to the registration of students in courses and tutorials, the allocation of classroom space, the collection and distribution of faculty reports on their students and advisees, and the maintenance of comprehensive records of students' work. The Recorder may also provide verifications of students' enrollment and prepares a wide range of statistical reports required by the College and by public and private educational agencies. The Recorder prepares official academic transcripts for students.

Academic Policies Committee

The Academic Policies Committee(APC), composed of an elected faculty Chair, six other elected faculty members, the President, the Vice-President for Finance and Administration, and the Dean of the College, reviews academic programs, curriculum, academic budgeting, and the hiring of new faculty members. The APC is authorized to recommend new academic initiatives, work with the Vice-President for Finance and Administration concerning academic disciplines, review the curriculum on a regular basis, approve courses, and assign credit hours.

Deans' Open Hours:

Elena Bachrach
Dean of Admissions & the First Year
Fridays 3 - 5 p.m.; ext. 255, Barn 30

Robert Waldman
Dean of the College
Wednesdays 2 - 3 p.m., ext. 148, Barn 55

Henrietta Marshall
Assistant Dean of the College
Thursdays 2 - 5 p.m.; ext. 226, Barn 50

Associate Dean of the College
Tuesdays and Thursdays,
ext. 226, Barn 50

Guidelines and Academic Expectations of the College

The Plan at Bennington College

Introduction

The curriculum at Bennington College is based on two key assumptions. The first is that the student is a responsible, active participant in the design and scope of her/his education. The second is that the relationships between students and faculty and other advisors are vital parts of the educational process. The Bennington student commits to the ideals of choice and responsibility, and these ideals, in turn, are supported by a comprehensive advising system throughout the student's college career. These two fundamental assumptions determine the breadth and scope of a liberal arts education at Bennington, and they are engaged extensively in the formulation of the student's Plan.

Curriculum

The curriculum of the College is under the supervision of the faculty of the College, acting through the Curriculum Committee of the Academic Policies Committee and the Dean of the College.

Course Levels

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

Tutorials

Third- and fourth-year students may request a group or an individual tutorial with a faculty member knowledgeable in a specific area not covered by the scheduled curriculum offerings and for which the student has enough background to make the tutorial feasible. The student's Academic Advisor, proposed tutor, and the Curriculum Committee of the Academic Policies Committee must approve the tutorial. Applications for tutorials are available in the Office of the Dean of the College, Barn 51. A tutorial is considered a regular course in the student's plan.

The Plan

At the end of each of the first three years, students are required to submit a reflection on their course of study with a tentative plan for advanced work for the next year or years of study. The plan, prepared in consultation with, and approved by, the student's faculty advisor and selected additional faculty who make up the plan committee, will be comprised of a review of past study, a statement of educational purpose, details about course selection and projects. Students who intend to study abroad or at other institutions should begin to define such intentions in their plan. As students progress their plans become increasingly detailed and elaborated.

Change of Plan

A student who wishes to make any changes in approved Plans submits an Amendment to Plan to the Dean's Office once it has been approved by his/her academic advisor and plan sponsors. The Office of the Dean of the College will review the amendment for final approval.

Types of Plans

Disciplinary

The disciplinary major involves study in one or more related disciplines (e.g., drawing and painting, history, genetics and biology, dance, French literature).

Interdisciplinary

The interdisciplinary major involves study in two disciplines which are disparate (e.g., photography and literature, dance and biology). In most cases, an interdisciplinary major requires the completion of two senior projects, one in each area of the major. In cases in which a student's pursuits can combine the two areas of concentration, the student may design a single year-long project.

Thematic

The thematic major involves study in several disciplines around a central theme or idea (e.g., media psychology, gender studies, American studies, etc.).

Calendar Dates

No classes are held on Wednesday afternoons to permit plan reviews to take place. In addition, Wednesday, November 6 is a student reading and study period in which plan review meetings may be scheduled for the fall term and April 29 and May 7 are student reading and study days for the spring term.

Wednesday afternoon schedule:

1 – 2 p.m.	Selected Classes. Plan business, review meetings, etc.
2 – 3 p.m.	Universal Advising Hour
3 – 4 p.m.	Plan business, review meetings, etc.
4 – 6 p.m.	Faculty meetings

Due Dates

Fall 1996

Thursday, October 17, 1996—Plans due in the Dean's Office
Monday, December 2, 1996—Minutes of plan review meetings due in Dean's Office

Spring 1997

Thursday, April 17, 1997—Plans due in the Dean's Office
Friday, May 23, 1997—Minutes of plan review meetings due in Dean's Office

Writing a strong plan is an essential component of a Bennington education. The plan should be a clear statement of the student's ideas, focusing on the student's objectives in continued studies at the College. A primary resource at the College to help students in the plan process is academic advising.

Using the Academic Advising System

Academic Advising

The Faculty Advising Program is one of the hallmarks of a Bennington education. The College requires that all students be citizens of the College community and be active participants in discussions of teaching and learning. The community 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. Students come to Bennington College from diverse geographical and educational backgrounds. Yet central to the academic success of all students is the guidance and support of the faculty and advising teams. Active participation with their faculty advisors makes it possible for students to choose appropriate and timely programs of study.

Faculty Advisor

Students will be assigned faculty advisors in their first year and will meet weekly and work closely with these advisors. During the first term of the first year, faculty advising pairs meet regularly with their students in a larger group to complement the one-on-one advising system. Discussions can include academic support, course choices, work on the plan, and social and emotional adjustment. The student should check with the faculty advisor about office hours, dates of availability, or establishing a standing appointment time. Sophomores, juniors, and seniors continue meeting with faculty advisors on a one-to-one basis. Discussions about academic work and expectations continue until the student graduates.

Additional Faculty Support for Advising

The student and the academic advisor will collaborate in the selection of one or two additional faculty with relevant expertise who will agree to advise in the development and supervision of the plan. If possible, at least one of the faculty members should have done prior work with the student.

Deans

All of the deans have open hours (see page 6) during the week for students to talk about various concerns, including the plan process.

Other Support

Personnel in the Dean's Office, the Office of Student Life, and the Office of Psychological Services join with the faculty to help students excel. These offices support the faculty and students by providing an expanded network for the advising process (see below).

Advising Teams 1996-97

First Year Students:

Faculty Advisor
Elena Bachrach, Dean of the First Year
John Caron, Associate Director of Student Life
Psychological Services Representative

Sophomores:
Faculty Advisor
Associate Dean of the College
Donna Bourassa, Director of Student Life
Psychological Services Representative
Juniors:
Faculty Advisor
Henrietta Marshall, Assistant Dean of the College
Donna Bourassa, Director of Student Life
Psychological Services Representative
Seniors:
Faculty Advisor
Robert Waldman, Dean of the College
Rachael Class, Assistant Director of Student Life
Psychological Services Representative

EDUCATIONAL EXPECTATIONS OF THE COLLEGE

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

Requirements for graduation from Bennington College include the following:

1. Undergraduate students at Bennington are expected to complete satisfactorily four courses each semester or 16 credit hours and no more than five courses or 20 credit hours, for a total of 32 courses in eight semesters. With approval, students may graduate with a minimum of 30 successfully completed courses (120 credit hours) in eight terms. Some students may elect to take more than the expected course load. Students may not exceed 5 courses or 20 credit hours per term without special permission from their faculty advisors, who must sign the student's registration forms indicating approval, and the Office of the Dean. The maximum number of courses a student may take is 40 (160 credits). Exceptions must be reviewed and approved by the Dean's Office.
2. Students must formulate programs that reflect both breadth and depth in the liberal arts and pursue study in three disciplines with at least one year (each) of satisfactory work beyond the introductory level. Two of these disciplines may be in related areas; the third discipline must be in another field.
3. Beginning with the 1996-97 academic year, all first year students (optional for transfers) will be required to enroll in and successfully complete one term of the Freshman Seminar. This course carries 4 credits and will be required for graduation

   In this course, faculty, in collaboration with the Office of Admissions & the First Year, will identify four major works. Each work will be discussed for three weeks by a team of three faculty members and a senior. The course will be offered to first-year students in the fall and spring terms.
4. Students must complete the Plan process and obtain acceptance of a Plan in a particular discipline, interdisciplinary major or thematic major.
5. Students must successfully complete one Field Work Term for each full year in attendance at the College.

Field work term

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

Every undergraduate student must successfully complete one FWT for each year the student is in residence at Bennington. Successful completion of the Field Work Term includes timely registration of the job(s), working the required number of hours, receiving a positive employer evaluation and completing the required format for the field journal and/or paper by the deadline. The paper, coupled with the supervisor's evaluation, is reviewed by the FWT staff and by the student's academic advisor, who discusses with the student the appropriateness of the activity in relation to the academic plan. All these reports, including the final approval, form part of the student's cumulative academic record. Students on leave in the fall or spring term are excused from the FWT in that academic year. Students participating in Bennington Abroad Programs which do not overlap the FWT time are required to complete an FWT. Failure by the student to submit information by the appropriate deadlines or to satisfactorily complete any aspect of the FWT requirement will result in academic probation or a Not Passing rating for the FWT, and will require a summer make-up. In addition, financial aid, passage of plans, and date of graduation could be affected. For more information on requirements and policies of the FWT program, see the *Guide to the Field Work Term: Finding a Job* handbook.

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

EVALUATION

Evaluation of Academic Work

Student work at Bennington is evaluated through written reports by faculty submitted to the Office of the Dean of the College, with copies to the student and academic advisor, at the middle and the end of each term. These narrative evaluations summarize an instructor's view of a student's progress and are the basis upon which the deans judge the student's readiness to continue at the College. Each report is expected to communicate the level of achievement a student has already reached and to define further accomplishments to which he or she may suitably aspire. For this reason, and because the end-of-term 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. With a student's written permission, copies of evaluative reports may be sent to parents.

While narrative reports remain the foundation of Bennington's evaluation system, students may elect to exercise an option to request grades at the time of submitting their plan of study. This may occur at the end of their first or second year. If this request is granted by the academic advisor and Dean's Office for first year students, and the plan committee for second year students, the Dean's Office will be so informed. A student who has exercised this option may still request to take an individual course Pass/No Pass.

The narrative system for transcript purposes remains Pass (P) and No Pass (NP). A marginal pass (MP) is used as a part of the internal record. The notation system for transcript purposes is: A, B, C, D, F.

Work Not Completed During the Term

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:

To Be Completed (TBC)

A student who is unable for medical or emotional reasons to complete the work of a course during the term in which it is offered may petition the instructor and the Office of the Dean of the College to allow her/him to complete the course.

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

The Dean will grant TBC 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 TBC before the end of the term in which he or she is registered in the course. Work granted TBC status is due by January 15 for the fall term or by July 15 for the spring term unless the student, instructor, and the Dean make other arrangements at the time the request for the TBC is granted. This deadline also holds for students who either withdraw or take a leave in that following term. If TBCs are not completed by the deadline, a student's financial aid is affected.

Permanent Incomplete

A Permanent Incomplete is assigned when a course cannot be completed for some extraordinary circumstance, e.g., illness, injury, or personal circumstances. For computing academic standing, Permanent Incompletes will be assessed on a case-by-case basis by the Office of the Dean of the College. Students who withdraw from a course after Long Weekend will have that course recorded as Not Passed.

ACADEMIC PROGRESS AND ACADEMIC STANDING

To proceed successfully through Bennington, a student must comply with the requirements listed earlier (page 9). Concurrently, there is a sense of process at work here, a way of moving through the curriculum with certain broad goals for achieving a liberal arts education and, within that context, more focused goals of developing both an area of major interest and the ability to do advanced work in that area. The process begins with registration for courses in the first term of the first year. The first year is usually the time for broad study in several subjects. Registration for the fall term of the sophomore year occurs during the previous spring semester, and it is at that point that the student should begin to focus on a major area of study. Good preparation here is immensely important.

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

Transfer students often need to focus immediately on the areas in which they intend to major and are normally expected to submit a Plan by midterm of their second term at Bennington.

Review of Student Work

Students' work will be reviewed twice a term to determine academic progress by a committee of faculty and deans. The Committee will review the progress of students in the College who are having academic difficulty, hear the recommendation for each case from the appropriate Dean or Plan Committee, and then determine the academic status of the student.

The faculty and deans may determine that a student who has passed some or all of his or her courses at a marginal level of achievement may not be permitted to remain at the College as a candidate for graduation.

Satisfactory Academic Progress

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

1. By determining the number of course/credits a student has earned in a term, in an academic year, and cumulatively;

2. By requiring satisfactory completion of Field Work Term projects, required annually from each student enrolled for the full academic year;

3. By restricting the cumulative number of No Pass (NP) and Marginal Pass (MP) evaluations allowed to a student; and

4. By requiring timely acceptance of a student's Plan.

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

In each term, full-time students must satisfactorily complete at least four 4-credit (or the equivalent) courses per term.

Good Standing	Concern	Probation	Dismissal
4 courses	3 courses	2 courses	1 or 0 courses

The number of credits earned per academic year by a 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 (see chart following). Students are discouraged from taking more than the minimum number of courses if such a work load will keep them from satisfactorily completing all courses attempted.

Qualitative Progress

Marginal Passes

A "Marginal Pass" (MP/D), does not reflect satisfactory progress, but the student will receive credit for the course. Therefore, MP's will be computed for Concern, Probation, or Dismissal each term. Cumulative MPs are calculated to determine academic standing according to the chart below.

No Passes

A "No Pass" (NP/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 NPs are calculated to determine academic standing according to the chart below.

Term	Concern		Probation		Eligible for Dismissal	
	Cumulative MPs	Cumulative NoPs	Cumulative MPs	Cumulative NoPs	Cumulative MPs	Cumulative NoPs
1	1	1	2 or 3	2	4	3
2	1	1	2 or 3	2	4	3
3	2	1	3	2	4	3
4	2	1	3	2	4	3
5	2	2	3	3	4	4
6	2	2	3	3	4	4
7	2	2	3	3	4	4
8	2	2	3	3	4	4

Concerns

Students on Concern who do not pass at least 4 courses (with no MPs) in the term following the term in which they were placed on Concern will either be placed on Probation or will be Eligible for Dismissal. See chart above.

Probation

Students on Probation who do not pass at least 4 courses (with no MPs) in the two terms following the probationary term will be Eligible for Dismissal.

Eligible for Dismissal

Students who are placed on Probation a second time are Eligible for Dismissal.

Return To Good Standing

Students will return to Good Standing from Concern status upon the successful completion of 16 credits the next term. Students will return to Good Standing from Probation upon the successful completion of 16 credits in each of the next two terms. 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 (see chart above). Students on Concern or on Probation are strongly urged to take only four courses or the equivalent in the term following assignment of Concern or Probation.

Credit for Academic Work

A student may have passed the requisite number of courses in a major 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 major, and/or will be advised that one or more extra terms are necessary for graduation, or will be required to withdraw from the College.

Academic Difficulties

Any student who has academic difficulties in any course should discuss the problem with the instructor as soon as possible. The student should also bring the problem to the attention of her or his academic advisor. The student may also discuss these difficulties with a dean.

Academic Probation

Any student whose work is not satisfactory or who has not obtained timely approval of a Plan for Advanced Work, or whose records reflect that he or she may not be able to graduate from the College in a timely manner, or who has not successfully completed the Field Work Term requirement, may be placed on academic probation. A student who is placed on academic probation for any reason must overcome the problems that led to probation 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 the College may be dismissed from the College. The faculty and the Dean of the College may, at their discretion, allow a student a consecutive term on probation. Because of the serious implications of placing a student on probation, the parents or guardians of the student are notified of the probationary status, when permitted by law.

Financial Aid Probation

Both Federal regulations and Bennington policy require that students receiving financial aid from federal, state, and/or College sources cannot be on Academic Probation. Students on financial aid probation for the first time lose $1,000 of their institutional grants for the probationary term. Exceptions are: students on probation for failing to register for FWT by the end of the term, but who complete all other FWT requirements in a timely way; and (2) students on Probation who did not have plans accepted in the scheduled term. However, if their plans are not approved during the probationary term students will lose all financial aid eligibility.

Note: Harcourt Scholarship recipients placed on Probation for the first time permanently lose their eligibility for the scholarship.

Any financial aid student who is placed on Probation for a second time loses all financial aid eligibility. Students who do not submit a plan to the Dean's office in the term it is due will lose all financial aid eligibility. Students whose academic performance makes them Eligible for Dismissal will also lose eligibility for financial aid.

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

CLASS ATTENDANCE, MEDICAL CONDITIONS, AND ACADEMIC HONESTY

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 Office of the Dean of the College must be contacted. In the event of a personal emergency, the student should notify the Office of the Dean of the College, who will notify the instructors and the academic advisor, as appropriate.

Medical Conditions

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

It is the student's responsibility to initiate a conference with the instructor to discuss making up the work missed and to make up the work to the instructor's satisfaction.

Plagiarism

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

Whenever plagiarism is discovered or suspected:

1. The instructor speaks to the student.
2. If the instructor is satisfied that the suspicion is unfounded, no further action is taken.
3. If the instructor finds that the student has plagiarized, he or she discusses the case with the academic advisor and a dean before deciding on further action. The instructor may then take action ranging from warning to expulsion from and/or failure in the course
4. If the academic advisor, the Dean, and the instructor determine that more stringent action is necessary, the case will be referred to a committee of faculty and deans. The Committee will make a recommendation to the Dean of the College, who shall determine the appropriate sanction. The sanction imposed may include, but is not limited to, suspension or expulsion from the College. Appeals of the Dean's decision may be made to the President.

Cheating, Disruptive Behavior, or Unethical Practices

Cheating, disruptive classroom behavior, or unethical research methods are contrary to the educational philosophy and aims of Bennington College and are absolutely prohibited. Whenever one of these offenses is suspected or discovered, the procedures specified above under "Plagiarism" will be followed.

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 registration sheets 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, transfer students, and former Bennington students who have been away for one or more terms must register at the beginning of the term in which they

matriculate. All other students must register at the end of the term prior to the term for which they are registering. After the designated day of registration, changes in the program may be made only with the written consent of the academic advisor and instructor involved. These forms are available in the Office of the Dean of the College.

New and re-entering students obtain registration materials from their academic advisors. Students should plan their programs with their advisors. Students meet with their prospective instructors during Registration Day in order to obtain the instructors' consent to their taking the chosen courses. They should use these meetings to determine whether they are truly interested in a course and whether the course is offered at a level compatible with their abilities. In some cases, students will be admitted to introductory courses without meeting with faculty members.

Only when a student has secured their instructors' and advisor's signatures on the registration sheet and submitted the form to the Office of the Dean of the College is the registration complete. Students who do not complete their registrations on time are subject to fines for late registration and may not be able to receive credit for courses in which they participate. The late registration fee is $25; an additional $5 is assessed for each day of normal term time in which registration is incomplete. The assessed days include any Saturday or Sunday of registration, but do not otherwise include weekend days.

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 a student's registration up to the end of the third week of classes.

All drop requests must be held prior to Long Weekend or the date and the title of the dropped course will be entered on the student's permanent transcript. Courses dropped after Long Weekend are recorded as No Passes. Add/Drop forms are available at the Dean's Office and require the signatures of the course instructors and academic advisor.

Leaves

A student who wishes to leave Bennington for any reason but who also wishes to be readmitted must submit a written request for a leave of absence to the Office of the Dean of the College by May 25 for fall and by November 25 for spring. Leaves may be granted for one or two terms only. (In addition departing students are asked to fill out a questionnaire from the Office of the Dean of the College). The Office of the Dean of the College considers the request and informs the student whether the request has been granted and, if so, any conditions of the leave. Leaves of absence normally may be granted only when the student is in good academic standing and only after a student has been at Bennington for two terms.

Withdrawals

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

Academic Dismissal

Students who do not meet the academic standards of the College may be referred to a review committee of faculty and deans. The committee will make a recommendation to the Dean of the College who shall make a final decision. (See "Counseled Out Students" section on page 42 for housing-related information.)

Readmission After Academic Dismissal

After Academic Dismissal, the student may be readmitted only with the approval of the Dean of the College, upon the recommendation of a faculty and Dean's Committee. In order to be considered for readmission after Academic Dismissal, a student is normally expected to have been away from the College for at least one year.

The student must submit a detailed written petition to the Dean's Office. The student's petition is a critical document for readmission, and the student is encouraged to formulate it carefully. Supporting documents provide the Committee with valuable information for the readmission decision. In the petition, a student should assess the problems leading to dismissal; describe what she/he has been doing since dismissal; prepare a statement of purpose and an intended course of study upon return. A letter of reference from an employer or a faculty member other than a relative, who worked with the student during his/her time off, is required. Any academic work must also be appropriately documented.

Students who wish to return are encouraged to discuss their situation with the one of the deans in the office of the Dean of the College.

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

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

Students with outstanding financial obligations to the College are not readmitted.

Refund Policy

1. The College refund policy allows a 50% refund for withdrawals or dismissals within the first two weeks of classes and a 25% refund for withdrawals or dismissals between the second and fourth weeks. Withdrawal or dismissal means complete severance from classes for the balance of the semester. **There will be no refund for withdrawals or dismissals after the first four weeks of class.**
2. Students must report their intent to withdraw in writing immediately to the Office of the Dean of the College. The effective date of separation is the date on which notice is received by the College.

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

Transfers and Transfer Credits

Work at other institutions of higher education may, with the approval of the Office

of the Dean of the College and the faculty, be accepted for credit at Bennington. An estimate of transfer credit is given by the Office of the Dean of the College at the time of acceptance into the College.

Bennington awards transfer credit based upon the student's whole program of studies both at the former institution and at Bennington. In the second term at Bennington (for those students with at least one year's work elsewhere), the student will be asked to submit a Plan in which a major is declared. In this Plan will be a formal request for transfer credit. The official transcript from the former school(s) must be in the Office of the Dean of the College before the plan will be acted upon. Some of the factors considered in awarding transfer credit include the weighted value of the courses (Bennington's courses are normally four credit hours each), a grade of C or above, and the appropriateness of the courses to be transferred to the student's Bennington program. Official granting of transfer credit is made by the faculty Plan Committee and the Dean's Office when the plan is reviewed.

Residency Requirement for Transfer Students

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

Early Graduation

Normally students require eight terms of work in order to qualify for graduation, but those who demonstrate exceptional competence may qualify for an earlier graduation. To do so, a student must propose her/his intended date of graduation in the Plan, which is reviewed by the Plan Committee and by the Office of the Dean of the College. A plan must show how the student will meet the College's standards for a liberal education as well as its standards for the major, and his/her record must give evidence of distinguished work in the major field.

Completion of Work in Absentia

Completing degree requirements while studying in absentia during the senior year is academically unwise. Only in exceptional cases may a student be permitted to fulfill degree requirements in absentia. Applications for such permission should be incorporated in the student's request for Confirmation of Plan, or in an amendment to it, stating why the student cannot continue at Bennington and describing in detail what remains to be carried out under Bennington direction, such as the senior project, and the course of studies proposed elsewhere.

If permission is granted, an academic advisor will be appointed by the College to be in further communication with the student, to provide guidance, and to certify completion of the agreed program to the Office of the Dean of the College. The fee for this service is $750. If any part of the work, such as the senior project, is being done under the supervision of the academic advisor or another faculty member, an additional fee of $1,500 per term will be charged.

Transcripts

All transcript requests must be made in writing by the student and forwarded to the Recorder's Office in the Barn. Transcript request forms can be obtained from that office. The first copy of the transcript is made without charge; each copy thereafter requires a fee (currently $3 per copy). Transcripts will not be released for students who have outstanding debts to the College. Processing time is at least two weeks.

TIME AWAY FROM BENNINGTON

Study at Another Institution

A student who is interested in studying at another institution should begin planning for it well in advance, after consulting with faculty members at Bennington who can best evaluate programs of study elsewhere and advise how the courses they offer may be coordinated with the student's Bennington major. Anyone interested in studying elsewhere should incorporate her/his prospective courses in the Plan, which will be reviewed by the Plan Committee and the Office of the Dean of the College. 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. After the work is completed, an official transcript must be sent directly to the Office of the Dean of the College. Official granting of transfer credit will be made by a faculty committee and the Dean's Office.

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 Office of the Dean of the College about arrangements. Enrollment is limited to juniors and seniors. Transportation is not provided by either college.

Study Abroad Programs (Other Institutions)

Academic arrangements for study abroad programs are handled like those at Bennington. A student who plans to study abroad is expected to discuss his/her program with his/her academic advisor, with relevant instructors and with the Office of the Dean of the College. Students wanting to enroll in language programs, should speak with the Director of the Regional Center for Languages and Cultures. Each student's program of study abroad must be reviewed by the Plan Committee as part of its consideration of the student's Plan. Students who propose to study abroad must normally have a Plan approved by the Plan Committee and the Office of the Dean of the College before they can be accepted into the programs.

Only those students in good academic standing are eligible for study abroad programs.

Reference materials for study abroad programs are available in the Office of the Dean of the College and the FWT Reading Room.

Study Abroad Programs Offered by Bennington

1. Amsterdam Exchange with The Theater School in Amsterdam, Holland. This program is designed for dance majors and offered each fall term. Enrollment is limited to three students.
2. London Program. Attendance in the Drama Program in Performance and Design is offered during alternate fall terms (odd-numbered years). It is open to all students in good standing whose Plans have been accepted by the Plan Committee and the Office of the Dean of the College. Others may apply, but will be given lower priority. Enrollment is limited to 15-20.

OTHER ACADEMIC PROGRAMS

Graduate Programs

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

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

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

Master of Arts in Liberal Studies.
The MALS program at Bennington College is designed to provide a context for students with a capacity for self-direction to explore relationships across the traditional boundaries of disciplines. The curriculum for the MALS program may include courses and tutorials in the humanities, visual and performing arts, sciences and mathematics, social sciences and education. Students will explore, reflect, and create an individual curriculum.

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

Postbaccalaureate Premedical and Allied Health Sciences Program

The College offers a Postbaccalaureate Program in Premedical and Allied Health Sciences to students who have completed a bachelor's degree and wish to return to college to pursue a career in science or to apply to professional schools. The program offers preparatory work for medical, veterinary, dental, optometry, osteopathy, paramedical, biological, and other health-related graduate schools.

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

July Program

The July Program is Bennington's annual four-week summer program for high

school students. It enrolls 250 students, ages 15-18 (last year from 26 states and 4 countries), who participate in a program modeled on Bennington College's curriculum and philosophy. Faculty are appointed by the Director of the July Program. A number of July Program participants later attend Bennington.

The July Program employs Bennington students as Resident Advisors in dormitories and as summer office and technical support workers. Anyone who wishes to obtain information on the July Program, either for employment or for a prospective student, should contact the July Program office in Barn 4. Students interested in summer employment should apply in March.

POLICY CONCERNING THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

1. General Policy

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

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

2. Directory of Information Pursuant to FERPA

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

Category I
Name, address, telephone number, dates of attendance, class.
Category II
Previous institution(s) attended, major field of study, awards, honors, degree(s) conferred (including dates).

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

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

Bennington College assumes that failure on the part of any student to specifically request the withholding of categories of "Directory Information" indicates individual approval for disclosure. **(See full text of policy under Rules and Regulations on pages 79 and 80.)**

3. Dependent Students

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

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

SERVICES

STUDENT LIFE

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

The Office provides a broad range of programs, services, and learning experiences through student activities, housing, recreation options, new student orientation, counseling for international students, and publication of the Student Handbook. The focus of cultural, social, and intellectual life at Bennington is on campus. Students, faculty, and staff initiate concerts, plays, dance performances, lectures, movies, readings, and other performances during the school terms. Additionally, visiting artists and scholars are invited to campus throughout the year. All students are encouraged to become active members of the many committees and/or student organizations that affect campus life. Among the organizations this office works closely with are: Women's Issues Study Group, Student Council, WHIP radio station, Chess Club, *Commons* newspaper, the Film Society, and Student Endowment for the Arts.

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

Emergency Loans

The Emergency Loan Fund is administered by the Office of Student Life. Students with **emergency** financial needs may borrow from this fund on a short-term basis; some restrictions may apply. It should be noted, however, that students should plan to arrive on campus with enough money (at least $350) to see them through the first four to six weeks of each term.

International Students

The Associate Director of Student Life is the College's official international student advisor, who provides assistance and advice to students from abroad on matters relating to U.S. Immigration and Naturalization Service regulations, as well as life

in Vermont. The Associate Director works closely with the Director of Field Work Term regarding matters pertaining to international students' FWT arrangements. Advice is also given regarding practical training after graduation. Students of Bennington College must follow United States immigration regulations and procedures, including completing necessary forms for FWT. The Office of Student Life helps students to register with the Social Security Administration, and assists with U.S. tax form preparation.

BRIDGES: BENNINGTON CONFLICT RESOLUTION PROGRAM

Mission Statement

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

BRIDGES:

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

What is Mediation?

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

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

What is the Value of a Program at Bennington?

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

Here are some examples of issues that cannot be mediated:
Alcoholism or drug addiction
Physical or sexual abuse

Any violation of College rules, regulations, and policies as stated in the Bennington College Student Handbook
Academic issues
Matters related to student employees and their employers

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

Description of The Program

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

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

Initial Contact by Party Requesting Mediation
A phone extension will be provided for the program. A post office box in Commons will also be available to leave messages. The ten student mediators will be on a rotating schedule to pick up messages from the phone and post office box.

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

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

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

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

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

If the matter is not appropriate for mediation, the caller will be contacted by the person (see #2 above) determined by the designated members of the Advisory

Group to let him/her know that the matter is not to be mediated and what the next steps are.

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

HEALTH SERVICE

The Health Service provides general medical care for students, both for acute and ongoing health problems. In addition, the staff provides basic information on health-related matters pertinent to a college student population. The Health Service is open from 8 a.m. until 9 p.m., Monday through Thursday; from 8 a.m. to 11 p.m. on Friday, and from 3 p.m. to 11 p.m. on Saturday, with the exception of holidays. The Health Service is closed on Sunday. In the event of an emergency when the Health Service is closed, students should call the Emergency ext. 210 and the College emergency staff will respond.

A nurse practitioner is on campus five days a week during clinic hours (9:00 a.m. to 1:00 p.m.) Appointments can be arranged by the Health Service secretary. Students who are unable to keep an appointment should call the Health Service (ext. 220). Students who need to be seen by a doctor will be referred and scheduled by the the nurse on duty during open hours.

The Health Service is staffed by the Director of Health Services, a nurse practitioner, a consulting physician, and a registered nurse. In addition to providing clinic hours, the Director will oversee the day-to-day operations of the service and provide educational outreach and health education programs.

Laboratory work is available through the Health Service. However, when emergency lab tests or x-rays are required, or in case of serious illness, the student is referred to the nearby Southwestern Vermont Medical Center. Students under age 18 should be aware that their parents will be notified of an emergency illness. In all other cases, non-life-threatening illnesses are not discussed with parents without student consent.

Entering students are required to have a general examination before admission and to submit a report of a negative TB skin test or chest x-ray taken within a year. Before initial attendance at Bennington, students should have their immunizations up to date, including tetanus, measles and rubella. A requirement for a measles or MMR booster dose in addition to the primary vaccine should be noted. (Each student will have his or her record reviewed prior to the term, and any missing items will have to be provided by the student.)

Health Insurance

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

Medical Records

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

PSYCHOLOGICAL COUNSELING SERVICE

The Psychological Counseling Service is open Monday through Friday, 9 a.m. to 5 p.m. Appointments can be made by calling the Health Service secretary at ext. 220 or by leaving student schedules in an individual therapist's post office box or at the Psychological Service Office in Commons. Listings of therapists off campus and also listings of Rational Recovery, AA, Al-Anon, ACOA, and NA meetings, both on campus and in town, are available. Students with psychological emergencies may call Emergency ext. 210. Security will contact the counselor on call.

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

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

DISABILITIES SUPPORT SERVICES

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

Students with a physical disability seeking accommodation should contact:
John Caron, Associate Director, Office of Student Life

Students with a learning disability seeking accommodation should contact:
Henrietta Marshall, Assistant Dean of the College, Barn 50

FINANCIAL AID

The Financial Aid Office in Barn 41 is open to all students at Bennington. Students can stop by with questions regarding financial aid or alternate financing options. All forms of financial assistance are processed by the office staff. For additional information, consult the Financial Aid Handbook.

Student Employment

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

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

FOOD SERVICE

Snack Bar

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

Dining Rooms

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

Certain dining areas may be reserved for meetings during meal hours by consulting with the food service secretary. Non-boarding students attending a meeting during meal hours, will have to pay for a meal. (The new dining room has modules near the west windows which may also be used for reserving meeting space.)

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

Meal contracts are mandatory for students living on campus. Nonresident students may contract for the term board plan or they may purchase meals individually or by meal ticket. Guests are welcome but they must have a meal ticket or pay full price. Inquire at the Dining Halls Office for more information.

State law prohibits bare feet in the dining halls.

Hours:

Monday–Friday

Breakfast:	8:00–9:00 a.m.
Continental Breakfast:	9:00–9:30 a.m.
Lunch:	11:45 a.m.–1:00 p.m.
Dinner:	5:00–6:30 p.m.

Saturday–Sunday

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

THE BOOKSTORE

The Bookstore serves the Bennington College community. In addition to course books, the Bookstore carries art supplies (the most complete line in the Bennington area), school and office supplies, personal care items, candy and snacks, greeting cards, book bags, sweatshirts, T-shirts, and other insignia items. The Bookstore will make every attempt to stock items requested by students. The Bookstore accepts MasterCard, Visa, American Express, and personal checks, but does not extend credit. If a check is returned because of insufficient funds, a $15.00 fee is assessed. Check privileges will be revoked if a second check is returned. Course books may be returned until the end of the third week of the term when a course is dropped. Books may be sold back all year, but the best time is at the end of each term.

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

SECURITY

Security officers are on duty seven days a week, 24 hours a day to provide protection and assistance to all members of the College community and to protect College and personal property. In addition, Security enforces non-academic rules and regulations established by the College. Security personnel regularly make rounds of all College buildings and patrol the campus in cars. Upon request they will open a student's room but only for the student who occupies the room. More detailed information regarding campus security is available from the Director of Security.

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 two vans (red and gray) at its disposal.

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

Recognized student organizations may reserve the van for field trips. Organizations must seek approval from the Office of Student Life prior to reserving the van through Security. The expenses of hiring a van driver and mileage costs 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, other arrangements should be made. For further information contact the Director of Security at ext. 240.**

Guest Policy

Students are welcome to have visitors on campus but must register them (limit of two per student at any one time) at the Security Booth. All visitors (including alumni and former students) must sign in at the Security Booth and receive a visitor's pass. Visitors are required to provide an ID with birthdate (college ID, state driver's license or passport) and are issued a visitor's pass. Students may not have visitors prior to the first day of classes in the fall and spring terms.

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

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

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.

Other Telephone Numbers

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

FWT/CAREER CENTER

In addition to overseeing the Field Work Term (FWT) program, the Career Center assists students in clarifying their career goals, choosing a major, learning about the world of work, developing job search strategies, and applying to graduate and professional schools. Resume writing, interviewing, and job search workshops are offered on a continual basis. The Career Resource Library, in Barn 44, contains a

variety of reference materials, including occupational information, employer brochures, general career planning materials, directories, graduate and professional school catalogs, job postings, and information on examinations such as the GRE, GMAT, LSAT and MCAT.

Field Work Term

One of the major responsibilities of the Career Center is helping students prepare for a meaningful FWT and evaluating students' participation in the program. Each year more than 1,000 job/internship positions in a variety of career fields are posted through the office. In addition, professional career counselors are available to counsel students about finding appropriate positions for the FWT and to provide ongoing support and resources for students and employers throughout the year. The Career Center newsletter, *Futures*, is published during the fall term to alert students to job and housing opportunities and to provide other useful information. In addition, JOBWIRE, published weekly in *College Week*, lists new FWT opportunities as we receive them. Copies of our *Guide to the Field Work Term* handbooks: *Finding a Job* and *Making FWT Work For You* are available to all students, and contain information on policies and procedures, resources available to assist students with finding rewarding FWT placements, and suggestions for making the most of your FWT experience. Successful completion of a Field Work Term (30 hours per week during January and February) is required for each full year a student is enrolled at the College.

Term Employment and Summer Jobs

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

Career Assistant Program

The Career Center makes "house calls"! Each year two or three students are selected to serve as "Career Assistants" (CAs) and provide peer counseling regarding FWT and general career decisions. This year, with the help of our CAs, we're bringing the Career Center to your doorstep. Each house will be matched with one of our CAs who will sponsor evening and/or weekend "walk-in" hours, periodic workshops on resume and interviewing skills, and informal discussion sessions. Get to know your CA...and think about becoming one yourself in the future!

Alumni Mentor Program

This is a program for students to meet with successful alumni in his/her field of interest. This program provides a link between the academic and professional worlds. The Career Center has a list of alumni who have volunteered to speak with students about their career fields and career plans.

Career Counseling/Job Search Assistance

The Career Center can help with career questions by seniors looking for help in finding a job after graduation or first-year students confused about which career field to enter and anything in-between. Students can make an appointment to see a counselor or just drop by the office.

THE BUSINESS OFFICE

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

Payment of Bills

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

Cashier's Office

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

THE POST OFFICE

The Post Office is located in the west end of Commons on the ground floor. Each student and faculty member has a mailbox, accessible from 8 a.m. to 10 p.m., Monday through Thursday, and from 8 a.m. to 7 p.m. on Friday, Saturday, and Sunday. Messages to administrators may be given to the Post Office manager who forwards them in the daily intra-campus mail.

Services

The Post Office sells stamps, postcards, envelopes, aerograms, and money orders. Mail may be sent first class, third class, book rate or parcel post. The Post Office also can certify, register, and insure your mail. Overnight or second day delivery can be done via Post Office Express, UPS, or Federal Express. United Parcel Service Ground is also available for packages of 30 lbs. or less.

Hours:	Monday–Friday	10:00 a.m. – 3:00 p.m.
	Saturday	10:00 a.m. – 12:00 noon

Letters to students should be addressed as follows:

Student's Name
Bennington College
Bennington, VT 05201-6001

Forwarding

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

Bulletin Board

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

MAINTENANCE

The Maintenance staff is responsible for the upkeep of the buildings and grounds

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

Shipping

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

Students must do their own packing and are responsible for any damage in shipment due to poor packaging. Each package is insured for $100 and additional insurance is available by request for $.35 extra per $100.

UPS requires all bicycles to be dismantled and put in an original carton by a professional bicycle dealer to be covered by insurance. **No package weighing more than 150 pounds will be accepted by UPS.**

Shipments by Greyhound can be prepaid or COD. Packages for shipment by Greyhound or Vermont Transit cannot exceed 75 pounds per package and must be delivered to the bus terminal in Bennington by the student. Shipments can be made from the College to Alaska, Hawaii, Puerto Rico, and all of Europe, by UPS.

UPS will accept for shipment only stereos, speakers, and computers that have been professionally packed in original cartons. For insurance purposes, packaging must be done by a place like Radio Shack in town, a packaging store, or a professional moving company.

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

THE SWITCHBOARD

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

COLLEGE COMMUNICATIONS

Bennington

Bennington, the College's alumni magazine, contains articles on or by alumni, current students, faculty members, and events at the College. It is distributed to all alumni, students, faculty, parents of students, and friends of Bennington. The Publications Office welcomes suggestions for articles and features from all members of the College community. Students can help defray expenses for the publication of the alumni magazine with a contribution of $15.

College Week

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

Publicity

The Media Relations Office will send releases about individual student's accomplishments to local and hometown media throughout the year. **Please note: If you do not want any publicity, notify the Director of Media Relations in writing.**

Community Notices

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

Galleys

Any member of the College community wishing to express an opinion on an issue of community concern may publish a galley. It needs to be typed and must be submitted to the Director of Publications, who will review it for libelous material. The original galley manuscript must be signed by the author, but the printed galley may appear with a *nom de plume* or without a signature. After the galley is approved, it must be delivered to the duplicating room. The duplicating room staff requires two days' advance notice to mimeograph a galley. **Please note: Galleys are not community notices; for instructions regarding community notices, see section above.**

SILO

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

HOUSING

All Bennington College undergraduate students are required to live in College housing for their first three years unless they receive written authorization from the Office of Student Life to live off campus. Students who do not receive authorization will be expected to pay for room and board and will not receive a refund of these charges if they choose to move off campus. **By enrolling in Bennington College, students automatically accept its policies and regulations and acknowledge the right of the College to enforce these policies.**

There are 15 student houses on the Bennington College campus. Twelve are colonial style, built in the 1930s; three are contemporary design. Each of the 15 houses accommodates approximately 30 students in single and double rooms. Housing is also available for Post-bacc and MFA students in Welling Town House located in North Bennington.

Generally, the design of the houses is the same. In each, there is a shared living room with a fireplace and a kitchenette. Most of the traditional houses have apartments occupied by faculty members. All of the houses are co-ed, as are the bathrooms. All first year students are required to live with a roommate. Students transferring to Bennington with upper class student status (as determined by the Office of the Dean of the College) may be eligible for a single based on space availability. Students residing in College housing are provided with a bed, mattress, bureau,

desk, chair, mirror, and window shade. If any of these items are missing upon a student's arrival, she/he should notify Maintenance, ext. 244.

Students are responsible for locking all doors and windows in their rooms and for reporting unknown individuals or suspicious activity of any kind to Security, ext. 235. **Please Note: The College assumes no responsibility or liability for the theft, loss, or damage of any property owned by students. The College recommends that students obtain their own insurance for their valuables.**

Housing Assignments

Housing assignments are the responsibility of the Office of Student Life. Every effort is made to place students in rooms and houses where they will feel most comfortable and to assist students with any residency problems that may arise. The student Residential Committee assists the Office of Student Life in formulating procedures, priorities, and policy for room selection and allocations. It serves as an appeals board in cases of dispute and/or violations of house rules, meeting as necessary with the Assistant Director of Student Life.

The Residential Committee consists of the Assistant Director of Student Life and three members chosen from among the House Chairs. Residential Committee decisions may be appealed in writing within five days to the Director of Student Life whose decision is final.

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

Housing Assignment Process

Approximately three weeks before the end of each term all on-campus houses hold a Room Selection meeting. Students who will be seniors or juniors can either reserve their room or select an available room within their house for the upcoming term. In order to help maintain house character, the wishes of house members are considered in assigning students to rooms. The Office of Student Life holds lotteries at the end of each term for students who wish to change their house assignment for the upcoming term. Priority for available rooms—singles and doubles—is established by a combination of factors: class status, residency, lottery results, and house consensus. Once a student has been assigned to a room, she/he has priority for that assignment. The following list of priorities for room assignments applies to all campus housing unless an exception is granted by the Office of Student Life.

1. **Class Status.** Priority among students for available rooms within a house is determined by class status. All students of the same class, including transfers, have equal priority in the houses once residency has been established. Class status is determined by term (e.g. a second-term junior is a sixth-term student), with the higher term having top priority. Within each class, all else being equal, students in their second term have priority over those in their first term.

   If two students with equal priority want the same room, the room will be given to the student with the lower number obtained through a lottery. Transfer students are usually assigned to double rooms with a roommate for one term until their term status has been determined by the Dean of the College.
2. **Priority**. Students are assigned to available rooms in the following order:
   a. Seniors who have established residency within a house have priority for available singles over juniors who have established residency within the same house.

b. Juniors who have established residency within a house have priority for available singles over sophomores who have established residency within the same house.
c. Seniors who wish to change their house assignment for the upcoming term have priority for available singles on campus over juniors who wish to change their house assignment.
d. Juniors who wish to change their house assignment for the upcoming term have priority for available singles over sophomores who wish to change their house assignment.

3. **Residency**. A student establishes residency in a house by living in the house for at least one term. Length of residency is determined by the number of consecutive terms a student resides in a house. Residency is considered when two or more students with equal class status want the same room in a house. In this case, the student who has resided in the house for more consecutive terms has higher priority.
4. **House Chairs**. Those students elected as House Chairs in the previous term may be granted priority over other members of the same class and term. A House Chair may be granted a single room if there is an available one in the house after juniors and seniors within the house have been placed. If a House Chair who has been elevated to single status resigns or is dismissed from the position, she/he will lose elevated status and thus her/his room.

For Students Wishing to Remain in the Same House

1. **Seniors**. Students who will be seniors may reserve their current room for the upcoming term. Seniors who wish to remain in the same house but change rooms within the same house may do so if the room is available and if no other resident senior with higher priority wants the room. If two resident seniors with equal priority (class status and residency) want the same room, the room will go to the senior with the lower number obtained through a lottery.
2. **Juniors**. Students who will be juniors and wish to remain in the same house but change rooms within the same house, may do so if the room is available and if no other resident senior or resident junior with higher priority wants the room. If two resident juniors with equal priority (class status and residency) want the same room, the room will go to the junior with the lower number obtained through a lottery.
3. **Sophomores**. Regardless of residency status, no student who will be a sophomore will be assigned a single unless she/he has participated in the Sophomore Single Lottery and such housing is available as determined by the Office of Student Life.

For Students who want to Change Houses

1. **Change of House Lottery**. Prior to the end of each term a Change of House Lottery is held in the Office of Student Life to decide priority of those who wish to change houses. Students are sorted by class priority and lottery number. Once priority and lottery number have been determined, students are asked to submit three preferences for housing. The housing staff will do its best to place students in their house of preference. However, the availability of rooms will determine where students are placed. Students who do not reserve their current assignment or participate in the Change of House Lottery cannot be guaranteed a different room on campus for the following term.
2. **Seniors**. Students who will be seniors and wish to move into a single in another house may do so if the room is available and if no resident senior or junior wants

the room. If two seniors want the same room, the room will be given to the student with the lower number obtained in the Change of House Lottery.

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

For First-Year Students who want Singles their Sophomore Year

1. **Sophomore Single Lottery**. Some sophomores may be eligible for singles, depending on the availability of singles. At the end of their first year, students in doubles participate in the Sophomore Single Lottery and/or the Change of House Lottery in the Office of Student Life to determine priority for any remaining singles after all on-campus seniors and juniors have reserved their housing assignment for the upcoming term.
2. **Sophomores**. Students who will be sophomores and wish to remain in their house are sorted by lottery number within each house and placed in available single rooms, if no resident senior or junior wants the same room, and if no on-campus senior or junior wants the same room. **Note: If there are no available singles in the house after juniors and seniors have reserved their rooms for the upcoming term, sophomores may choose to remain in a double with a roommate in their house or apply for a single in another house in the Change of House Lottery**
3. Those students who wish to remain in double rooms will normally be placed in their former rooms with the same roommate. If they want a different roommate, they must contact the Office of Student Life staff, who will try to accommodate them.
4. Those students who do not participate in the Sophomore Singles Lottery and/or the Change of House Lottery will be placed in their former rooms <u>and</u> the Office of Student Life will assign a roommate for the upcoming term.

Housing Assignment Restrictions

1. Students may not change their housing assignment without the permission of the Office of Student Life. Students who change their housing assignment without obtaining permission may be required to return to their official housing assignment. Failure to obtain permission may also result in disciplinary action.
2. Although seniors and juniors have priority for singles, they are not permitted to transfer their housing status to other students.
3. If for any reason a student with single status is placed in a designated double as a single, it is required that the student move to an available single in that house during the first 30 days of the term.
4. Based on the number of students living in housing each term, the Office of Student Life may <u>temporarily</u> assign available doubles as singles to seniors. Seniors will be sorted by priority and lottery number for available designated doubles. First-year students and other students who wish to live in a double with a roommate are given priority for available doubles in each house.
5. Students are rarely removed from the rooms to which they are assigned. However, sophomores without single status and first-year students remaining alone in doubles will be asked to choose a roommate or move in with another student who is alone in a double in the house.
6. Any additional placement of students for the following term is made by the Office of Student Life in accordance with normal priorities and policies.

Housing Assignment Changes

During the first week of school, a housing assignment freeze prohibits house/room changes. The freeze allows the Office of Student Life time to verify students' initial assignments and to compile a listing of available spaces. The freeze also allows students time to adjust to their housing assignments. Students may request a person-for-person swap during the first week of school. However, students cannot request moves to empty spaces.

After the first week of school, students may request to change their housing assignment. All housing changes, including room changes within a house, must be approved by the Assistant Director of Student Life. Failure to obtain permission may result in disciplinary action.

Housing assignment changes will not be permitted after **October 1** for the fall term and **April 1** for the spring term except in extreme circumstances and only with the permission of the Assistant Director of Student Life.

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

New Students

Entering students who are 23 years of age or younger are required to live in campus housing. Any entering local student (living within a 25-mile radius) who is independent of her/his parents and has already established her/his own residence will have the option of living on or off campus. Any entering student who will be 24 years of age or older before the first day of classes has the option of living on or off campus. The Office of Admissions and the Freshman Year will notify the Office of Student Life of the student's decision when she/he completes the Financial Responsibility Form.

Roommate Assignments

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

Housing and Abroad Programs

The Office of Student Life will automatically place a student returning from a Bennington Abroad Program in the house in which the student resided during her/his last term at Bennington (if space is available according to the student's class status), unless other requests have been made prior to her/his return. Students planning to participate in a Bennington Abroad Program should leave their housing preferences for the returning term with the Office of Student Life before they depart.

Students returning from abroad programs are not guaranteed their former rooms. Additionally, abroad program students are assigned to rooms after current students of the same class status within the house have been placed in rooms of their choice. If space is not available in the house where the student last resided, she/he will be placed in any available space on campus.

Students authorized to live off campus at the time of departure for an abroad program will retain this status upon returning to Bennington. Students wishing to return to campus housing must notify the Office of Student Life no later than **November 1** for the spring term.

Postbaccalaureate/MFAs

Housing for graduate students is available in Welling Town House, which is located close to campus in North Bennington. To apply for housing in Welling Town House, graduate students must contact the Office of Student Life by **July 1 for fall term** and **February 1 for the spring term.**

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

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

Re-entering Students

Returning students who were on leave or considered withdrawn by the Office of the Dean of the College are assigned to rooms according to their class status and residency at the time they went on leave or withdrew from the College.

Students must notify the Office of Student Life by **May 1 for fall term and February 1 for spring term** of their three (3) preferences for housing and if they wish to live with a particular individual. Juniors or seniors requesting a single room after the **May 1 or February 1** deadline will be placed in the housing pool and will be offered any available space on campus.

Re-entering students should notify the Office of Student Life as soon as possible. There is no guarantee that the student will retain her/his former house or room.

Single Status

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

Visiting Students

Students in this category are placed according to their class status (determined by the Office of the Dean of the College). Visiting students should contact the Office of Student Life as soon as possible to discuss housing options and availability. Visiting

students who apply after **August 1 or February 1** are offered any available space on campus.

Eligibility for Off-Campus Housing

Students who have attained the age of 24 as of the first day of classes of any given term are eligible to live off campus. Students with senior status as determined by the Office of the Dean of the College may also elect to live off campus for their senior year. Seniors who wish to live off campus must fill out an application in the Office of Student Life no later than **June 1** for the fall term and December 1 for the spring term. **Seniors receiving financial aid who choose to live off campus will have their Bennington Grants decreased by the amount of room and board costs as calculated by the Financial Aid Office. Seniors are encouraged to make an appointment with a financial aid officer and review the adjustments to their Bennington Grants prior to moving off campus.**

Office-Campus Housing (Welling Town House)

Welling Town House is normally reserved for Post-bacc and MFA students. If a graduate student is interested in living in Welling Town House, she/he should contact the Office of Student Life at 442-5401, ext. 100. Space is limited and available on a first-come basis.

Services to Welling Town House and Off-Campus Residents

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

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

House Meetings

Issues of direct concern to students can most effectively be discussed and voted upon in house meetings, generally held every Sunday evening at Coffee Hour. Presided over by a House Chair, Coffee Hour is an informal gathering of residents in each house. It is a time for students to discuss house and campus matters. Each house develops a system of assigning students the task of preparing the Coffee Hour refreshments each week.

Concerns

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

1. Initial concerns in the house are made to the House Chair, who uses her/his discretion to decide how the concern will be handled initially.
2. First Official Warning. If concerns persist, the House Chair gives the individual(s) a verbal warning. This warning is to be recorded immediately in the Office of Student Life by the House Chair. The Assistant Director of Student Life informs the individual(s) that if a second warning is issued, she/he will be placed on housing probation for the remainder of the term.
3. Second Official Warning. The House Chair notifies the Residential Committee about the incidents. The Committee sends a letter to the individual(s) informing the student that she/he is now on Housing Probation for the remainder of the term, and that if a third warning is issued there is a possibility of being removed from the house. If the individual(s) wishes to dispute this, the student is informed

that she/he may attend the next Residential Committee meeting. Other involved house members may attend the meeting if they wish.

4. Third Official Warning. The House Chair notifies the Residential Committee that a third warning needs to be given to the individual(s). The Residential Committee then informs the individual(s) that she/he must be present at the next Committee meeting, at which the Committee votes on whether or not the individual(s) will be removed from the house.
5. If the individual(s) is not able to attend the Committee meeting, she/he must give the Committee adequate notice. Failure to do so will result in forfeiture of the right to appeal the Committee's decision.
6. In the event that the individual(s) resides in the same house as a Committee member, that member will abstain from voting.
7. All Residential Committee decisions may be appealed in writing within five days to the Director of Student Life, whose decision is final.

Telephones

Each house has two green phones for intra-campus calling and one pay-phone for calls off campus. In addition, each student room has a telephone jack. Students may open an account with NYNEX at their own expense. For phone service, students should contact NYNEX at 1-802-658-7200.

Animals on Campus

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

Students living in College housing may have fish as pets. All other animals are prohibited. The only exceptions are animals belonging to faculty/staff who live on campus. Animals found in houses or on College property in violation of the pet policy will be taken to the local animal shelter. This may also result in disciplinary action for the student responsible.

Keys

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

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

Appliances

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

House Upkeep

The College housekeeping staff cleans all common areas: living rooms, bathrooms, kitchens, and hallways. Students are responsible for the cleanliness of their rooms and

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

Room Checks

Room checks will be conducted at least twice each term. Notice is given to students before the midterm check. The resident will be billed for any damages found. No holes should be put in the walls—no staples, nails, or tacks. Students are responsible for cleaning and sweeping and/or vacuuming their rooms at the end of the term. All garbage, trash, and refuse must be placed in plastic bags and disposed of in the dumpster. In double rooms, the charges for damages will be shared equally by the roommates regardless of the party responsible for the damage; if the room is left in a dirty condition, the roommates will share payment for full cost of cleaning. **Note: If there is damage to a student's room, the occupants of the room are also subject to the College's disciplinary procedures.**

The Director of Security or designated Security Officer will accompany the Head of Housekeeping and the Assistant Director of Student Life on room checks. They will inspect for safety violations. If a violation is found, a note will be left in the room advising the occupant of the nature of the violation. The occupant will be given 48 hours to correct the problem unless it is of such nature that immediate action should be taken and the hazard removed by the Director or designee. When the 48 hours have elapsed, the Director of Security or designee will reinspect the room. If the problem has not been corrected at this time, the occupant will be subject to disciplinary action.

Painting

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

Damages

At the beginning of each term students are given a Room Inspection Form to document any present damage to the room. This protects a student from being charged for damages for which he or she is not responsible. This form should be filled out accurately and returned to the Maintenance Department within 24 hours. Failure to do so means that the occupant will assume all damages assessed for that room. Painting and repairs of any kind may be done only by the College Maintenance Department. Students who repair their own rooms/or common areas will not be relieved of damage charges. Should a student find a discrepancy with his/her maintenance charges, it is the student's responsibility to call or write the Maintenance Department within 10 days of the date of the bill. After that date, the charge (s) will be added to the student's College bill, and the right to appeal is forfeited.

Damage Charges:

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

Common Areas

If common areas are damaged or require additional cleaning by maintenance, the cost for repairs will be charged to all members of the house. If those responsible for damages do not come forward or are not identified by house members, the cost will be collected from the responsible party(ies), and/or house members. Also, if additional cleaning is needed beyond normal housekeeping duties, the house will be charged. Living rooms are for public use; living rooms, empty card rooms, and attics shall not be used for overnight sleeping. No furniture or personal belongings should be left in common areas of the house. This is a fire hazard. Academic functions, rehearsals, and readings are permitted with house approval. College property may not be removed from its original place. Painting is not allowed in house living rooms, hallways, bathrooms, or other common areas. Oil and/or acrylic painting is allowed only in VAPA or other designated studios.

Safety Regulations

Candles are not allowed in the houses. In addition, no tapestries, fabrics, or other hangings may be hung over or near the bed, or over lamps. **The use or possession of firearms, fireworks, explosives, dangerous instruments, or weapons of any kind is prohibited in College housing or on College property. (See Tenets of Student Behavior.) Gas, turpentine, and other flammable liquids are not allowed in College housing.**

Right of Entry

The College reserves the right to enter a student's room without notice to preserve

the health or safety of individuals, or the maintenance of College property. At other times, notice will be given to the occupants of the room, but the College may enter without consent.

Counseled Out Students

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

Once the Dean's office determines that a student is counseled out or is withdrawing, it is the responsibility of the student to remove his/her belongings from his/her room within 48 hours or a period of time specified by the College, whether or not an appeal is pending. If the Housekeeping Department is required to remove and pack the contents of a room, the student will assume the cost of labor and shipping charges. When a student appeals the decision and is readmitted, she/he will be offered an available space on campus as of the date of the final appeal decision.

End of Term

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

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

For FWT:

1. All desks, bureaus, and dressers must be emptied.
2. In some houses belongings may be left in closets, **but this must be approved by the Student Life Office.**

For the Summer:

Rooms in every house must be completely emptied. Security will store student bicycles under Barn 1.

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

STUDENT LIFE AND GOVERNMENT

THE COMMUNITY COUNCIL

The following section describes a new collaborative body on campus. We recognize over the course of its first year that adjustments may be necessary to this Council. Therefore, the Community Council will prepare a report to the President by the end of its first year recommending any such changes which will improve the Council's functioning.

The Community Council is a representative body which provides a means of communication for all individuals and organizations within the Bennington College community. The Bennington College community consists of undergraduate, graduate, part-time, and post-baccalaureate students, as well as faculty, part-time faculty, visiting faculty, administrators, and all staff of Bennington College. The Community Council serves in an advisory capacity to the President of the College and other appropriate bodies, which include, but are not limited to, the student body, the faculty, and the senior staff. The Council may recommend specific projects and proposals to other appropriate councils, committees, or groups within the community.

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

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

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

Composition

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

1. *Administrative Representation*
   Of the five administrative/staff members of the Community Council, two are elected by the Staff Association and three are selected by the Senior Staff. Of the three selected by the Senior Staff, at least two must be members of the Senior Staff. These representatives serve for one year, with the option of reappointment in subsequent years.
2. *Faculty Representation*
   The five faculty members of the Community Council are elected by the faculty. Each faculty representative serves for one year and may seek election in subsequent years.
3. *Student Representation*
   The five student members of the Community Council are: the Head of Student Council; the Head of House Chairs; the Head of Student Educational Policies Committee; a First-Year Student Representative (as elected by the student body at the end of the preceding Fall Term to serve one year term beginning Spring Term) and a Graduate Student-at-Large (as elected by the graduate students to include post-bacs and MFA students).

4. *The Community Council Moderator*
   The Moderator sets the agenda and facilitates Community Council Meetings. For the first year, the Community Council Moderator must: a) be a full-time member of the faculty, b) have been employed by the College for a minimum of three years, and c) have previous experience chairing a committee. Faculty members are nominated by the faculty, and from those nominations, a Moderator will be elected by the membership of the Community Council. After the first year, the Moderator may be any person who has served for at least one year on the Community Council and will be elected by the members of the Council. The Moderator serves for one year and may seek re-election in subsequent years.
5. *The Community Council Secretary*
   The position of Secretary is open to any individual in the community who is not a voting member of the Community Council. The Community Council Secretary is responsible for recording and distributing the Community Council minutes, documenting the Council's response to specific proposals, and providing the authors of those proposals with the documented responses. The Secretary will be nominated by the Moderator and elected by the Council.

Membership Accountability

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

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

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

Functions

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

Proposal Requirements

1. Prerequisites for Submission
   In order for a proposal to be considered by the Community Council, it must be submitted by one of the following persons:
   a. any faculty or administrative member of the Council.
   b. any student member of the Council who has obtained approval of that proposal from his/her committee

c. any member of the College community who has previously had a proposal rejected by his/her designated representative or committee and has since obtained the signatures of 150 members of the College community.

2. Proposal Specifications

Any proposal submitted to the Community Council, either by a member of the Council or by a member of the College community, must meet all of the following requirements:

a. A proposal must be a typewritten document, no more than three pages in length.

b. A proposal must contain a written statement that clearly demonstrates the existence of a campus-wide concern, need, or other situation requiring decision-making beyond the capacity or capability of the individual author and/or authoring group. It must also provide concrete plans for a practical solution to that problem or need.

c. In addition to the written argument, a proposal may include supplementary material. These materials may consist of photographs, diagrams, survey results, statements from members of the community, etc. (The total length of the proposal including the written argument and supplementary materials may not exceed five pages.)

d. A proposal may make no specific reference to any of the following: any administrative or faculty personnel decision any judicial hearing, case, or decision any administrative review hearing, case, or decision any other situation in which, due to financial, academic, medical, or psychological reasons, rules of confidentiality prohibit open discussion any Sexual Harassment Hearing Committee decision any Faculty Grievance Committee decision

e. A proposal must be submitted to the Community Council Moderator at least five working days before the next scheduled meeting if it is to be eligible for the agenda of that meeting. The moderator will set the agenda. Time constraints may necessitate postponement of discussions until the following meetings.

Procedures

1. Community Council meetings shall be scheduled at least once a month, or when circumstances warrant such a meeting, as determined by the Moderator. All members of the Community Council should make every effort to attend all meetings.
2. Any proposal may be placed on the agenda by a Community Council member at the start of a meeting, if it is moved and seconded by another member of the Community Council. Such proposals shall be discussed after all other business on the agenda.
3. A quorum of the Community Council consists of 12 members.
4. Any vote must be passed by a 2/3 majority with at least one favorable vote from each of the three constituencies.
5. No vote or action will be taken on issues not listed on the agenda.
6. If debate on a proposal extends for longer than 45 minutes, a 2/3 majority vote may close debate.
7. No member may hold the floor for longer than 5 minutes at a time during the discussion of a particular proposal.
8. All Community Council meetings will be open to the College community, but visitor participation will be at the discretion of the Moderator.

HOUSE GOVERNANCE

HOUSE CHAIRS

House Chairs comprise a team of peer assistants and play a pivotal role in determining the quality of student life by providing leadership, support, and assistant to students residing in their house community. Success in this position depends on developing positive, productive relationships with students, faculty, and staff. The following guidelines are presented to help clarify common expectations. The responsibilities of the House Chair are:

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

Requirements and Expectations

1. House Chairs must be full-time undergraduates and have attended Bennington College for one year.
2. House Chairs cannot be on academic or disciplinary probation at the time they assume the position. In addition, if a House Chair is placed on probation during his/her tenure, he/she must step down from the position.
3. House Chairs must attend all weekly House Chair meetings.
4. Each pair of House Chairs meets bimonthly with a member of the Student Life staff for ongoing supervision and evaluation.
5. Each pair of House Chairs meets with professional staff members from the Office of the Dean of the College and the Office of Student Life at least once per term to discuss house issues, share feedback, and engage in problem solving.
6. House Chairs are required to return to campus on the date specified by the Office of Student Life to participate in training and stay on campus through the date of house closings.

Responsibilities

1. *Maintain safe, healthy living environment.*
   a. Be available to mediate, help with problems, or facilitate communication.
   b. Comply with emergency procedures and fire regulations.
   c. Report unexplained student absences to the Office or Student Life.
   d. Serve as a liaison with Maintenance or Security to provide for the upkeep and needs of residents.
2. *Provide useful, timely information about college regulations, policies, and procedures.*
   a. Provide information about College events, house events and promote house involvement in educational, social, and cultural co-curricular activities.
   b. Engage house members in planning and implementing educational programs or activities for house living rooms and/or related to community service.
3. *Encourage the student's academic, personal, and social development.*
   a. Encourage house members to participate in the development of an inclusive, tolerant, and responsible community.

b. Act as a referral person in assisting students with various community, academic, and personal issues and needs by referring
c. Discuss house issues, share feedback, and engage in problem solving.
d. Ensure members of the house are informed of House rules and regulations and follow these expectations.

4. *Support the first-year student's adjustment to College life.*
   a. The House Chairs are responsible for participating in fall orientation of first-year students as specified by the Office of Admissions and the First Year and the Office of Student Life.
   b. Assist first-year students with adaptation to life in the houses.
   c. Facilitate first-year students' ongoing transition to College life.
5. *Responsibilities also include:*
   a. Schedule and facilitate house meetings (primarily Coffee Hour).
   b. Assist the Office of Student Life with the housing assignment process.
   c. Serve on House Chair standing committees.

Composition and Selection

In order to maintain continuity, House Chairs serve staggered one-year terms. One position is held for an academic year, fall to spring term; the other position is held for a calendar year, spring to fall term. Elections for the calendar year position take place at the end of every fall term. Elections for the academic year position take place at the end of every spring term. House Chairs must have spent one full year at Bennington College to be elected. The house selects two candidates for the open position of House Chair. The candidates then meet with a selection committee composed of a student, faculty, and staff member from the Campus Life Committee. This committee reviews the responsibilities and guidelines of the House Chair position with the candidate. Of the two nominees, the Selection Committee names the House Chair.

In the event the house doesn't yield an appropriate candidate or of an unanticipated vacancy, the Director of Student Life, in consultation with the Head of House Chairs, decides a course of action.

Accountability

At the beginning of each term the returning House Chairs meet with the incoming House Chairs to review and discuss responsibilities and expectations. The Head of House Chairs will continue this sort of dialogue through meetings with each house's respective Chairs at least twice a term.

If any of the **Requirements, Expectations**, or **Responsibilities** are not met, the Director of Student Life, in consultation with the Head of House Chairs, will determine if a House Chair will be removed from the position. The Director and Head of House Chairs will investigate and discuss the matter with the House Chair. The Director, in consultation with the Head of House Chairs, will determine a course of action. If removed, then the Director of Student Life, in consultation with the Head of House Chairs and the house's other House Chair, will choose a replacement.

Head of House Chairs

1. The Head of House Chairs is elected by the body of House Chairs. The position is held for an academic year, fall to spring term. The election takes place at the end of every spring term. This person is compensated $600 per term.
2. To be eligible for the position the candidate must have served as a House Chair for at least one year.

3. The Head of House Chairs shall not concurrently be a House Chair or hold any other compensated student leadership position.
4. The Head of House Chairs should be familiar with the academic and administrative structure of the college and may not be on academic or disciplinary probation.
5. The **Requirements** and **Expectations** of the House Chairs apply to the Head of House Chairs.
6. The **Responsibilities** of the Head of House Chairs is as follows:
   a. to facilitate and provide an agenda for House Chair meetings.
      1) to meet with a professional staff member from the Office of Student Life once a week to discuss the House Chair meeting agenda and any unresolved issues affecting the houses.
      2) to invite guest speakers to House Chair meetings.
   b. to coordinate standing committees:
      1) to ensure that positions on standing committees are filled and committee membership expectations are met.
   c. to communicate housing issues:
      1) to act as a liaison with other student and faculty governing groups on a regular basis to exchange information and communicate housing issues.
   d. to consult with the Director of Student Life as to perceived training needs of the House Chair body.
7. If any of the **Requirements, Expectations**, or **Responsibilities** are not met by the Head of House Chairs, the Director of Student Life will determine a course of action. If the Head of House Chairs resigns or is dismissed, a new election will take place.

Committees

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

Residential. The Residential Committee assists the Office of Student Life with the housing assignments process, and serves as an appeals board in cases of dispute. The Residential Committee also addresses issues concerning the maintenance and upkeep of the houses. The membership of the Residential Committee comprises the Assistant Director of Student Life, the Director of Maintenance, and no less than four House Chairs.

Food. The Food Committee works in collaboration with Food Services, providing recommendations for creative menu planning and special events. The membership of the Food Committee comprises the Director of Auxiliary Services and no less than two House Chairs.

Other Possible Committees. A House Chair representative is appointed by the Head of House Chairs to serve on the Events Committee and the Safety and Facilities Committee. House Chairs can run for an elected position on the Campus Life Committee.

Meetings

1. Topics for discussion must be submitted to the Head of House Chairs at least 24 hours in advance so that it can be included on the agenda. In an emergency, a topic must still be cleared with the Head of House Chairs before the meeting.
2. In order for the group to take formal action on any discussion item, a quorum of at least two-thirds of the House Chair body must be present.
3. Any item will be approved by the House Chair body by a simple majority vote. In the event of a tie, the Head of House Chairs will vote.

Compensation

House Chairs will receive $600 per term for fulfilling the requirements of the position.

STUDENT COUNCIL

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

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

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

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

In the 1996-97 year, the Student Council will take on the responsibility of developing by-laws and will submit their recommendations to the Campus Life Committee for deliberation and final approval.

Head of Student Council

The Chair 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.

Guidelines and Expectations

1. Must be a full-time undergraduate student.
2. Cannot be on academic or disciplinary probation at the time they will assume the position.

3. The position is for one full academic year (consecutive fall and spring terms).
4. Must return to campus by the date specified by the Office of Student Life and fully participate in House Chair training prior to opening the houses in the fall and spring terms.

Responsibilities

1. Facilitate Student Council Meetings:
   Meet with a professional staff member from the Office of Student Life once a week to discuss the Student Council meeting agenda and issues of concern.
2. Communicate Student Issues:
   Act as a liaison with other student and faculty governing groups on a regular basis to exchange information and communicate student issues.
3. Coordinate Standing Committees:
   Ensure that positions on standing committees are filled and committee membership expectations are met.
4. Serve as a representative to the Campus Life Committee and Community Council.

Committees of the Student Council

Members are expected to serve on the following committees:

Elections Committee. The Elections Committee coordinates and oversees all student elections, voting procedures, deadlines for nominations, and ballot counting. The Elections Committee also assists the Office of Student Life with the coordination of the student organization budget process. The membership of the Elections Committee comprises no less than three Student Council members.

Recreation Committee. The Recreation Committee is responsible for organizing and sponsoring student events with funding allocated from the Student Activities Budget. The membership of the Recreation Committee comprises no less than one member of the Housing Council and two members of the Student Council. In addition, one representative from each house is elected in the beginning of each term to serve on the Recreation Committee. The Chair of the Recreation Committee is elected for one academic year in a campus-wide vote.

STUDENT EDUCATIONAL POLICIES COMMITTEE (SEPC)

The SEPC is a body composed of seven voting student members, each elected by the student body. All elected members will serve for one year. Elections will be held within the first two weeks of the Fall Term of each academic year. The Head of SEPC is elected from the seven members.

The SEPC is charged with the responsibility to constructively critique and evaluate each course in the curriculum. Every class elects a representative who is in good academic standing. Led by each class representative, the SEPC communicates student views and recommendations about teaching and course content. These evaluations help improve teaching and curriculum.

At the beginning of each term, class time is allowed for the students to elect an SEPC representative. The faculty member submits the name of the representative to the Dean's Office. The class representative, after agreeing on a time with the instructor, holds two meetings a term with the class.

Midterm class discussions are held before Long Weekend. The discussion revolves around each specific class: course readings, lectures, how class time is spent, feedback on work, etc. This dialogue offers faculty and students an opportunity to evaluate the course and discuss the teaching and student participation, at a time when it is still possible to modify the course.

Near the end of each term, course evaluation questionnaires are distributed to each member of the class. Directions are given and any questions are answered by the class representative. Faculty members receive copies of their evaluations after the end of term.

The SEPC process presents an opportunity for direct and productive responses from students to faculty members on the quality of their teaching and the content of their courses.

STANDING COMMITTEES

Campus Life Committee. This standing committee is responsible for assisting the Office of Student Life in formulating policies and in making decisions regarding campus life issues. The committee may make recommendations to the Office of Student Life on issues raised by members of the committee, by the Director of Student Life, or by community members who appear before the committee. During this period of transition, the committee is also charged with overseeing the process of restructuring student governance.

The Campus Life Committee consists of five faculty members and five student representatives. The Director of Student Life serves as the nonvoting chair. The faculty members are appointed by the Dean of the College for two-year terms; the students are elected by the student body each year. Student members cannot be on academic or disciplinary probation to be eligible to serve. If members cannot serve for any reason, they will be replaced by election, in the case of students, or appointment, in the case of faculty.

Events Committee. The Events Committee assists the Office of Student Life with planning and coordinating special events on campus. The membership of the Events Committee comprises the Associate Director of Student Life, Recreation Coordinator, the Director of Auxiliary Services, the Events Coordinator, the Chairperson of the Recreation Committee, a faculty member, one house chair representative, one Student Council representative, and two students elected at-large.

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

STUDENT ORGANIZATIONS AND ACTIVITIES

An array of student organizations and/or clubs such as the Student Endowment for the Arts, Commons, Film Society, Women's Interest Study Group and WHIP

radio station are active at the College. Many events are planned and sponsored by student organizations each year. A new organization can be proposed if two or more students with a shared interest submit a budget proposal to Student Council. During the first week of the fall term, a Student Activities Fair is held; representatives from various organizations are on hand to answer questions, sign-up new members, and solicit feedback from students. Students are encouraged to join an organization or club.

Student Activities Funds

A percentage of each student's tuition is allocated toward the Student Activities Fund. The total amount of funding is enrollment driven. Student Council oversees the 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. Students in each house review the proposals and vote by consensus on allocation amounts to each organization. The recommendations from each house are averaged and results are publicized by Student Council.

Allocations and Expenditures

Student Activities funds are requisitioned through the Office of Student Life. The chairperson(s) of an organization/club may requisition funds for purchases, services, supplies, etc. At the beginning of the fall term, the Office of Student Life offers a workshop for chairpersons on budget issues such as developing a budget, budget management, and College guidelines regarding purchases and reimbursements. Each student organization is responsible for monitoring its own budget and ensuring that the budget is balanced at the end of the academic year.

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

RECREATIONAL OPPORTUNITIES

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

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

Recreation Facilities

Bennington College maintains a Fitness Center. The Center, located next to the Student Café, contains both aerobic and weight training equipment. For students who wish to increase their aerobic condition, the Fitness Center offers a treadmill, a stationary bike, and a Concept II Rower. For students interested in shaping, strengthening, or muscle development, the Center maintains a full range of dumbbells and Olympic free weights. Students can also check out sporting equipment such as basketballs, soccer balls, volleyballs, tennis racquets, and badminton and croquet sets.

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

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.

COMMUNITY OUTREACH OPPORTUNITIES

Social Services

United Way of Bennington County and others. The United Way (442-4947) is the umbrella organization that can put prospective student volunteers in touch with many community groups such as the Southwestern Vermont Medical Center; Hospice of Bennington Area, Inc.; Bennington Area Arts Council; Sunrise Family Resource Center; and the Bennington County Humane Society. In addition, the public schools can always use interested volunteers to support the academic programs and provide assistance with extracurricular activities.

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

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

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

Arts

Bennington County Choral Society. This is a community organization dedicated to the presentation of choral music. Singers rehearse on Monday evenings at Mount Anthony Union High School. Regular attendance is required. Major works presented in recent performances: Bach's *St. John's Passion*, Mendelssohn's *Elijah*, Handel's *Messiah*, and Orff's *Carmina Burana*.

Sage City Symphony. This is a community-based symphony orchestra which has one of the most extensive commissioning series in the country and performs traditional and contemporary repertoire in four annual concerts in various southern Vermont locations.
American Legion Band. This is a community-based band which meets Thursday evenings in the American Legion Hall. The Legion welcomes volunteers.
Oldcastle Theatre Company. An outstanding professional theater company in Bennington performing a variety of productions.
Park-McCullough House. An elegant 35-room Victorian mansion, with period furniture, antique clothing, and a stable full of old carriages. It sponsors concerts, exhibits, and regular tours. Friends of Park-McCullough are involved in archival work and research.

Environmental

Mount Anthony Preservation Society (MAPS).
Nature Conservancy Regional Chapters.

FACILITIES

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

CROSSETT LIBRARY

The Edward Clark Crossett Library is a dynamic educational and information environment which supports student study and research. The library houses more than 118,000 books, nearly 600 current periodicals, microfilms, videocassettes, and some 23,000 art slides. Its primary purpose is to support the curricular needs of the College; its collection is carefully selected to reflect the educational priorities of Bennington College. It has particular strengths in the visual arts, theater, and dance. The library offers a variety of services including a computer catalogue, reference assistance, interlibrary loan, computer searching, and reserves.

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

Reference

Reference services include one-on-one consultation with trained researchers. Students should see a reference librarian for assistance in planning research. A reference librarian is available:

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

Database Searches

There is access to two types of database searching in the library. Students can do their own searches on CD-ROM databases such as Infotrac, ERIC, and MLA. Additionally, reference librarians, at their discretion, can access information in more than 550 specialized databases in support of student research.

Interlibrary Loan

Through a national computer network (OCLC) the library is able to borrow items not in our collection from more than 13,000 cooperating libraries. A reciprocal borrowing agreement also exists with Southern Vermont College and Williams College.

Circulation and Overdue Fines

The standard circulation period is one month, with the exception of many art books (7-day circulation), slides (24-hour circulation), and videos. Regardless of the circulation period, student loans are due at the end of term. Materials may be renewed as long as they have not been requested by someone else.

In order to encourage the fair distribution of our collection, the library imposes a 25-cents-per-day fine for overdue materials (higher for reserve materials). Fines begin to accumulate immediately after the due date, regardless of notice by the library, and continue to grow until the book is returned. Materials not returned in a timely manner will be billed at their full replacement value plus accumulated fines.

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

COMMONS

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

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

THE BARN

The Barn was originally the dairy barn of the Bingham farm. It now houses most of the College's administrative offices, including those of the President, Dean of the College, External Relations, Admissions and the Freshman Year, Financial Aid, Business, and Career Center/FWT. Faculty offices and classrooms are on the second floor. The East Wing of the Barn houses the Bookstore and Office of Student Life; the West Wing contains Barn 1 (a lecture hall), the Offices of Publications and Media Relations, Summer Programs Offices, and the Duplicating Room.

DICKINSON

The Elizabeth Harrington Dickinson Science Building contains classrooms, laboratories, faculty offices, a reading room, the New Media Center, and a greenhouse.

TISHMAN

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

VAPA

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

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

JENNINGS

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

DEANE CARRIAGE BARN

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

STICKNEY OBSERVATORY

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

THE MAINTENANCE PLANT

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

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

THE CAFÉ

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

The Downstairs Café is available for registered student parties, which are authorized by the Office of Student Life.

THE SECURITY BOOTH

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

FACULTY AND STAFF HOUSING

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

THE BRICK HOUSE

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

THE EARLY CHILDHOOD DEVELOPMENT CENTER

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

RULES AND REGULATIONS

Preamble

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

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

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

I. Student Self-Government

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

II. Source and Lines of Authority

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

A. For all academic or classroom activities: the Dean and the faculty of the College.

B. In all other areas: the senior administrators of the College, who are responsible for formulating and enforcing appropriate procedures, for regulations concerning student behavior, for the judicial consideration of violations, and for the imposition of sanctions.

III. Tenets of Student Behavior

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

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

1. Harassment, abuse, coercion, injurious conduct. Every member of the College community has the right to be free from physical or verbal abuse and intimidating behavior of any sort, including not only direct threats of any kind but also psychological and sexual harassment. Threats, intimidation, physical or verbal abuse, harassment, or discriminatory behavior with regard to age, sex, religion, affectional/sexual preference, handicap, race, or color are prohibited. Complaints involving sexual harassment and sexual assault should be made to the Sexual Harassment Hearing Committee or to Sexual Harassment Mediators or advisors. (See Sexual Harassment Policy on page 71.)
2. Causing physical harm or reasonable apprehension of harm to any person on College premises or at College-sponsored activities.
3. Interfering with essential College activities, such as teaching, research, administration, including computer services and records, or fire, security, or emergency services.
4. Illegal entry. No member of the community may enter without authorization, College property or College property assigned to another (e.g., student, faculty, or College rooms, studios or offices) except as outlined in the "Right of Entry" section of the Housing Regulations. Everyone is expected to treat mail placed in student and faculty boxes as inaccessible to anyone but the box-holder.
5. Substantial disruptive interference with the freedom of expression of others on College premises or at College-sponsored functions (e.g., when requests for order by Security, the Chair of a meeting, or any College official are ignored).
6. Excessive noise. Bennington is an academic institution, and its members are expected to refrain from making noise that disturbs students when they are attending classes or lectures, studying, attending public performances, sleeping, or quietly enjoying themselves. In addition, students should be aware that excessive noise after 11 p.m. disturbs local citizens and may lead to intervention by municipal authorities.
7. Distribution, or possession for purposes of distribution, of any controlled substance or illegal drug on College premises or at College-sponsored functions.
8. Use or possession of any controlled substance or illegal drug on College premises or at College-sponsored functions.
9. Initiating or causing to be initiated any false report or warning of fire, explosion, bombs, or other emergency on College premises or at College-sponsored activities.
10. Improper use of safety or fire fighting equipment, such as fire extinguishers, smoke detectors, or exit signs.
11. Use, possession, or storage of any weapon on College premises or at College-sponsored functions. Such weapons include, but are not limited to, firearms, pellet guns, switchblade knives, hunting knives, and other similar weapons that pose a potential hazard to the safety or health of others.
12. Furnishing false information to the College, including, but not limited to, false reports to Security, complaints or other erroneous information to College offices. This includes Voluntary Witness Statements given to Security.
13. Acts of fraud or attempted fraud committed by forgery, alteration or use of Col-

lege documents, records, identification, or by other means.

14. Misuse of the Bennington name which includes, but is not limited to, contractual agreements made in the Bennington College name or unauthorized use of the College name or letterhead in advertising or media or correspondence.
15. Theft or property damage. Theft, vandalism, misappropriation of, or negligent or intentional damage to or alteration of the property of another person or of the College (including, but not limited to, students' rooms, public areas, dining halls, lawns) is prohibited. This also includes property stored electronically (e.g., in computer memory or on electronic, optical or other storage media).
16. Withholding information about and/or possession of stolen property on College premises.
17. Failure to comply with the directions of College officials, including College security officers, acting in accordance with their duties.
18. Violation of College policies or rules (including house rules) concerning entry and use of College facilities, sale or consumption of alcoholic beverages (see Alcohol Policy section of this Handbook), smoking, use of vehicles, or use of identification cards.
19. Violation of local, state, or federal law. Violation of the laws of any jurisdiction whether local, state, or federal, may subject an individual to disciplinary action at the College. Disciplinary action at the College will normally proceed during pending criminal proceedings and will not be subject to challenge on the ground that criminal or civil charges involving the same incident have been dismissed or reduced. The pending of an appeal of a conviction shall not affect the application of the rule.
20. Disorderly conduct. The College requires orderly conduct of all students while in Bennington and its environs. The College further requires orderly conduct of its students in any College-related function or activity where students are acting as representatives of the College. Disorderly conduct includes public intoxication.
21. Failure to appear as a named witness at Judicial, Sexual Harrassment, or Administrative Review Committee hearings, after being given written notice by a College official.
22. Behavior by any student, or group of students, which, in the opinion of the College or of any of its disciplinary agencies, endangers the health, safety, or welfare of the College community or of any person.
23. Violation of the terms of any sanction imposed by College disciplinary bodies in accordance with these tenets.
24. Violation of Guest Policy. (See Guest Policy section of this handbook.)
25. Repeated violations of College rules and regulations.

IV. Disciplinary Process

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

A. The Director of Security

The Director of Security has original jurisdiction over traffic and parking violations, guest policy violations, violations of the College's rules concerning pets, violations of safety and fire regulations, and also has the responsibility for investigating other kinds of infractions and is responsible for reporting them to the Office of Student Life. The Director of Security has the power to call in local authorities when the situation warrants their intervention, impose parking fines, order towing of vehicles, and remove or restrict privileges for violations of College motor vehicle regulations. He or she may refer repeated violators to the Director of Student Life who may initiate College disciplinary action. Written appeals for parking violations may be made to the Safety Committee via the Vice President for Finance and Administration.

B. The Director of Student Life

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

When the Director decides that a given complaint cannot or should not be resolved in an informal manner, he or she may, within eight working days from the receipt of the complaint, direct that case to either the Judicial Committee or Administrative Review Committee for hearing. The Director of Student Life or his or her delegate has the power to impose penalties immediately when the best interests of the College, its employees, or students seem to be in jeopardy and existing processes for dealing with the behaviors in question are inadequate. These may include, but are not limited to, cases of disruption of the ongoing academic responsibilities of the College, physical violence or threat of it, serious threats to the physical or mental health of any member of the community, or a serious emergency requiring an immediate response. The Director may take any appropriate action including, but not limited to, immediate suspension from the College. The Director should report any such action in writing within 24 hours to the President and must refer the same to the Administrative Review Committee. The student(s) must comply with the terms of suspension until the Administrative Review Committee hears the case.

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

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

1. Investigating the complaint on behalf of the College;
2. Presenting the results of that investigation to the appropriate judicial body;
3. Presenting the charges, evidence, witnesses, and the case for the College at all hearings;

4. Participating in the examination of person(s), charges, and witnesses.

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

C. The Judicial Committee

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

Composition. The Judicial Committee consists of seven persons: the Chair, three members of the student body, and three members of the faculty, administration, or staff. Four student members will also be elected and two faculty, staff or administration members will be appointed to serve as alternates in the event that a member cannot serve.

Selection of Members. Nominations for the position of Chair of the Judicial Committee and for seats on the Committee are submitted to the Head of Student Council by May 15 of the academic year. Eligible candidates must be full-time enrolled students who are not on academic or disciplinary probation. Ballots with the list of nominees for Chair and for seats on the Committee are distributed in Commons prior to the close of spring term. The three nominees receiving the highest number of votes are elected to serve on the Committee; the four with the next highest number of votes serve as alternates and will be called to serve in that order.

Faculty, staff, or administration members of the Committee are appointed by the Dean of the College. At least two of the Dean's appointees must be faculty members.

Terms of Office. The Chair and student members of the Committee serve for one-year terms. Members may be elected for subsequent terms. Faculty, staff, and administration members are appointed for two-year terms and may be reappointed.

Replacement of Members. Conflicts of Interest: When a case is to be heard, the Chair and the Director of Student Life 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:

1. Will be significantly affected by the outcome of the case.
2. Can identify circumstances that would 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).

Members excused for conflicts of interest will be replaced for that case by the next alternate.

Dismissal. A member of the Committee will be dismissed from the Committee by the Director of Student Life upon the occurrence of any of the following:

1. If a member misses two scheduled hearing meetings without the authorization of the Chair.
2. If the Chair or the Director of Student Life determine that confidentiality has been broken by a member of the committee
3. If a member is placed on academic or disciplinary probation.

In the event of dismissal or resignation, the next ranking student alternate will serve in the member's stead. In the case of faculty, staff, or administration, the Dean will appoint an alternate to serve. If the Chair is dismissed or resigns, the Committee

will elect an Acting Chair from the current student members who will serve as Chair for the remainder of the term.

Role and Responsibilities of the Chair. The Chair meets with the Director of Student Life or designee to discuss the disposition of possible cases. In consultation with the Director of Student Life or designee, the Chair schedules Judicial Committee hearings. The Chair presides over hearings, adhering to Judicial Committee Hearing Guidelines and serving in an unbiased capacity during the proceedings. The Chair shall maintain neutrality during deliberations, except in the case of a tie when the Chair votes.

At the conclusion of deliberations, the Chair shall draft the decision letter and submit it to each Committee member for his/her approval. The Director will review the letter and may modify or amend it to comply with College policies and/or legal requirements.

Procedure. The Judicial Committee should normally hear any case referred to it in no less than three and no more than eight working days from the date of referral. Decisions are by majority vote. Hearings are normally held at any time from the first to the last day of classes of each term. All members of the community are expected to be available during this period. If named as a witness, a student must appear; failure to do so is in itself a violation of College rules and regulations and will be referred to either disciplinary body of the College. The information presented and the deliberations entered into by the Committee are expected to be confidential.

The Judicial Committee will impose that penalty which it thinks appropriate, which may include but is not restricted to, verbal or written censure, disciplinary probation, housing probation, a fine, expulsion from College housing, suspension from the College, or expulsion from the College. The decisions of the Judicial Committee are final unless appealed in writing within five days to the Administrative Review Committee. Failure to comply with a penalty imposed by the Judicial Committee is in itself an offense and will automatically be subject to further disciplinary action by the Judicial Committee.

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

D. The Administrative Review Committee

The Administrative Review Committee shall hear: (1) appeals from the rulings of the Judicial Committee; (2) any offense referred directly to it by the Director of Student Life after consultation with the Chair of the Judicial Committee and a member of the Administrative Review Committee; or (3) any offense referred to it by the Director of Student Life in cases requiring immediate action.

The Administrative Review Committee consists of three members: the Vice President for Finance and Administration, the Dean of the College, and a faculty or staff member appointed by the President, or alternates appointed by the President. The Dean of the College presides over hearings. Decisions are by majority vote. It shall determine its own procedures. The information presented and the deliberations entered into by the Committee are expected to be confidential.

When it acts as an appellate body, it may affirm, modify, or set aside a penalty

imposed on a student by the Judicial Committee. Its decisions are final, except in cases of suspension or expulsion of a student from the College, which must be reviewed by the President of the College, whose decision is final.

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

When the Administrative Review Committee has received a case, it should normally hear the case in no less than three and no more than eight working days from the date of referral. The Administrative Review Committee has the power to impose any penalty for any offense it deems appropriate, which may include (but is not restricted to): verbal or written censure, a fine, disciplinary probation, housing probation, expulsion from College housing, suspension from the College, or expulsion from the College. At the conclusion of deliberations, the Chair shall draft the decision letter and submit it to each Committee member for his/her approval. The Chair will review the letter and may modify or amend it to comply with College policies and/or legal requirements. Failure to comply with a penalty imposed by the Administrative Review Committee is in itself an offense and will automatically be subject to further disciplinary action by the Administrative Review Committee.

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

E. Review by the President

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

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

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

F. Disciplinary Procedures

1. **Initiation of Charges.** The Director of Student Life or his or her delegate receives complaints brought against a student or students by any member of the community. In addition, Security Incident Reports may be used as the basis for a charge.
2. **Referral of Cases.** If the Director of Student Life determines that there is sufficient reason to charge a student or students with an offense, then he or she, after consultation with the Chair of the Judicial Committee and, if necessary, a member of the Administrative Review Committee, will normally refer the case to either the Judicial Committee or the Administrative Review Committee within eight days of receipt of the complaint.
3. **Notice of Hearing.** The Judicial Committee Chair or the Chair of the Administrative

Review Committee sends written notification of charges and hearing date and time to the person(s) charged. Students are required to return the Acknowledgement of Receipt Form by the date specified. Students charged may bring witnesses or an advisor from within the College community to the hearing and are required to name them on the Acknowledgement of Receipt Form. Such advisors or witnesses in no case shall be legal counsel.

4. **Hearing Procedures.** All hearings are private. The Chair of the Committee presides. The Director of Student Life or his or her designee brings the charges, presents witnesses, evidence, and the case on behalf of the College. If the person against whom a complaint has been made, after proper notification, fails to appear at the hearing without prior authorization of the Committee, he/she waives his/her right to appear, and the case will proceed as scheduled. The student charged and the complainant are offered the opportunity to present their own witnesses and to question one another's witnesses. A written disciplinary history of the person charged will be presented by the Director of Student Life or his/her designee to the Chair of the Committee at the end of the hearing; a copy of the history is also given to the student charged. At the close of the hearing, all parties and witnesses shall be excluded during deliberations of the Committee.
5. **Notice of Decision.** A written notification of the decision of the Committee is sent to the student. This letter includes sanctions (if any) and explains the appeals process. Certain sanctions require parental and academic counselor notification and/or documentation in the student's transcript. (See "Sanctions" below for details.)
6. **Appeals Process.** Appeals of disciplinary decisions may only be made on the following grounds:
   a. Newly discovered evidence that could not have been discovered at the time of the original hearing;
   b. Violations of procedure at the original hearing;
   c. Appeal of the sanction(s) imposed.

   All appeals of Judicial Committee decisions must be made in writing within five (5) days to the Administrative Review Committee in care of the Dean of the College. Appeals of Administrative Review Committee decisions must be made in writing within five (5) days to the President of the College, whose decision is final.
7. Statistics detailing the number and nature of all Judicial and Administrative Review Committee cases will be made available to the College community at least once a year.

V. Sanctions

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

A. **Restitution.**
B. **Reprimand.** A letter of reprimand may be sent to the student. Reprimands may be considered in future disciplinary proceedings but are not reflected in the student's transcript.
C. **Disciplinary Probation.** The student is sent a letter warning him/her that further acts of misconduct may result in a charge that could result in suspension or expulsion. The terms of probation may include, but are not limited to, periodic meetings with therapists, related groups, etc. The student is responsible for the cost of these services. Parents and the student's academic advisor will be notified of the decision.
D. **Housing Probation.** The student is issued written notice that further violations would

constitute grounds for loss of College residency privileges. Parents and the student's academic advisor will be notified of the decision.

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

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

G. **Suspension from College.** Suspension is a complete separation from all College classes, activities, services, facilities, and grounds. Suspension is for a definite period of time, at the end of which the student may petition the Dean of the College for readmission. Readmission shall be in the sole discretion of the College. Students suspended from the College must leave campus within 48 hours, or a period of time specified by the College, and may not return unless they have prior written permission from the Vice President for Finance and Administration. Students who are suspended from the College will be responsible for the total College charges for that term. A suspension is recorded on the student's transcript. The student's parents and academic advisor will be notified of the decision.

H. **Immediate, Temporary Suspension.** In the event of serious misconduct, the Director of Student Life or his/her designee may require that a student leave campus prior to formal disciplinary proceedings. Such action will be taken when the Director believes that the continued presence of the student on campus is contrary to the best interest of the College community. Immediate, temporary suspension normally requires that a student leave campus within 24 hours (or a specified period of time) of notification by the Director of Student Life. The student's parents and academic advisor will be notified of the emergency suspension.

I. **Expulsion from the College.** The student is permanently separated from the College. The student is barred from all College classes, activities, services, facilities, and grounds. Expelled students must leave campus within 48 hours of notification, or a period of time specified by the College, and may not return to College premises without prior written permission from the Vice President for Finance and Administration. Students who are expelled from the College will be responsible for the total College charges for that term. Expulsion is recorded on the student's transcript. The student's parents and academic advisor will be notified of the expulsion.

FIRE REGULATIONS

Safety Devices

All student houses are equipped with fire extinguishers and heat and smoke detectors linked to a locator-enunciator panel in the Security Booth. Tampering with fire safety apparatus is a serious offense. Vermont law states that "a person who willfully or

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

In the Event of Fire

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

Fire Drills

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

False Alarms

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

Fire Regulations

1. Smoking is limited to designated areas on campus. See College Smoking Policy.
2. **The use or possession of candles in any campus buildings is strictly prohibited. They will be confiscated by Security when found.**
3. Hallways in student houses must be kept clear at all times.
4. Fire screens must be employed whenever fireplaces are in use.
5. It is strongly suggested that students use power strips in their rooms. Power strips are available through the College Bookstore may be used. Three-way plugs and oil paints may not be used anywhere in student houses.
6. It is strongly suggested that students supply their rooms with metal wastebaskets and ashtrays.
7. Gatherings in House living rooms must not exceed the Vermont Fire Code. For old houses the maximum number is 200; for new houses the number is 100.
8. Bonfires are prohibited without the approval of the Director of Student Life. Students, faculty, and staff who wish to have a bonfire in conjunction with an event must register the bonfire through the Office of Student Life at least ten days in advance. Approval for a bonfire is subject to the safety and environmental conditions as determined by the North Bennington Fire Department and/or the College.

MOTOR VEHICLE REGULATIONS

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

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

Security has the responsibility for enforcing motor vehicle rules and regu-

lations. Anyone violating motor vehicle regulations may be prohibited from driving on campus. The College has the authority to ban vehicles from campus.

Parking Permits

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

Speed Limits

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

Reckless Driving

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

Parking

1. Fire lanes must be kept clear at all times.
2. Vehicles must be parked only in areas to which they are assigned. (See Motor Vehicle Regulations handout.)
3. A fine of $2.50 will be assessed for all motor vehicle violations. Fines must be paid within 24 hours of issuance of the ticket. A late fee of $2.50 will be added to fines not paid within 24 hours. Appeals should be addressed to the Safety Committee and must be made in writing within five days after receipt of the ticket.

COLLEGE POLICIES

ALCOHOL POLICY

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

Summary of Vermont State Laws

1. Criminal Offenses

a. **Legal Minimum Purchase Age:** No person, partnership, association or corporation shall sell or furnish any alcoholic beverages to any person who has not attained the age of 21. Violators may face a fine of $1,000 and/or imprisonment of up to two years.

b. **Falsely Representing Age/Procuring and Possessing Alcoholic Beverages When Under Legal Age:** A person who has not attained the age of 21 may not falsely represent his/her age for the purpose of procuring alcoholic beverages and may not procure nor possess any alcoholic beverages for the purpose of consumption by him-

self/herself or other minors. Violators may face a fine of not more than $500 and/or imprisonment of not more than 30 days.

2. Open Container Ordinance

The Town of Bennington Open Container Ordinance prohibits consumption of alcoholic beverages in streets, alleys, sidewalks, parking areas, and in or on motor vehicles either moving or stationary in any of said places. Violations are punishable by a fine not exceeding $100 or imprisonment not exceeding 30 days or both.

3. Civil Liability

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

College Regulations Regarding Alcohol and Parties

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

1. Alcohol Regulations:

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

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

c. Publicity and posters for College functions may not mention alcohol or imply that it will be available. Publicity and posters are not permitted for private parties which promote or mention alcohol or imply that it will be available.

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

e. With the exception of parties attended by fewer than 10 people held in individual rooms, alcoholic beverages may not be served at any event on College property except under the auspices of the College's catering permit through the Director of Food Service who will determine if Vermont alcohol and beverage control regulations can be enforced. Student events where alcohol will be served must also be registered with the Office of Student Life at least 72 hours in advance.

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

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

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

i. Operating a motor vehicle while under the influence of alcohol is prohibited.
j. Alcohol may not be sold directly or indirectly at parties held in individual student rooms.
k. Violations of any of the above policies may result in disciplinary action up to and including suspension and/or expulsion. Participation in alcohol education and/or rehabilitation programs may also be required.

2. Party Regulations:

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

Violations of the Alcohol and Party Regulations:

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

DRUG POLICY

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

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

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

Summary of Vermont State Laws on Drugs and Drug Paraphernalia

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

hallucinogenic drug, a person may be imprisoned for up to five years and/or fined up to $25,000.

College Regulations Regarding Drugs

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

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

Support Services

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

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

SMOKING POLICY

Because smoking is injurious to health, and involuntary smoke is a cause of disease in non-smokers, this policy has been developed to provide employees, students, and visitors with a healthy environment. The College's smoking policy is in compliance with Vermont law. This law restricts smoking in all places of public access.

Thus, smoking is prohibited in all work areas at Bennington College including classrooms, offices, hallways, bathrooms, rehearsal rooms, and studios. Smoking is also prohibited in all common spaces (bathrooms, hallways, living rooms) in student houses.

COLLEGE POLICY ON HIV INFECTION/AIDS

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

1. Health- related information including HIV status, when voluntarily provided by employees or students, will be kept in strictest confidence in the affected person's medical records at the Health Service, or the Personnel Office in the case of staff.
2. Release of confidential health records will only occur with written consent of the individual to whom the records pertain, except as otherwise required by law.
3. Students, faculty, and staff should be allowed to participate in all aspects of campus life 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, as long as the individual can fulfill the requirements of the position.
5. The Health Service expects that all students will notify them of HIV infection, in the hope of improving medical care to those individuals, including early notification of significant communicable diseases on campus that might pose a special threat to immunocompromised individuals.
6. There will be ongoing education on campus about HIV infection to prevent and to control disease. Similarly, information about support services for medically affected individuals will be made available, either on campus or by referral, to outside organizations.

POLICIES AND PROCEDURES GOVERNING SEXUAL HARASSMENT

POLICY ON SEXUAL HARASSMENT

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

Sexual harassment may be described as 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. 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;
2. Touching or grabbing a sexual part of a person's body;
3. 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;
4. Continuing to ask a person to socialize when that person has indicated he/she is not interested;
5. Displaying or transmitting sexually suggestive pictures, objects, cartoons, or posters if it is known or should be known that the behavior is unwelcome;
6. Continuing to write sexually suggestive notes or letters if it is known or should be known that the person does not welcome such behavior;
7. 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;
8. 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;
9. Retaliation of any kind for having filed or supported a complaint of sexual harassment (e.g., ostracizing the person, pressuring the person to drop or not support the complaint, adversely altering that person's duties or work or educational environment, etc.);
11. Derogatory or provoking remarks about or relating to a person's sex;
12. Harassing acts or behavior directed against a person on the basis of his/her sex.

Consensual Relationships

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

those in positions of authority abuse, or appear to abuse, this power. Those who abuse, or appear to abuse, their power in such a context violate their duty to the College community.

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

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

GENERAL INFORMATION

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

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

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

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

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

COLLEGE PROCEDURES

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

1. **Sexual Harassment Advisors.** They may seek advice from a sexual harassment advisor.

2. **Mediation.** They may attempt to resolve their complaint through mediation by a college administrator.
3. **Formal Complaint.** They may file a formal complaint.

Each of these three options is described in detail below.

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

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

Option #1
Sexual Harassment Advisors

A. The Sexual Harassment Advisors will be composed of two students, two faculty members, and two staff members. The Advisors will be appointed by the President. Advisors will serve staggered terms of one year, though an advisor may be reappointed. The names of Advisors will be published in College Week, as will the times during the term when they will be available.
B. Any member of the Bennington College community who believes that he/she has been sexually harassed while a member of the Bennington College community by another member of that community may seek the assistance of one of the College's Sexual Harassment Advisors in any or all of the following respects:
   1. The Advisor will listen to and discuss the case with the advisee.
   2. The Advisor will outline for the advisee the possible courses of action open to him/her in those cases under this Policy.
   3. The Advisor may assist the advisee with gathering the necessary documentation to bring a formal complaint or to pursue a complaint through mediation and may accompany the advisee through the College's mediation and/or formal complaint procedures if the advisee has decided to follow such procedures and wants his/her Advisor present.

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

Option #2
Mediation

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

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

C. The Dean of the College, the Vice President for Finance and Administration, or the Director of Student Life may take such interim emergency measures as he or she sees fit pending the outcome of a complaint pursued through mediation.

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

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

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

F. An official 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 record will be kept in the confidential Sexual Harassment file kept by the Vice President for Finance and Administration.

In cases where the person complained against is a member of the staff, an additional copy of the record will be kept in that person's personnel file.

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

In cases where the person complained against is a student, an additional copy of the record will be kept in a file in the Office of the Dean of the College. This file will be accessible to the Dean of the College, the Assistant Dean, and others as deemed necessary by the Dean.

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

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

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

Option #3
Formal Complaint

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

B. Sexual Harassment Hearing Committee (SHHC). The SHHC shall consist of five members appointed by the President. The non-student Committee members shall be appointed initially for staggered terms of service varying in length from one to three years, and thereafter for three years. Student members of the Committee may be appointed for one, two, or three years. The Committee shall be chaired by the Vice President for Finance and Administration or an alternate chair appointed by the President. In cases where a non-faculty employee is accused of sexual harassment, the Vice President for Finance and Administration will be excused and an alternate chair appointed by the President will preside. The Chair will vote solely in the case of a tie. The remaining membership of the Committee shall consist of two faculty members, one staff member, and one student. Three alternates (one faculty member, one staff member, and one student) shall also be appointed by the President and will serve when any member cannot serve on a particular case.

C. All formal complaints, except those against a member of the SHHC or the President, must be filed in writing with the Chair of the SHHC. Formal complaints against any member of the SHHC shall be filed in writing with the

President, who will appoint a replacement on the Committee, which will then proceed according to the procedure outlined below. A formal complaint against the President shall be filed with the Dean of the College, who will transmit the complaint to the Board of Trustees. The Board will proceed from that point in a manner it shall solely determine.

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

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

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

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

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

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

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

complainant.

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

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

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

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

decision of the Chair or the Chair's designee is final in all cases.

L. Materials and records of the SHHC shall be kept by the Vice President for Finance and Administration.

M. In all cases involving disciplinary action, the following will occur:
   1. In cases where the person complained against is a non-faculty employee, a copy of the decision letter and the appeal decision letter, if any, will be kept in that person's personnel file. This file will be accessible to the Vice President for Finance and Administration, the person's supervisor, the Director of Personnel and Programs, and others as deemed necessary by the Vice President.
   2. In cases where the person complained against is a student, a copy of the decision letter and the appeal decision letter, if any, will be kept in a file in the Office of the Dean of the College. This file will be accessible to the Dean of the College, the Assistant Dean, and others as deemed necessary by the Dean.
   3. In cases where the person complained against is a faculty member, a copy of the decision letter and the appeal decision letter, if any, will be kept in his/her personnel file in the Office of the Dean of the College, which file is available for formal faculty personnel reviews, and the President.

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

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

POLICY CONCERNING THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

At its discretion, the College may provide directory information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and

height of members of athletic teams. Students may withhold directory information by notifying the Office of the Dean of the College in writing within two weeks after the first day of class for each term.

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

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unacceptable. The Dean of the College at Bennington College has been designated by the College to coordinate the inspection and review procedures for student education records, which include admission, personal, academic and financial files, and academic, cooperative education, and placement records. Students wishing to review their education records must make written requests to the Dean of the College listing the item or items of interest. Records covered by the Act will be made available within 45 days of the request.

Students may have copies made of their records with certain exceptions, (e.g., a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document that exists elsewhere). These copies would be made at the students' 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 students' choosing.

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

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

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

ADMINISTRATIVE ORGANIZATION

ADMINISTRATION

Board of Trustees

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

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

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

President

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

Dean of the College

The Office of the Dean of the College is charged with maintaining the academic integrity of the College. The Dean of the College is primarily responsible for the quality of the academic life of the College. This includes overseeing the academic operations of the College, from providing early academic support services to incoming students to handing out diplomas to graduating seniors. The Dean's Office is also responsible for the formulation and supervision of policies relating to the faculty of the College.

Associate Dean of the College

The Associate Dean of the College works with the Dean of the College, sharing the responsibilities for all areas of the academic life of the College. The Associate Dean oversees the offices responsible for advising, registration, transcripts, and review of student plans. The Associate Dean collaborates with the Dean of Admissions and the Freshman Year on conducting institutional research and with the Director of Student Life planning co-curricular activities.

Dean of Admissions and the First Year

The Dean of Admissions and the First Year is responsible for recruiting, admitting, and enrolling new students, as well as for first year program initiatives (advising, freshman year seminar, first student advising team, etc.). The Office of Admissions and the First Year works closely with the offices of the Dean of the College, Director of Student Life, and External Relations.

Vice President for Finance and Administration

The Vice President for Finance and Administration is responsible for the operations of most of the non-academic areas of the College including the Business Office, Financial

Aid Office, Personnel Office, Food Service, Maintenance, the Post Office, Security, Summer Programs and Rentals, Duplicating, and the Switchboard.

Vice President for External Relations

The Vice President for External Relations oversees the offices of Development, Alumni Relations and Special Events, Media Relations, and Publications. Development is responsible for alumni, capital, foundation, corporate, and special fundraising for the College. Alumni Relations and Special Events is responsible for events and activities involving alumni, campus, and surrounding communities, such as Commencement and Reunion. Media Relations acts as the official voice of the College, handling communications with the media and providing information to the general public. Publications oversees all publications for the College and provides communications support to the faculty and administrative offices.

Director of Student Life

The Director of Student Life administers the non-academic policies and regulations of the College as they apply to students, coordinates co-curricular and special events such as Family Weekend, and oversees the College's Health Service.

Director of Psychological Service

The Director of Psychological Service coordinates psychological services and the College emergency system.

Bennington College was founded on the principles:

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

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

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

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

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

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

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

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

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

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

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