

Student Handbook

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

—Traditional Bennington College commencement statement

Academics

Guidelines and Academic Expectations of the College

A Bennington Education: Capacities

Central to Bennington's founding vision is the belief that a dynamic, relevant education is best achieved when students themselves define its direction. We believe that as a result of such purposeful self-reliance students take with them when they graduate not only what they have learned but also how they have learned it.

This process assumes that meaningful learning works best when rooted in a student's ever-expanding curiosity, rather than being dictated by institutional paths. We believe that when students, in consultation with faculty, design the content, structure, and sequence of their curricula, internal sources of order replace external templates. In this way education prepares students to direct their lives toward the self-fulfillment and constructive social purposes to which the College has long been committed. The core educational structures of the College—such as the Plan process, the Field Work Term, and advising—are continuously reviewed and adapted in support of these aims.

During their time at Bennington, students design their own course of study, taking full advantage of the College's varied resources both inside and outside of the classroom. Students identify one or more areas of interest that spark their intellectual curiosity and provide a

foundation for their academic work. The role of the faculty in the dialogue that points towards the fulfillment of the student's own goals is to help the students refine, broaden, and deepen both their inquiry and the work they do within it. Education at Bennington is necessarily integrative and holistic: inquiries can be pursued, and capacities developed, by way of the curriculum, the Field Work Term, and relevant residential and co-curricular experiences.

A Bennington education will demonstrate that a student has developed, through iteration and self-reflection, and in increasingly sophisticated ways, several fundamental capacities: to construct a course of inquiry; to perform research; to create and revise work; to engage with others; and to communicate their work to the world. Each of these capacities intertwines with, and builds on, the others.

Throughout their time at Bennington, students will progress in their capacity to:

Inquire: As students formulate questions to advance their studies they define and refine a clear line of inquiry that elucidates the unknown while questioning the known. Students learn to assess the breadth and depth of their studies, and to approach question(s) with an open mind. They learn to gauge a scope of work that is feasible in terms of their time, resources, and skill level. This process of inquiry allows them to gain confidence in taking appropriate risks when examining and analyzing relevant issues and questions.

Research: Students expand their knowledge through active, self-determined investigation, learning the steps needed to master a topic, and to distinguish deep research from surface familiarity. They test hypotheses by using methodologies appropriate to their questions and

fields, from observing, reading, interviewing, and experimentation, to documenting, prototyping, data mining, and surveying. They gain flexibility and responsiveness, crossing disciplinary boundaries, and allowing multiple perspectives to guide them. Students situate their research within broader cultural and historical contexts, and reach new conclusions, confirm existing theories, or expand on the research of other scholars.

Create: Students make and revise original work, develop new ways of understanding, and engage in generative and critical problem-solving, often in collaboration with others. Creating work requires both imagination and rigor, as well as the willingness to take risks. Revision is understood to be an inherent aspect of the creative process, to make the work the strongest representation of the inquiry and subsequent research underlying its creation.

Engage: Students participate in a community of learning, both in the classroom and in the world beyond. In their campus life, students share their work in performances, publications, peer feedback, critiques, presentations, or other mechanisms. Through individual and collaborative experiences inside and outside the classroom, students develop values of respect, empathy, and personal and social responsibility. Shared experiences and explorations, by way of field work, student governance, or public action also connect students to both local and global communities. In strengthening these capacities, students see that collaboration and community engagement make work that is more than the sum of its parts.

Communicate: Students learn to express their ideas with clarity and effectiveness, and learn to listen and respond to the voices of others. Communication unites even the most solitary work of thinking, inquiring,

investigating, and creating with the outside world, making all work a social act, an act of participation that directs students to a variety of constructive social purposes. Whether a dance or a biological study or a musical composition or an historical analysis, ultimately the student's work must be shared, communicative, legible, and capable of being received by others.

The Plan

The Plan process, strategically the framework and essentially the soul of a Bennington education, requires various essays and formal meetings that address students' academic intentions to pursue certain questions and ideas.

In devising and implementing a Plan, students are asked to write and rewrite a series of prospective and reflective essays that form the basis of their ongoing discussions with faculty advisors and Plan committees. These focused narratives not only require them to detail their academic goals and strategies, but also to describe their commitment to and deepening immersion in their studies and the degree of progress toward their aims. Students write about disciplines they will explore to varying degrees of depth, describe projects they will undertake, and consider how they will use their Field Work Terms.

The Plan process seeks to find the point between a student's sense of educational adventure and the need for a trajectory that is coherent and cumulative. The specifics of that trajectory will, of course, be unique for each student. Students begin by writing a first-year essay in the second term, considering the first term, the Field Work Term and initial academic goals. In the third term, a Plan proposal is written and the

student meets with a faculty committee to present the Plan. In the sixth term, the student writes a Plan progress and advanced work essay and again presents the Plan to a faculty committee. Finally, in the last term, a senior essay is written reflecting on a student's years at Bennington. Faculty advising is a critical component of the Plan process every term.

Several days are designated each term to review Plans; no classes are held during these periods. The Academic Calendar notes which days are Plan days. Timely approval of the Plan is necessary for a student to remain in good standing.

Using the Faculty Advising System

Faculty Advising. Faculty advising is one of the hallmarks of a Bennington education. The program is designed to challenge students to cultivate their desire 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 are assigned a faculty advisor every year at Bennington. The faculty advisor plays an integral role in guiding students' academic development. Students arrange regular times to meet with their advisor. Students may change advisors during their course of study at the College as their academic interests develop, following discussion with the current advisor and the new advisor, and the Office of the Provost and Dean of the College. The advisor is responsible for discussing

academic progress, reviewing each term's registration, and, most important, guiding the Plan process for individual students.

Field Work Term (FWT)

Every Bennington student, every winter spends seven weeks at work in the world pursuing jobs, internships, independent studies, and entrepreneurial endeavors related to their studies and professional ambitions. FWT experiences afford students the opportunity to translate theory into practice and to stretch beyond the classroom into the dynamic unknown of the working world. Students are encouraged to meet with the Office of Field Work Term and with their faculty advisor to think about how FWT experiences will integrate with their academic Plans and coursework.

Students may secure an internship or job using the Office of Field Work Term and Career Development's database of more than 650 annual FWT job postings and 8,000 archived employer contacts. However, students are not required to find a position through the College and often secure positions independently.

210 hours are required for Field Work Term. Unless a student has a pre-approved summer deferral or summer makeup requirement, these hours must be met in the assigned January/February period and may not extend into the spring term or be credited from a prior term. FWT hours may be split between two registered sites and/or one unregistered supplemental job. Additionally, in their 5th-8th terms, students may apply to do a supervised professional training, entrepreneurial project, or independent study in lieu of work at a FWT site. Please refer to the

Field Work Term Handbook for more specific information on policies and requirements.

Academic Requirements

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

Undergraduate students at Bennington are expected to satisfactorily complete 16 credit hours per term for a total of 128 credit hours. With prior approval, students may graduate with a minimum of 124 credit hours in eight terms. Some students may elect to take more than the expected course load. Additional classes/credits do not, however, guarantee advanced standing or early graduation. Students may not exceed 20 credit hours per term without special permission from their faculty advisor and the Office of the Provost and Dean. Students are not allowed to take more than 24 credits in a given term. **Please note:** One credit hour at Bennington is approximately equivalent to one hour of classroom instruction and two hours of out-of-class work each week for 15 weeks (or equivalent).

Students must successfully complete one Field Work Term (FWT) for every two terms of full-time undergraduate study at the College.

Students who transfer to the College will need to meet with the Office of Field Work Term to determine their requirements. For policies regarding Field Work Term and special circumstances that would warrant a waiver for one of the four required FWTs, please refer to the Field Work Term Handbook, which is available on the College website.

1. Students must formulate programs that reflect both breadth and depth in the liberal arts.
2. Students must complete the Plan process successfully.
3. Students must demonstrate advanced work in at least one area of study, as outlined through the Plan process.
4. Students in the postbaccalaureate program must meet the requirements outlined by that program.
5. In addition, students must be recommended by the faculty to the College Board of Trustees in order to be eligible for graduation, and the trustees must act favorably on the recommendation.

Accommodations and Support

Bennington College provides reasonable accommodations to otherwise qualified students with documented disabilities when such accommodations are requested and necessary to ensure equal access to College programs and facilities. This is in compliance with Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, and the Americans with Disabilities Amendments Act of 2008 and similar state laws. A “disability” is a physical or mental impairment which substantially limits a major life activity, such as caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working, or other activities as defined by law.

Bennington College does not offer programs or courses specifically designed for students with disabilities. However, in addition to reasonable accommodations, the College offers all students a variety of

support services such as peer writing and math tutors, faculty advising, academic advising, and health and psychological services. These services, along with small classes, focus on the individual and easily accessible faculty, create an environment where students thrive and learn to take increasing responsibility for their own education, their own work, and their own lives.

Service Animals and Emotional Support Animals (ESA)

The College recognizes the importance of service animals, as defined by the Americans with Disabilities Act Amendments Act (ADAAA), and the broader category of “Assistance Animals” under the Fair Housing Act. An emotional support animal (ESA) is not a pet. It is an animal that provides physical and/or emotional support to individuals with disabilities.

The College allows individuals with disabilities the use of a service animal on campus to facilitate their access to and participation in the College’s programs and activities. The College is also committed to allowing emotional support animals (ESA) necessary to provide individuals with disabilities an equal opportunity to use and enjoy College housing.

The College has established strict policies regarding the presence of pets and animals on campus. The College will, however, consider a request by an individual with a disability for reasonable accommodation from the no Pet/Animal policy to allow an ESA that is necessary because of a disability. A request for an ESA may be denied as unreasonable if the presence of the animal: 1) imposes an undue financial and/or administrative burden; 2) Fundamentally alters College

housing policies; and/or 3) poses a direct threat to the health and safety of others or would cause substantial property damage to the property of others, including College property.

Individuals wishing to request such an accommodation should follow the process outlined below. For more information on the Pet/Animal and Emotional Support Animal (ESA) policies, see page 27.

Requesting Accommodations

All students with disabilities seeking academic accommodations are encouraged to work with Academic Services to request reasonable accommodations and discuss the various supports available. All students with disabilities seeking housing and/or meal plan accommodations are encouraged to work with the Assistant Dean of Students. However, the disclosure of a disability and a request for accommodations is an individual choice and one that the College can encourage but not require. Therefore, students wishing to apply for accommodations for documented disabilities, whether permanent or temporary, must take the initiative in completing the Disability Accommodation Request Form, which is made available to all students upon acceptance to the College and available at any time online or in the Office of Academic Services, the Office of Student Life, or the Office of the Provost and Dean. Students are expected to work cooperatively with Academic Services and Student Life to determine appropriate accommodations. Academic Services and Student Life work with students, faculty, and staff to determine, provide, and arrange for reasonable accommodations, which are reviewed and approved on a case-by-case basis.

Requests can be made at any time; however, in order for accommodations to be approved prior to the start of the term, completed forms and documentation must be submitted by June 1 for fall term and January 15 for spring term (these dates vary for Master of Arts and Postbaccalaureate programs). Requests made after the deadlines or during the term will be reviewed and determined as quickly as possible. Returning student housing assignments are made during the spring term prior for the fall. Returning student housing accommodations have a deadline of March 15. Housing assignments are made for the full academic year; therefore, housing requests made after the June 1 deadline may be more difficult to fulfill. Further, housing and dining accommodations are reviewed on a yearly basis. Accommodations are not retroactive; accommodation requests granted after the beginning of a term will not apply to previous work in courses for that term or previous terms. Academic Services and/or Student Life will work with students to ensure access to approved accommodations following appropriate review and will assess the efficacy of the accommodations provided.

Once accommodations have been approved, students will receive confirmation in writing and are responsible for communicating with faculty and staff about approved accommodations and working with them to make arrangements for accommodations, where it is necessary to do so. Students are also responsible for communicating with faculty and Academic Services and/or Student Life about the effectiveness and delivery of the approved accommodations.

Providing Documentation

Requests for accommodation must be as specific as possible and must be accompanied by a completed Disability Accommodation Request form and any equivalent report(s) (e.g. a copy of a psychoeducational evaluation) the student wishes to provide. Completed forms and supporting documentation should be forwarded or provided to:

- **Academic Services (academic accommodations)**
AcademicServices@bennington.edu
(802) 440-4400
- **Natalie Basil (housing & meal plan accommodations)**
Assistant Dean of Students
nataliebasil@bennington.edu
(802) 440-4330

Grievance Policy for Students with Disabilities

Students who think they have been denied equal access to the College's academic programs, resources, or other services because of a disability may file a detailed written grievance with the Dean of Studies as soon as possible after the alleged discrimination occurred, but in no event more than 60 days thereafter. In order to establish the basis for such a grievance, students must have filed a Disability Accommodation Request Form and supporting documentation with Academic Services and/or Student Life and discussed their request with a member of Academic Services and/or Student Life. The College encourages students to first speak with a member of Academic Services and/or Student Life in order to resolve their complaints informally. If informal steps do not satisfactorily address the complaints or there is a complaint about a member of Academic Services or Student Life, students may

file the written grievance described above to the Dean of Studies, who serves as the College's Section 504 Coordinator. The Dean of Studies will investigate the complaint and issue a finding, normally within 30 days. The Dean of Studies' contact information is:

- **Laurie Kobik, Dean of Studies**

lkobik@bennington.edu

(802) 440-4400

Appeals Process

Students who are not satisfied with the Dean of Studies' decision may file an appeal by contacting the Provost and Dean of the College.

Appeals must be submitted within 7 business days of when the student receives notice of the Dean of Studies' decision. The Provost may affirm or modify previous decisions made and/or may send the matter back for reconsideration by the Dean of Studies. The Provost will communicate a final decision to the student in writing.

Evaluation of Academic Work

Narrative Evaluations

In addition to feedback during the term, student work at Bennington is evaluated through written reports by faculty members submitted to the Office of the Provost and Dean at the end of each term. Faculty may also document an academic concern with an Academic Progress Concern Form at any time during the term.

Narrative evaluations summarize an instructor's view of a student's progress and are the basis upon which the Office of the Provost and Dean judges the student's capacity to continue at the College (in addition to evaluating the Plan process and FWT). 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 faculty advisor. The evaluations reflect the significant aspects of a student's work. While evaluations are not routinely mailed to parents or guardians, the College may do so at the written request of a student.

Academic Progress Concern Forms are part of a student's internal record, but do not appear as part of the student's transcript. This evaluation is part of an ongoing conversation among the student, faculty members, and the student's faculty advisor.

The Final Evaluation appraises the student's work for the term and is part of the student's permanent transcript. The Final Evaluation includes a judgment of Pass (comparable to A+ – C), Marginal Pass (comparable to a C- – D-), and Fail. No credits are given for classes not passed.

Grades

Students may also elect to receive grades (A, B, C, D, F) in individual courses, in addition to Narrative Evaluations, by submitting the Letter Grade Request Form to the Office of the Provost and Dean during the first two weeks of each term. It is not possible to request grades retroactively, nor is it possible to reverse or add a request for grades after the first two weeks of the term.

While students at Bennington are evaluated in multiple ways throughout each term, and although the Narrative Evaluation remains the foundation for all transcripts, many students have found it useful and sometimes necessary to request grades for their transcripts each term during the allowed period. If a student might apply to a post-graduate professional program or to graduate school, we suggest they consider opting for letter grades for at least four terms during their time at Bennington. Students who might pursue graduate work internationally are strongly advised to take letter grades for all courses. Additionally, if a student receives a scholarship or grant that requires a GPA, they should request letter grades. Any students with questions about whether or not to apply for grades should discuss the matter with their faculty advisor and the Office of the Registrar, Academic Services or other members of the Office of the Provost and Dean.

Appealing an Evaluation or Grade

If, after considerable reflection, a student thinks that a final evaluation or grade is inaccurate, the student should normally first discuss the matter with the faculty member. If the matter is not resolved after this discussion, the student may appeal the evaluation in writing to the faculty member, with a copy to the Dean of Studies, stating specifically the nature of the inaccuracy. The Dean will forward the student's appeal to the appeals committee, which may proceed as it deems appropriate to consider the appeal. The decision of the appeals committee is final. An appeal must be sent to the faculty member as stated above by the end of the term following that of the evaluation or grade in question. It is not possible to appeal an evaluation only because a student disagrees with a faculty member's assessment of the student's work.

Incomplete Coursework

All coursework at Bennington College must be completed before the end of the term in which the course was offered/took place. Exceptions may be made to this rule as follows:

Students who are unable, for documented health reasons or other serious circumstances, to complete the work of a course during the term in which it is offered may ask the instructor and the Office of the Provost and Dean for approval to complete the course after the end of the term. Candidates for graduation are not eligible for Incompletes.

1. The student must confer with both the instructor and the Office of the Provost and Dean to request an Incomplete before the end of the term. Students need to determine, in consultation with the Office of the Provost and Dean and their instructor, whether the course is eligible for an Incomplete. In situations where an Incomplete is possible, the student must fill out an Incomplete Form and obtain the instructor's signature; it is the responsibility of the student to return the form to the Office of the Provost and Dean.
2. The student must provide acceptable written documentation of the health situation.

Please note: A student who misses two weeks of a class for any reason, including a health reason, is normally not able to meet the expectations of the course and therefore is not eligible for an Incomplete. A student may be given a failing grade in the class or be allowed to withdraw from the class, depending upon the situation.

The Office of the Provost and Dean will consider granting Incomplete status in a course only after these steps have been completed, only with the agreement of the instructor, and only if the student requests the

Incomplete before the end of the term in which the student is registered in the course. Work in a course that has been granted Incomplete status is normally due a month after the last day of class (refer to the Academic Calendar for specific dates) unless the student, instructor, and the Office of the Provost and Dean make other arrangements at the time the request is granted. This deadline also applies to students who either withdraw or take a leave following the end of the term. If Incompletes are not completed by the deadline, instructors evaluate the students on the work received. Extensions on Incompletes are not granted. All Incompletes must be completed/resolved prior to the start of the following term.

Academic Progress and Academic Standing

To proceed successfully through Bennington, a student must meet the academic requirements outlined in this handbook. Concurrently, students must progress adequately each term, move through the curriculum with broad goals for achieving a liberal arts education and, within that context, with the more focused goals of developing both an area of primary interest and the ability to do advanced work in that area.

Academic advising is central to this process and active participation in advising makes it possible for students to make appropriate choices in their program of study.

Academic Progress

1. Academic progress at Bennington is both quantitative and qualitative. Bennington's evaluation of academic progress is in accordance with federal regulations and is completed by the Office of the Provost and Dean at the end of each term in four ways:
2. By determining the number of credits a student has earned in a term, in an academic year, and cumulatively. Please see the quantitative standard below.
3. By reviewing a student's cumulative number of Pass, Marginal Pass, and Fail evaluations, and grades, if applicable. Please see the quantitative standard below.
4. By requiring satisfactory completion of Field Work Terms, generally required annually from each student enrolled for the full academic year.
5. By requiring timely submission and acceptance of a student's academic Plan.

After each academic term, student records are reviewed for academic progress as noted above. Students who do not meet satisfactory progress standards are notified (along with their families, when permitted by law. See Family Educational Rights and Privacy Act (FERPA) Annual Notice on page 32). Students who are at risk of academic progress difficulties remain in Good Standing but receive a notation of "notice." Students facing more severe challenges to their academic progress may be placed on academic warning or may be dismissed. A student may appeal academic dismissals described below. Explanations for each designation of academic standing follow the sections on quantitative and quantitative standards.

Quantitative Standard

Success in meeting the quantitative standard is evaluated by measuring cumulative pace, which is the term used to describe the ratio of a student's cumulative credits earned versus cumulative credits attempted; it measures how quickly a student is progressing toward graduation within the expected amount of time.

Bennington students must complete their undergraduate degree in 10 terms (160 attempted credits) or fewer.* In order to assure that this will be the case, a certain cumulative pace must be maintained from term to term. Each term, a full-time student is expected to take and complete 16 credits. When calculating cumulative pace, therefore, the number of credits attempted per term is always set at 16 for full-time students, even if a student has registered for more or fewer credits in a given term. The only exception to this is for students who have been granted, by the Office of the Provost and Dean, an accommodation of a disability in the form of a reduced course load (see Accommodations and Support on page 3). Students granted an accommodation in the form of a reduced course load are still expected to complete their undergraduate degree in 10 terms (160 attempted credits) or fewer, unless this is adjusted in the form of an additional accommodation.

TERM	CREDITS REQUIRED to maintain minimum cumulative pace
1	12
2	24
3	36
4	48
5	62
6	74
7	90
8	103
9	116
10	128

According to federal regulations, students who complete fewer than a certain percentage (between 75 percent and 80 percent, depending on term standing) of the total expected credits, will not maintain the necessary cumulative pace to graduate within the maximum amount of time allowed and will lose good academic standing. The chart to the left details the minimum number of credits needed at the end of each full-time term at the College in order to maintain the necessary cumulative pace

In addition, at the conclusion of any term, any student earning a pace of 50 percent or below for the term (e.g., earning 8 or fewer credits in a single term) may be placed on academic warning or be dismissed from the College.

Upon approval from the advisor and the Office of the Provost and Dean, a full-time student may be permitted to take a reduced course load of

12-15 credits for an occasional term, with the understanding that credits will be made up in future terms. Of course, a student's cumulative pace toward graduation is affected when fewer credits are taken in any given term.

Students may apply for part-time status. This status means that a student is registered for fewer than 12 credits in a term. For these students, the number of credits attempted for the purposes of calculating cumulative pace is the number of credits for which a student has registered at the end of the term's drop-add period.

Credits earned before attendance at Bennington or elsewhere while in attendance at Bennington and transferred in count as both credits attempted and credits earned in the pace calculation.

Please note: In accordance with federal regulations, any withdrawal from the College, regardless of the reason, after the term has started will result in 0 credits earned out of 16 attempted and Cumulative Pace calculations will have to be adjusted accordingly.

*This limit does not mean that a student cannot take a leave or withdraw for a period of time; it simply means that a student cannot attend for more than 10 full-time terms.

Quantitative Standard

- A Pass (P) reflects satisfactory work and is equivalent to a range of performance from C to A+.
- A Marginal Pass (MP) does not reflect satisfactory progress, but the student will receive credit for the course. An MP is the equivalent of a D- to C- grade.

- A Fail (F) means that the student will not receive credit for the course.

Students will generally lose good academic standing (see below) or be dismissed from the College if they fail 6 or more credits in a given term (for full-time students) or half a program (for part-time students). A failure in a 4-credit course combined with a marginal pass in one or more other courses in a given term will also generally result in the loss of good standing or dismissal from the College, as will a term containing 6 or fewer credits of full passes (e.g., 10 credits of MPs and 6 credits of Ps). Students' performance over the course of their time at the College will always be taken into consideration when assessing whether or not they meet the Quantitative standard.

Any student who has academic difficulties in any course should discuss the problem with the instructor as soon as possible. Students should also bring the problem to the attention of their faculty advisor. The student also may discuss these difficulties with a member of the Office of the Provost and Dean.

In addition, students are required to submit Plan essays on time and have an approved academic Plan in place by the end of their fourth term; therefore, timely submission and approval of a student's academic Plan is considered when evaluating qualitative progress. A student will generally lose good standing if a Plan is not approved, a Plan is deferred twice, a Plan is not in place at the end of a student's fourth term, or a Plan is not progressing well. A student who fails to submit a required Plan essay in any given term will also generally lose good standing (see below).

In accordance with federal regulations, students are expected to have a cumulative average of C or above (or the equivalent) by the end of their

second year. However, a student may have passed several courses in a particular area of study but still not be deemed able to pursue advanced work in that area; these decisions are made through the Plan process and with individual faculty members. In such cases, the student will be advised to propose another area of study and/or will be advised that one or more extra terms are necessary for graduation; in some cases the student may be dismissed from the College.

Academic Standing

The Office of the Provost and Dean determines each student's academic standing after considering academic progress as described above. Any student whose work is not satisfactory or who has not submitted a Plan on time and obtained timely approval of a Plan, or who has not successfully completed the FWT requirement, may be placed on academic warning or be dismissed from the College.

Typically, students are placed on warning at the conclusion of a term, but a student may be placed on warning at any time.

Dismissal decisions are made by the Dean of Studies in consultation with the faculty as needed. Students who have been dismissed must have permission, in advance, from the Director of Campus Safety to visit campus.

Good standing. All students enter Bennington in good standing.

However, a student will be placed on academic warning or be dismissed from the College if satisfactory cumulative pace is not maintained, or a satisfactory number of classes and Field Work Terms are not passed, or Plans/Plan essays are not submitted and approved when required.

Notice. Students in good standing may receive a notation of “notice” in order to alert them and their advisor that they need to pay particularly careful attention to their academic progress. Students with a “notice” designation are still considered to be in good academic standing.

Academic warning. In order to return to good standing, students placed on academic warning are expected to pass 16 credits with no marginal passes, C-s, Ds, or Fs. In addition, students are expected to submit their Plan on time and have it approved during the term, as well as satisfy FWT requirements for the term. Students on academic warning must also maintain the necessary cumulative pace to be returned to good standing at the end of the term. Students who do not return to good standing following a term of academic warning will be dismissed. Normally, only one term of warning is permitted.

Academic probation. A student who has been dismissed following a term of academic warning can appeal for a term of academic probation (see Appeals section below). In accordance with federal regulations, students on probation are required to work with a member of the Office of the Provost and Dean and faculty advisor to complete a Satisfactory Academic Progress Plan (SAP Plan) for regaining and maintaining satisfactory academic progress. SAP Plans must be drafted before students return for their term of probation and given provisional approval by a member of the Office of the Provost and Dean. The SAP Plan must be reviewed (and may be revised) by a member of the Office of the Provost and Dean and faculty advisor at the beginning of the term of probation and must be signed by the student after such review/revision.

Students who fail to complete a SAP Plan for probation, whose SAP Plan is not approved, or students who do not successfully complete the

requirements set forth in the SAP Plan will be dismissed from the College.

Good Standing – Satisfactory Academic Progress Plan (SAP Plan). In accordance with federal regulations, students who successfully complete a term of academic warning or academic probation but are unable to regain the required minimum cumulative pace after just one term will continue on a SAP Plan until they regain a satisfactory pace. Students who only minimally meet the expectations to return to good standing from academic warning may be placed on a SAP Plan for the term following warning. Students following a SAP Plan must meet the terms of their SAP Plan; those who do not will be dismissed from the College.

Appeals following academic dismissal. Students who have been dismissed may submit an appeal to return for a term of academic warning or probation (if dismissed following a term of warning), which shall be determined by the Appeals Committee at its discretion. The Dean of Studies will advise the student in writing of the Committee's decision, which is final, with no further appeal. Normally, appeals are submitted within one year from the date of dismissal. Circumstances that may provide the basis for such a request include serious injury or illness, or the injury, illness, or death of a parent or sibling. The appeal to return on warning or probation must explain why the student did not achieve satisfactory academic progress and describe what has changed in the student's situation to allow the student to achieve satisfactory academic progress during a term of warning or probation. Successful appeals will illustrate or provide concrete evidence that one's situation has changed. The College may require additional materials following the review of an appeal. If an appeal is not taken or is not granted, the

student is dismissed. Students are normally limited to one such appeal during their time at the College.

Class Attendance

Critical to Bennington's educational philosophy is the principle of active learning. Attendance and engagement in the classroom, under the guidance of Bennington faculty, are therefore essential components of the learning that takes place at the College. Consistent and attentive class attendance is simply required for the successful completion of coursework here. Missing classes, for whatever reason, fundamentally alters the nature of courses at Bennington. Course instructors set their own attendance policies (i.e. how many absences are possible) within the general policy that attendance in class is mandatory. The policies are reflective of the importance of being present in class as a participant in discussion, in hands-on experiences and interactive content, which cannot be duplicated outside of the classroom. In the event that a student must miss a class, the student should notify the instructor in advance. Notification of absences does not mean that absences are excused. If an extended absence is anticipated or there is a personal emergency, the student must also notify a member of the Office of the Provost and Dean, who will notify instructors and the faculty advisor as appropriate. Missing class for any reason does not exempt a student from completing work for that class. Students may fail classes if they do not attend the required number set by the instructor involved, regardless of the reason for the absence. Students who begin a class late (add the class after it has begun) are generally considered absent for the classes they missed. In addition, students who miss two weeks of classes for any reason (including personal and family emergencies) are normally

not able to meet course objectives and therefore are not able to pass the course and may be required to stop attending the course.

Depending on the circumstances, a student may be permitted to withdraw from the course after the withdrawal deadline.

The Health Services staff does not give medical excuses for missed classes. For those rare cases when students are unable to contact their advisor due to incapacitation, medical emergencies, or hospitalization, Health Services staff will make a member of the Office of the Provost and Dean aware of the student's absence and the projected date when the student will return to class. It is the student's responsibility to initiate a conference with the instructor to discuss making up work missed and to make up work to the instructor's satisfaction. A student who has been hospitalized must contact the Director of Health Services or the Director of Psychological Services, prior to the student's anticipated return to the College, with documentation from their attending physician stating that the student is capable of independently managing their own health and safety, full-time academic work, and daily living needs, including personal care and nourishment, as is the expectation for all students. Students are not permitted back on campus without this documentation. The Director of Health Services and/or the Director of Psychological Services will consult with the Office of the Provost and Dean as appropriate to the circumstances.

Academic and Artistic Ethics Policy

Plagiarism and all kinds of academic and artistic dishonesty are contrary to the educational philosophy and aims of Bennington College and are absolutely prohibited. At Bennington, instances of plagiarism and

dishonesty affect all students and all faculty, since cheating compromises the spirit of self-governance and the community's commitment to work. The College will not tolerate the disregard of our common academic endeavors by those who fail to take intellectual and ethical responsibility for their work. Academic and artistic dishonesty is not merely an issue for a specific student, class, or faculty member; it is a College-wide issue with institutional consequences.

Plagiarism is submitting the work of others as one's own, whether intentionally or not, and includes failure to acknowledge sources. Proper acknowledgment of sources is the basis of academic honesty. Such sources include words, ideas, data, and images from books, articles, Internet sites, and so on. Sources of images must be noted in the same way that textual material is cited, according to discipline standards. Ample material is available in the library to help students determine how to cite sources properly. Any students with questions about this should consult reference librarians, peer writing tutors, or faculty members for guidance.

Academic dishonesty also includes the submission of the same work for different classes without substantial revision and prior permission from the faculty. Academic dishonesty may also include projects or assignments done collaboratively but not approved in advance by faculty as collaborative work.

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

1. The instructor consults with the associate Director of Academic Services or the Dean of Studies about the particular situation.

2. The instructor normally then discusses the situation directly with the student.
3. If the instructor is satisfied that the suspicion is unfounded, no further action is taken.

If, after discussing the situation with the student, the instructor finds that plagiarism or another kind of dishonesty has occurred, the instructor again speaks with the Associate Director of Academic Services or the Dean of Studies. The faculty advisor will also be consulted. The Associate Director or Dean of Studies then determines the specific consequences for the student. The student will receive a letter outlining the offense and the consequence; the letter will be copied to the student's faculty advisor and included in the student's permanent file. Students normally fail courses in which they have committed any form of academic dishonesty. Students may not withdraw from a course to avoid failure as a result of academic dishonesty.

One or more of the following consequences may be imposed in accordance with the discretion of the Associate Director or the Dean of Studies:

1. **First Offense:** Failure in the class, academic warning, suspension, or dismissal.
2. **Subsequent Offense:** Failure in the class, academic warning, suspension, or dismissal.
3. **Appeals:** Appeals of the decision in cases of suspension or dismissal must be made in writing to the Provost and Dean of the College or designee within 10 days of the letter of notification. Decisions of the Provost and Dean of the College or designee will be in writing and are final.

Registration

Planning

Students are expected to meet with their faculty advisor before or during the period set aside for registration to discuss course choices. Members of the Office of the Provost and Dean can assist students as they prepare for registration and registration conversations with their faculty advisor. Students who have not conferred with their advisors may not be eligible to enroll in courses.

Registration Procedures

New students are pre-registered for courses before arriving for their first term. During the designated day or period of registration, changes in program may be made only with the written consent of the faculty advisor and instructor involved.

For registration during the term, students should plan their programs with their advisor. During the registration period, students meet with their prospective instructors for 4000-level courses in order to request placement in the course. For 2000-level courses, students register directly online, first-come, first-served.

Please note: Students who have outstanding balances due or who have not satisfied other requirements connected to a registration lock (completion of health forms, etc.) will not be permitted to register.

Tutorials

Upperclass students doing advanced work may request a group or an individual tutorial with a faculty member. Generally, tutorials are an outgrowth of work in a particular class. The curriculum coordinator for the relevant discipline group reviews the tutorial application. Final approval rests with the registrar. Applications for tutorials are available in the Office of the Provost and Dean through the end of the add period. A tutorial is considered a regular course in the student's Plan, and credits are awarded if the tutorial is completed successfully.

Auditing

Auditing permits students to attend classes; it does not obligate them to hand in any work, nor does it obligate faculty to evaluate work. Students may audit a course only with prior approval from the course instructor and the Office of the Provost and Dean. In order to formalize an audit, the appropriate forms must be completed. No credit is awarded for audited courses and students may not change an audit to a credit-bearing course after the add period (see below).

Add/Drop/Withdrawal 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. During the first two weeks of each term, dropped classes are not noted on the transcript; between the third and seventh weeks, they are noted as "withdrawn" on the transcript. Students entering a class late are not excused from completing the missed work.

Add/Drop forms are available in the Office of the Provost and Dean and require the signatures of the course instructor and faculty advisor. Students may not withdraw from a class to avoid failing due to an issue of academic dishonesty. Students are not allowed to withdraw from courses after the seventh week without permission from the Office of the Provost and Dean and this permission is given only in exceptional circumstances (see withdrawal from a class in the second half of a term below). *Note: Deadlines may be different for 3- or 7-week courses.*

Withdrawal from a class in the second half of a term. When a course cannot be completed for some extraordinary circumstances (e.g., illness, injury, or extreme personal circumstances) in the second half of the term, the student must speak with the faculty, the faculty advisor, and the Office of the Provost and Dean to request permission to withdraw. Documentation from medical care providers is required for these withdrawals. Withdrawals are noted on transcripts. No refunds are given for withdrawn courses. Withdrawals may be approved only before the last day of class each term. No credit is granted for withdrawals; therefore, cumulative pace is affected when students withdraw from a portion of their program. See the Quantitative standard section on page 6 for information about minimum cumulative pace requirements.

Leaves of Absence

Students who wish to leave Bennington for one or two terms, with plans to resume their studies after one or two terms away, must request approval of a Leave of Absence by submitting the required form to the Office of the Provost and Dean by August 1 for fall leaves and February 1 for spring leaves. Leaves are generally granted for one or two terms

only. In addition, departing students are required to have an exit interview with a member of the Office of the Provost and Dean. Leaves are not granted once a term has begun for that same term. If there is a medical issue preventing a student from completing the term once it has started, the student must apply for a Medical Withdrawal. If a medical issue does not exist and a student does not wish to finish the term, the student must withdraw. International students should be aware that a Leave may jeopardize their I-20 status. Students receiving financial aid must complete a loan exit interview online and may have to begin repayment of student loans (see the Financial Aid Handbook on the Bennington website for more information). For external reporting purposes, students on leaves of absence are reported as withdrawn.

Students on Leave must have permission, in advance, from the Director of Campus Safety to visit campus.

Withdrawals

Students may withdraw from the College at any time, but students desiring re-admittance must reapply and have no right to guaranteed readmission following withdrawal. Students wishing to withdraw must notify the Office of the Provost and Dean in writing or via email and must complete the Withdrawal form. Once the Office of the Provost and Dean has received notification of withdrawal the student must vacate the campus housing assignment in accordance with the Withdrawal and Housing Policy found in the Residential Policies section. Students may be required to withdraw if they have missed two weeks of classes for any reason. Students who withdraw after the first day of classes will earn 0 credits for the term and their cumulative pace will be adjusted

accordingly (see Quantitative standard on page 6) should they apply to reenter at a later date. Withdrawing students are required to have an exit interview with a member of the Office of the Provost and Dean. Students receiving financial aid must complete a loan exit interview online and may have to begin repayment of student loans (see the Financial Aid Handbook on the Bennington website for more information about returning federal funds after a withdrawal). International students should be aware that withdrawal jeopardizes their I-20 status. Students who have withdrawn from the College must have permission, in advance, from the Director of Campus Safety to visit campus.

FWT Considerations for Leaves and Withdrawals

If an undergraduate student takes a Leave of Absence or withdraws after the last day of FWT, the student is still required to meet all FWT requirements and deadlines for that winter period. If a student withdraws during FWT or takes a Leave of Absence with an effective start date during FWT, the student's registered employer(s) will be notified that the student is no longer currently enrolled at the College and therefore is unable to use the internship to fulfill an academic requirement.

Readmission After Withdrawal

Students who have withdrawn from the College and wish to return may apply for readmission to the Readmission Committee. Readmission after withdrawal is at the discretion of the College. Completed applications for fall-term admission are due by April 1; applications for spring-term admission are due by October 1. Applications for readmission must include a description of the student's activities since

withdrawal from the College, with particular emphasis on any academic work or employment undertaken. The application must clearly articulate the student's reasons for wishing to reenter the College, as well as the applicant's academic goals. Other materials may be required by the discretion of the Committee, depending upon the circumstances of the student's withdrawal. Students readmitted after withdrawal are subject to all regular requirements for new students (financial, health, etc.). Students with outstanding financial obligations to the College will not be readmitted.

Medical Withdrawals

A student who needs to be absent from the College for an extended period of time (generally more than two weeks during a term or for an entire term or more) for a medical and/or psychological condition may apply for Medical Withdrawal as described below under Applications for Medical Withdrawals. In addition, a student may be placed on Involuntary Medical Withdrawal under the circumstances described below under Involuntary Medical Withdrawals. Students on either type of medical withdrawal are not permitted on campus without the explicit prior approval of the Director of Campus Safety. International students should be aware that a Medical Withdrawal has implications for their I-20 status. Further, withdrawing from the term for medical reasons will still impact a student's cumulative pace and may affect academic standing upon reentry (see Quantitative standard on page 6). It will also have implications for financial aid. For more information about the financial implications, refer to the Financial Aid Handbook and the withdrawal and refund policy on our website.

Applications for Medical Withdrawals

Applications for Medical Withdrawals are reviewed by the Assistant Dean of Students in consultation with the Director of Health Services and/or the Director of Psychological Services, as appropriate, and the Dean of Studies. Supporting documentation from a medical professional within two weeks from the date the student notified the College of their intention to withdraw for medical reasons is required. For Medical Withdrawals initiated during a term, students must remain away from the College for the remainder of the term. Due to the application deadlines for reentry from a withdrawal, students typically remain separated from the College for a minimum of one full term following the term from which they withdrew. Students who take a Medical Withdrawal during a term will receive a notation of “withdrawn” for all their courses and will not receive credit for their work that term (please see Quantitative standard on page 4 regarding the impact this may have on a student’s academic standing upon reentry to the College). Students who take a second Medical Withdrawal are typically required to remain separated from the College for a minimum of two full terms.

Involuntary Medical Withdrawals

When the Dean of Students and the Dean of Studies, after consultation with the Director of Health Services and/or the Director of Psychological Services, and/or with an outside health care professional consulted by the College, as deemed appropriate, have determined that: there is a reasonable basis to believe, based on an individualized assessment of a student’s behavior and/or other relevant information, that the student’s medical, psychological, or substance use-related condition prevents them from safely and/or effectively participating in the College’s

academic or residential life programs, such that the student is not otherwise qualified to attend the College; or there is a reasonable basis to believe, based on an individualized assessment of a student's behavior and/or other relevant information, that as a result of the student's medical, psychological, or substance use-related condition, the student poses a significant risk to the health or safety of others; or causes or threatens to cause property damage; or engages in behavior that is unduly disruptive of others in the Bennington College community, the student may be placed on Involuntary Medical Withdrawal.

Conditions for petitioning for readmission may be specified by the College at the time of the involuntary medical withdrawal, or subsequently. The student may appeal an involuntary medical withdrawal decision to the Provost and Dean of the College or designee in writing within 5 days of the notification to the student of Involuntary Medical Withdrawal, or such longer appeal period as may be granted by the Provost and Dean of the College given the circumstances. The decision of the Provost and Dean of the College is final. Students may request readmission following the satisfaction of terms and time periods specified in the initial or subsequent notices regarding the Involuntary Medical Withdrawal.

Readmission After Medical Withdrawals

A student applying to return from a Medical Withdrawal must do so in accordance with the following requirements and as noted in the student's individual letter concerning the Medical Withdrawal. The process is normally as follows:

1. The readmission application must include all written materials required by the Office of the Provost and Dean as noted in the student's Medical Withdrawal letter and as required by this policy. Generally a brief written statement from the student is required explaining the reasons for the student's departure, the student's activities since leaving the College, and the student's readiness to return. It may be necessary for a student to write a draft of an academic plan as part of the reapplication process, in which case the Dean of Studies will review and make a recommendation. To coincide with the registration and housing processes, applications for readmission should be received by April 1 for the Fall term and by October 1 for the Spring term.
2. Recent documentation (dated within a month of the date of reapplication) by a medical professional with qualifications acceptable to the Director of Health Services or the Director of Psychological Services must be submitted, addressing: 1) the student's capacity to be proactively and consistently responsible for their own health, their ability to lead an independent life on a residential campus, including personal care and nourishment and other daily living needs, and their readiness to manage the demands of a self-directed education and to negotiate a challenging academic schedule and 2) any additional criteria required by the Office of the Provost and Dean. The student must sign a medical release for his/her medical professionals in order to enable additional communication as necessary. In addition, the College may require the student to be evaluated by a medical professional designated by the Director of Health Services or the Director of Psychological Services.
3. After all paperwork is submitted, an interview will be scheduled with the reentry committee, which typically consists of the Assistant Dean of Students, the Dean of Studies, the Director of Health Services and/or the Director of Psychological Services.

4. The reentry committee will review the application and will determine whether or not the student will be readmitted. The factors normally considered by the committee are among the following: the circumstances of the student's departure, an assessment of the student's readiness to be proactively and consistently responsible for their own health, their ability to lead an independent life on a residential campus, including personal care and nourishment and other daily living needs, and their readiness to manage the demands of a self-directed education and to negotiate a challenging academic schedule, and such other factors as the committee deems appropriate in the individual circumstance.
5. The student will be notified in writing about the decision of the committee. Appeals can be made to the Provost and Dean of the College within 10 days of the receipt of the decision letter.
6. Decisions of the Provost and Dean of the College are final.
7. Eligibility for financial aid is separate from readmission. A student returning from a medical withdrawal may be in touch with the Office of Financial Aid about filing an appeal for reinstatement of aid (finaid@bennington.edu).
8. Past due balances must be cleared in order to apply for reentry. Applications for readmission will not be accepted if there is a past-due balance owed.
9. Once readmitted, students will receive notification from the Office of the Provost and Dean confirming term standing, academic standing, and anticipated graduation date along with information regarding course registration.

Students approved for readmission will be readmitted as full-time students. Once readmitted, students can be in touch with the Office of the Provost and Dean if they would like to pursue part-time status.

Students readmitted after withdrawal are subject to all regular requirements for new students (financial, health, etc.) and will be regarded as new students in the housing assignment process.

Readmission after Disciplinary Suspension

After Disciplinary Suspension, a student may be readmitted only with the approval of the Readmission Committee, which includes representatives from the Office of the Provost and Dean of College and other College staff as determined by the Dean of Studies and/or the Dean of Students. In order to be considered for readmission after Disciplinary Suspension, a student is normally expected to have been away from the College for a specific period of time as determined by the disciplinary body. An interview by phone or in person may be required.

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

1. The student should assess the problems leading to suspension and state how these problems have been overcome.
2. The student should describe all activities since suspension, with particular emphasis on academic work completed and/or employment undertaken.

The student may be required to undergo, at the student's expense, a drug and alcohol assessment at a licensed treatment center or by a licensed psychologist with expertise in substance abuse, either of which

must be approved in advance by the Director of Psychological Services at Bennington College. An evaluative report, including any recommendations for monitoring treatment or other follow-up, must be provided to the Director of Psychological Services prior to reapplication. If treatment is recommended in the report, the treatment provider shall also provide documentation in writing to the Director of Psychological Services of the student's progress and compliance with the recommendations for follow-up. The student must sign a release form to allow the exchange of information among the treatment evaluators and providers and all necessary College officials.

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 in the sole discretion of the College.

Students readmitted after disciplinary suspension are subject to all regular requirements for new students (financial, health, etc.) Students with outstanding financial obligations to the College will not be readmitted.

Refund Policies

Students withdrawing after a term has begun may be eligible to receive refunds, if any, only in accordance with the College's Refund Policy, unless the student is receiving federal financial aid, in which case, the refund, if any, will be calculated in accordance with the federal refund policies, which are detailed in the Financial Aid Handbook in the student section of the Bennington College website.

Please note: Students who are suspended, expelled, dismissed, or required to withdraw from the College will be responsible for the total College charges for that term.

Withdrawal Refund Policy

For information related to student billing and financial aid see the Withdrawal and Refund Policy and Financial Aid Handbooks in the student billing section of the student resources page on the College's website.

Transfer Credit

When entering the College, work at other accredited institutions of higher education may, with the approval of the Office of Admissions, be accepted for credit at Bennington. Transfer credit is determined by the Office of Admissions at the time of acceptance to the College.

First-year Entrants

Applicants who enter Bennington as first-year students have their credit evaluated after submitting their deposit and Intent to Enroll, provided they have submitted official transcripts and/or score reports. While first-year entrants may transfer up to 12 credits from any combination of earned college, AP, IB, A-level, or French Baccalaureate credit, only the Office of the Provost and Dean may determine whether or how these credits will be applied after the Plan Proposal meeting in the student's

third term. Transferred credit does not normally guarantee placement in advanced coursework.

- For students who have enrolled in an AP curriculum, Bennington may grant credit for exam scores of 5. Four credits are granted per exam.
- For students who have completed the International Baccalaureate diploma, Bennington may grant credit for scores of 6 or 7 in the Higher Level exams only. Four credits
- are granted per exam. No credit is granted for Standard Level exams.
- For students who have passed an A Level Exam with a grade of A, four credits may be granted, depending upon the subject. No credit is granted for Ordinary Level exams.
- For students who have completed the French Baccalaureate diploma, Bennington may grant credit for scores of 14-20 when the coefficient is 4 or higher. Four credits are granted per exam.

Transfer Students

Applicants who enter Bennington as transfer students have their credit evaluated at the time of admission. Students may apply for transfer admission after graduating from high school and enrolling in an accredited institution of higher learning. Students with associate's degrees, students who are currently enrolled in college, and students who have withdrawn from another degree program, either recently or in the past, are considered transfer students.

The maximum amount of allowable credit for transfer applicants is 64 credits, or 2 years. Transfer students must complete at least 64 credits at Bennington, for a total of 128 credits, in order to receive a Bennington diploma.

Admitted transfer students may defer entry for up to one year with the approval of the Admissions Committee, provided they do not earn any additional credit before enrolling at Bennington. Deferred transfer students who enroll elsewhere will be required to reapply for admission.

Current Bennington Students

Students requesting transfer credit after their admission to Bennington should send an official transcript of their coursework to the Office of the Registrar for evaluation. Current students who would like to propose courses to take at another institution should complete the Transfer Credit Application and return it to the Office of the Registrar for approval prior to registration in those courses. Students must earn a grade of C or above to transfer credit. Bennington does not transfer grades or grade points from other institutions; only credits are transferred. An application is required and credit may or may not be awarded. All credits are evaluated in relation to the student's academic plan of study. An accumulation of credits alone does not qualify a student for particular term status or early graduation (see Early Graduation).

Transferable Credit

Transferable courses must be within the liberal arts curriculum as determined by Bennington. No credit is granted for technical engineering classes, basic math classes (pre-college preparation), nutrition classes, physical education classes, speech classes, or study skills classes, including many first-year seminars. Credit for pre-professional courses, including many business classes, is rarely granted.

Bennington does not grant “life experience” credit, nor do we grant credit for internships. Credit earned by examination is not eligible for transfer. Awarding of credit for independent study, online or distance learning courses is dependent on review of a syllabus and other supporting materials.

Transferable credit includes only those courses for which students have received at least a C rating. Ratings of C- are not eligible. If a student has received several Cs, this may affect their placement in the Plan Process, or may prompt their Plan Committee to require the student to spend more time at Bennington in order to graduate. Ungraded or Pass/Fail courses will only be considered for credit if the institution’s transcript guide lists passing credit as equivalent to a rating of C or above.

Transfer credit for work done at foreign institutions may need to be submitted to the Center for Educational Documentation for their recommendation. Students will be notified upon receipt of their transcript if a CED evaluation is required, and the applicant is responsible for submitting their transcript(s) to CED. The cost for this outside evaluation is the responsibility of the applicant. The Center normally requires one month to process applications. The College makes the final determination of credits eligible for transfer.

Residency Requirement for Transfer Students

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

Part-Time Status

Students may apply for part-time status. Part-time status means that a student is registered for fewer than 12 credits. Students receiving financial aid should be aware that part-time status changes the amount of financial aid for which the student is eligible. Please consult the Financial Aid Handbook on the Bennington website for more details. Housing is not guaranteed for part-time students and is available after all full-time students have secured housing. Part-time students do not accrue residency in housing.

Commencement Policy for December Graduates

December graduates typically participate in June commencement activities following the completion of their degree requirements. The College recognizes that in certain circumstances it may be advantageous to participate in commencement activities in the June prior to the completion of degree requirements.

Students who complete all requirements in the spring term (June graduates) are expected to participate in the commencement ceremony taking place at the end of that term. Students who complete their degree requirements at the completion of the fall term (December graduates) may request to participate in commencement activities taking place in the June either before or after their degree completion. In order to participate in the commencement activities before degree completion, December graduates must complete a Participation in Commencement application and submit it to the Office of the Provost and Dean by December 1.

Early Graduation

(graduating a term early)

Normally, students require eight terms of work in order to qualify for graduation. In rare instances a student who demonstrates exceptional work in all areas of study and particular excellence in one may qualify for early graduation. An accumulation of credits alone does not qualify a student for early graduation, nor does financial hardship. To qualify for early graduation, a student must petition the Office of the Provost and Dean. A form is available online or in the Office of the Provost and Dean. A student must also submit two letters of recommendation from faculty members in different areas of study. Petitions are reviewed only during the term preceding the anticipated final term (normally the 6th term). The student must show how the College's standards for a liberal education will be met, including advanced work in a particular field, and the student's record must give evidence of distinguished work. Students must still meet the credit requirements set by the College (128 credit hours).

Completion of Work in Absentia

Only in exceptional cases may a student be permitted to fulfill final degree requirements elsewhere (in absentia). Applications, which are available online or in the Office of the Provost and Dean are due by July 15 for the fall term and by January 15 for the spring term. A member of the Office of the Provost and Dean will review and determine requests for completion of work in absentia, normally in consultation with the faculty. Generally only up to one term of credit may be granted for work done in absentia.

A faculty member is normally assigned to provide guidance and to certify completion of the agreed program to the Dean of Studies if Bennington-supervised work is necessary to the completion of the Plan. Fees are charged during the in-absentia period for administrative and faculty work.

Transcripts

All transcript requests must be made in writing by the student and forwarded to the Office of the Provost and Dean. Transcript request forms are available from that office or online at www.bennington.edu. Students may also request electronic PDF copies of their transcripts through our service with the National Student Clearinghouse. Processing time is normally two weeks.

Please note: Transcripts will not be released for students who have outstanding debts to the College.

Study Abroad/Study Away

Students are eligible to study away for a term or an academic year during their fourth through seventh terms at the College, and we encourage all students to consider studying elsewhere. A student who is interested in studying at another institution should generally begin planning a year in advance. In order for students to study away, they must be in good academic and disciplinary standing and have approval from their Plan committee and the Office of the Provost and Dean. Students must be approved to study away in a Plan meeting. The Plan meeting allows the Plan committee an opportunity to evaluate programs

of study elsewhere and to advise how the courses offered may be coordinated with the student's Plan of study at Bennington. In order to obtain approval from the Office of the Provost and Dean students must complete the Bennington Application to Study Away. A student who arranges to study at another institution will be on a Study Away Leave of Absence during their approved time away.

Students may choose to apply for consortium status from the Office of Financial Aid. The Office of Financial Aid will work to facilitate the transfer of federal and other eligible aid to the host school for students who have completed the Consortium Student Agreement with the Office of Financial Aid. The College also sponsors some exchange options with other domestic colleges and colleges outside the U.S. Contact the Director of Study Away for additional information.

At the end of each term, an official transcript must be sent directly to the Office of the Provost and Dean and official granting of transfer credit will then be determined. A study abroad administrative fee is charged. Additional information is available from the Director of Learning Beyond Bennington.

Cross-Enrollment: Williams College

A limited number of students may register at Williams College for courses not offered at Bennington for no additional fee. Interested students should consult the Office of the Provost and Dean about applying. Enrollment is usually limited to third-year and fourth-year students in Good academic standing. Transportation is not provided by either college. The fall term is generally the best time to take advantage of this option.

Recipients of Named Scholarships Supporting Bennington Grants

The Office of the Provost and Dean, with the help of faculty and advisers, has the privilege of honoring outstanding students with demonstrated financial need by selecting recipients of the College's named scholarships each year. These prestigious named scholarships have been funded by generous donations from alumni, parents, or friends of the College who want to support and encourage those deserving students who are also in need of financial assistance. Students receiving this honor will be asked to share their Bennington experience, express their gratitude, and perhaps meet with the donor(s) and/or their family and friends who have generously established this need-based scholarship. In some instances, maintaining the scholarship funding will be dependent upon the student's full and timely cooperation with the Office of Institutional Advancement. Questions about these named scholarships should be directed to the institutional advancement or Office of Financial Aid.

Indication of Preferred Name

Any student wishing to use a name other than their legal name in the course of business and education may do so by listing their preferred name in the College's information systems. The name change will be reflected in campus records and communications and will be used whenever possible, except for in cases where the use of a legal name is required by College business or legal need. The preferred name change will be reflected in the following records: Populi; alumni records; housing rosters; College publications; and the Bennington Card.

The Office of the Provost and Dean has an online form that will generate preferred name and pronoun updates, if applicable, directly to the college registrar. This online option, as well as an in-person meeting with Jaime Babic, Registrar and Director of Enrollment services, are available to any student wishing to specify their preferred name at any time during their enrollment at the College.

If a new Bennington Card is generated, one's preferred name must be the same in Populi as it will be on their Card. The cost for any new Bennington Card is \$15. Please note that a second form of identification may be required when using your new Bennington Card as a form of identification.