

BENNINGTON COLLEGE

STUDENT HANDBOOK AND
PLANNING CALENDAR

2007-2008

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

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

Letter from the President

Dear Students,

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

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

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

With all best wishes,

A handwritten signature in cursive script, reading "Elizabeth Coleman". The ink is dark and the signature is fluid, with a large, stylized "E" and a long, sweeping "C".

Elizabeth Coleman
President

Questions

Students with questions or concerns, who don't know where to turn, are encouraged to stop by or to contact the Student Life Office at 802-440-4330 or studentlife@bennington.edu.

Photographs featured throughout the handbook and calendar represent a sampling of Bennington College events, people, and places.

Cover photograph by Terry Gannon, husband of Carolyn Heimbürger Gannon '67.

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ADMINISTRATION OF THE COLLEGE

Board of Trustees

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

President

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

Senior Administration

Provost and Dean

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

Executive Vice President and Chief Financial Officer

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

Dean of Studies

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

Dean of Students

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

Vice President for Planning and Special Programs

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

Vice President for External Relations

The Vice President for External Relations oversees the fundraising and alumni relations operations of the College. The External Relations Office manages external relationships with the College, including alumni, donors, and foundations. The Office is also responsible for Commencement and helps coordinate Family and Alumni Weekend and special Senior Experience events.

Dean of Admissions and Financial Aid

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

Senior Advisor and Special Assistant to the President

The Senior Advisor and Special Assistant to the President serves as liaison for new programmatic initiatives and oversees the strategic positioning of the College. This includes serving as spokesperson for the College.

Assistant to the President

Working closely with the President on all institutional matters, both internal and external, the Assistant to the President also supports the Board of Trustees and oversees the Communications Office.

ACADEMICS

Provost and Dean's Office Staff

Provost and Dean—Elissa Tenny
(Assistant: Darlene Alderman)

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

Dean of Students—Eva Chatterjee-Sutton
(Assistant: Kathy Simonds)

Associate Dean for Academic Affairs—
Terry Creach (Assistant: Darlene Alderman)

**Assistant Dean for Budget and
Administration**—Amy Kuzmicki

Registrar—Kathy Posey

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

**Academic Counselor and Study Abroad
Advisor**—Laurie Kobik

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

**Director of Field Work Term and
Career Development**—

Tammy Fraser (Assistant: Betsy Cottrell)

Guidelines and Academic Expectations of the College

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

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

The Plan

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

In the process of their Bennington education, students define a field of inquiry, framed by their Plan and developed within the context of an ongoing dialogue with an advisor. That Plan may be to pursue a conventional academic or artistic discipline such as psychology, painting, or biology; it may involve work in a combination of disciplines, such as philosophy and literature, or music and dance. Students take an active role in providing a meaningful shape to their chosen area of immersion. Regardless of their choice of subject, they are responsible for making the case for their academic choices, aims, and intentions in writing. Timely

approval of the Plan is necessary to remain in Good Standing.

Students reflect on their education in writing and in conversation throughout their years at Bennington. Students begin by writing a First-term essay, considering the first term and initial academic goals. In the third term, a Proposed Plan is written and the student meets with a faculty committee to present the Plan. In the sixth term, the student writes a Plan Confirmation and again presents the Plan to a faculty committee. And finally in the last term, a Senior Essay is written reflecting on a student's years at Bennington. Transfer students are treated individually. Faculty advising is a critical component of the Plan process every term.

A student who wishes to make significant changes in approved Plans must first have these changes approved by his or her faculty advisor and Plan committee through the submission of a Plan Update to the Dean's Office.

Several days are designated each term to review Plans; no classes are held during these periods. Consult the Planning Calendar (beginning on page 51) to determine which days are Plan Days.

Using the Academic Advising System

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

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

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

1. Undergraduate students at Bennington are expected to satisfactorily complete four courses each term (or a number of courses totaling 16 credit hours) and generally no more than five courses (or 20 credit hours), for a total of 32 courses in eight terms. With approval, students may graduate with a minimum of 31 successfully completed courses (124 credit hours) in eight terms. Some students may elect to take more than the expected course load. Additional classes/credits do not guarantee advanced standing or early graduation. Students may not exceed five courses or 20 credit hours per term without special permission from their faculty advisors and the Dean of Studies.
2. Students must demonstrate advanced work in a particular discipline.
3. Students must complete one Field Work Term (FWT) for each full year in attendance at the College. Students who transfer to the College will need to meet with the Director of Field Work Term to determine their requirements. If a FWT has been waived due to an approved study abroad leave of absence, students will be allowed to graduate with a minimum of three FWTs.
4. Students must formulate programs that reflect both breadth and depth in the liberal arts.
5. Students must complete the Plan process in a timely and successful way.
6. Students in the Postbaccalaureate program, BA/MAT, and the Master of Arts in Teaching program must meet the requirements outlined by those programs or they will be dismissed from the program.

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

Bennington College makes reasonable accommodations for students with documented disabilities when such accommodations are necessary to ensure equal access to the campus or curriculum. Prior to the start of the term students wishing to obtain accommodations for a documented disability must complete the Disability

Accommodation Request Form (available in the Dean of Studies' Office). A request for an accommodation should be as specific as possible and be augmented with appropriate recent professional documentation (within the past three years). Completed forms should be submitted to the Dean of Studies' Office prior to the start of a term.

Field Work Term

Field Work Term (FWT) is one of the most exciting aspects of a Bennington education. It has been a central part of the Bennington program since the College opened in 1932. FWT takes place during January and February each year. During this seven-week, winter term there are generally no academic classes. Students instead work in a variety of fields and geographic locations pursuing passions begun or developed at Bennington. FWT positions vary widely in form and focus in order to meet the needs of individual students and are designed to allow students to forge professional connections and to deepen their knowledge through practice.

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

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

Failure to register or complete a FWT can adversely influence a student's academic status and potentially affect his or her financial aid package. If a student fails FWT, he or she must meet with the Director of FWT to determine if a FWT summer makeup is required and how the failed FWT rating may affect the student's requirements for graduation. Further details are outlined in the Field Work Term Handbook (pages 16–35).

Independent Study During FWT. Students can choose to spend one FWT pursuing an independent project. This alternative to employment offers the time to delve into a particular problem, research area, theme, or question, working in association with a sponsor from inside or outside the College. A sponsor must be someone whose area of expertise is appropriate to the Independent Study. Students interested in pursuing an Independent Study must complete a registration form (available from the FWT and Career Development Office) along with a proposal describing the goals and methodology of the work. The student's sponsor, faculty advisor, and the Director of FWT must approve the proposal. The Independent Study option is not available to students who have not completed at least four terms and students on academic probation. It is generally used by fourth-year students preparing a final thesis or project. For additional information, please refer to the Field Work Term Handbook on pages 26–35.

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 Dean's Office, with copies to the student and faculty advisor, at the end of each term. Faculty also write Concern Evaluation Forms for students demonstrating inadequate progress at midterm.

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

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

The Final Evaluation appraises the student's work for the term and is part of the student's

permanent transcript. The Final Evaluation includes a judgment of Pass, comparable to (A-C), Marginal Pass, comparable to a (D), and Fail. No credits are given for classes not passed. Additional remarks noted "not for transcript" are directed only to students and are not copied on transcripts.

Grades

Students may also elect to receive grades (A, B, C, D, F) in individual courses, in addition to Narrative Evaluations, by requesting them through the Registrar's Office during the first two weeks of each term. It is possible for the Registrar's Office to assign a GPA based on a minimum of two years of continuous grades. *It is not possible to request grades retroactively.*

All students are encouraged to consider the possibility of requesting grades for at least two years (or 64 credits) of their study at Bennington so that an eventual GPA might be produced upon graduation. Students in the BA/MAT program must request grades within the first two weeks of each 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 apply for grades for their transcripts. Several undergraduate and graduate scholarships require a GPA; many study-abroad programs students might want to pursue while at Bennington require a GPA; certain professions students might want to consider often require a GPA for admittance to graduate school (education, law, medicine, for example); international students who might pursue graduate work in any field in their home country are strongly advised to obtain grades; and schools in the U.S. where some students might choose to transfer often require a GPA. All students can request grades (given in addition to narrative evaluations) through the Registrar's Office during the first two weeks of each term. Any students with questions about whether or not to apply for grades should discuss the matter with their faculty advisors and the Dean of Studies.

Appealing an Evaluation 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, the student may appeal the evaluation by

writing a letter to the faculty member stating his or her grounds for disagreement (what specifically is inaccurate?), and the letter should be copied to the Dean of Studies who will contact the faculty member to discuss the matter. *It is not possible to appeal an evaluation merely because a student disagrees with a faculty member's estimation of the quality of his/her work.* The Dean of Studies may also consult with the Provost and Dean. The decision of the Dean of Studies is final. Appeals must be made in writing by the end of the term following that of the evaluation or grade in question.

Incomplete Coursework

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

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

1. The student must confer with both the instructor and the Dean of Studies to request an Incomplete *before* the end of the term. All classes are not eligible for Incompletes. 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 Dean of Studies.
2. Students normally must provide written documentation of the health situation.

The Dean of Studies will consider granting Incomplete status in a course only after these steps have been completed, and only with the agreement of the instructor, and only if the student requests the Incomplete before the end of the term in which he or she is registered in the course. Work granted Incomplete status is generally due a month after the last day of class (refer to the academic calendar for specific dates), unless the student, instructor, and the Dean of Studies make other arrangements at the time the request is granted. This deadline also holds for students who either withdraw or take a leave in the following

term. If Incompletes are not completed by the deadline, instructors evaluate the students on the work received. Extensions on Incompletes are not granted.

Academic Progress and Academic Standing

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

Academic Progress

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

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

Note: Students enrolled in a graduate program may be subject to different requirements. Please refer to the program's specific handbook for information about the specific requirements. Students in the BA/MAT program, for example, must achieve an overall 3.0 GPA.

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

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

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

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

Students may apply for part-time status. Part-time status means that a student is registered for fewer than 12 credits. To determine the academic standing of part-time students, the process outlined above is modified.

Qualitative Progress

- A **Pass (P)** reflects satisfactory work and is equivalent to a range of performance from C- to A+.
- A **Marginal Pass (MP)** does not reflect satisfactory progress, but the student will receive credit for the course. Therefore, MPs are computed for Concern, Probation, or Dismissal each term. Cumulative MPs are calculated to

determine academic standing. An MP is the equivalent of a D grade.

- A **Fail (F)** means that the student will not receive credit for the course. Computation of academic standing includes all courses taken by a student, not just courses passed. Cumulative Fs are calculated to determine academic standing.

Academic Standing

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

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

- All students enter Bennington in **Good Standing** and retain this status unless they do not pass a satisfactory number of classes or fail to have their Plans received in a timely way and approved in the term in which they are due (normally the first, third, and sixth terms). Changes in academic standing are conveyed to parents when permitted by law.

- Students on **Concern** are expected to pass at least four courses (16 credits) with no MPs in the term following the term in which they were placed on Concern. Those who do not do so may, at the discretion of the Dean of Studies, be continued on Concern, placed on Academic Probation, or be dismissed.
- Students on **Academic Probation** must enroll and successfully complete four courses (16 credits) with no MPs or Fs in the term of Probation or they will likely be dismissed. Normally, only one term of Probation is allowed.

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

Return to Good Standing. Students will return to Good Standing from Concern or Probation status upon the successful completion of 16 credits in the term of Concern or Probation. Students on Concern or on Probation may take only four courses or 16 credits. Exceptions (for 18 credits) may be made for students on Concern with approval from the advisor and the Dean of Studies.

Eligibility for Advanced Work

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

Academic Difficulties

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

Students who are not in Good Standing will have their work reviewed at the end of the term to determine academic progress and standing by the Dean's Office and where appropriate, the faculty. Students may be dismissed or may be required to withdraw from the College for a specified period of time, with permission to reapply. In all cases, readmission is at the discretion of the College.

Academic Dismissal

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

Class Attendance

Class attendance is required for the successful completion of coursework. In the event that a student must miss a class, he or she should notify the instructor in advance. If an extended absence is anticipated, the student must also notify the Dean of Studies. Each instructor sets his or her own attendance policy (how many—if any—excused absences are possible). In the event of a personal emergency, the student should notify the Dean of Studies, who will notify the 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. In addition, students who miss two consecutive weeks of classes for any reason may be dismissed or placed on medical leave if a medical reason explains the extended absence.

The Health Services staff does not give medical excuses for missed classes. Students are responsible

for informing faculty of reasons for missed class time and coursework. For those rare cases when students are unable to contact their advisor due to incapacitations, medical emergencies, or hospitalizations, Health Services staff will make the Dean of Students and the Dean of Studies 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. Students who have been hospitalized must contact the Dean of Studies prior to their anticipated return to the College with documentation from their attending physician stating that the student is capable of managing his or her own health and resuming full-time academic work. Students are not permitted back on campus without this confirmation and its approval.

Academic Ethics

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

Academic Dishonesty Procedure

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

for undergraduate students. Procedures and consequences vary for graduate students:

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

Registration

Planning

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

Registration Procedures

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

For registration during the term, students should plan their programs with their advisors. During the registration period, students meet with their prospective instructors for 4000-level courses in order to obtain the instructors' consent of the chosen courses. For 2000-level courses, students indicate their choices on the registration form. A random selection process is used for any 2000-level courses that are over-enrolled.

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

Tutorials

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

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." Students entering a class late are not excused from completing the missed work. Add/Drop forms are available at the Registrar's Office and require the signatures of the course instructor and faculty advisor. Students are not normally allowed to withdraw from courses after the seventh week without permission from the Dean of Studies.

Withdrawal from a class in the second half of 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 and the Dean of Studies to arrange a withdrawal. 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. For computing academic standing, withdrawals will be assessed on a case-by-case basis by the Dean of Studies' Office. Students receiving more than one class withdrawal in a given term may be required to withdraw from the College until the student provides documentation of ability to resume full-time academic study in addition to other requirements imposed at the time. In addition, students who receive no credit for half of their program in a given term (eight credits) will normally be placed on Academic Probation or dismissed since they have not demonstrated satisfactory academic progress.

Leaves of Absence for Nonmedical Reasons

A student who wishes to leave Bennington for a term or more but wishes to be readmitted must request approval of a Leave of Absence by submitting the required form to the Dean of Studies' Office before the first class day of the anticipated term of leave. Leaves are generally granted for one or two terms only. In addition, departing students are required to have an exit interview with the Dean of Studies or the Academic Counselor. The Dean of Studies considers the request and informs the student whether or not the request has been granted and, if so, any conditions of the Leave. Leaves are not granted once a term has begun for that same term unless the student has been granted medical leave. In all such nonmedical cases, the student must withdraw. A student cannot be on Academic Probation and granted a Leave; in those instances a student must withdraw. In addition, students who miss two consecutive weeks of class may for any reason be required to withdraw or be dismissed. Students planning to take a Leave of Absence should see information on housing assignments for reentering students. International students

should be aware that a Leave may jeopardize their I-20 status. Please note: If a full-time undergraduate student takes a Leave of Absence or withdraws after February 20, he or she is still required to complete all FWT requirements. Students apply for Leaves through the Dean of Studies' Office.

Leaves of Absence for Medical Reasons

Occasionally it is necessary for students to be absent from the College for an extended period of time (generally more than two consecutive weeks during term, or for an entire term or more) for medical and/or psychological conditions that substantially limit their ability to perform their academic work, to remain safe in an independent residential environment, or to avoid disrupting the College community. Students remain responsible for making up work during this period of absence if they are permitted to return to the College during that same term. In addition, depending upon the number of absences from class prior to the Leave and depending upon the particular nature of the class, students may or may not be eligible to maintain their enrollment in a particular class. International students should be aware that a Leave may jeopardize their I-20 status.

Applications for Medical Leaves

Applications for Medical Leaves are reviewed by the Dean of Studies in consultation with the Director of Health Services, the Director of Psychological Counseling, and the Dean of Students. Leaves may be granted for up to one year. Current documentation from a medical professional must be provided for the Leave application to be considered.

- For Medical Leaves initiated during a term, students must remain away from the College at minimum for the remainder of the term. The student may be required to remain separated from the College for one or more additional terms, depending upon the situation.
- For Medical Leaves initiated for the following term, the same process applies.

Involuntary Medical Leaves

When the Dean of Students or Dean of Studies has determined, after consultation with the Director of Health Services, Director of Psycho-

logical Services, or with a consulting physician, that a student's continuing at the College poses a significant risk to the well-being of the student or others and/or a significant disruption to the community, the student may be placed on Involuntary Medical Leave. The student may appeal the decision to the Provost and Dean within five days of the notification of Leave. The decision of the Provost and Dean is final. Normally students placed on Involuntary Medical Leave will remain separated from the College for at least one full year.

Readmission after Medical Leaves

A student applying to return from a Medical Leave must do so in accordance with the following requirements or as noted in the individual letter concerning the Medical Leave. The process is generally as follows:

1. The student applies in writing for readmission to the Dean of Studies by May 1 for the Fall term and by November 1 for the Spring term. The application must include all written materials required by the Dean of Studies as noted in the student's Medical Leave 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 an academic plan as part of the reapplication process.
2. A recent evaluation (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 to the Dean of Studies. This evaluation should address the student's capability of returning to the College and sustaining an independent residential and academic life, and any additional criteria required by the Dean of Studies. The student must sign a medical release for his/her medical professional 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 has been submitted, the student must schedule an interview with the

Dean of Studies and may also be required to speak with a member of the Health and/or Counseling Services staff.

4. A committee consisting of the Dean of Studies, Dean of Students, and a representative from Health and/or Counseling Services will review the application. Among the factors normally considered by the committee are 1) the circumstances of the student's departure, 2) an assessment of the student's current health as it pertains to College life, 3) an assessment of the student's academic progress and plans, and 4) an assessment of the student's readiness to manage independently his/her health needs and academic and residential life 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 within 10 days of the receipt of the decision letter. Decisions of the Provost and Dean are final.

Withdrawals

Students may withdraw from the College at any time, but students desiring readmittance must reapply and have no right to guaranteed readmission following withdrawal. Students wishing to withdraw must submit the required form in writing to the Dean of Studies' Office. Once the Dean of Studies has received the withdrawal form, the student must vacate his or her campus housing assignment in accordance with the Withdrawal and Housing policy found in the Residential Policies section on page 99. Students may be required to withdraw if they have missed two consecutive weeks of classes. Between terms, students who withdraw from the College after the first day of the month preceding the month in which they would normally return (August 1 and February 1) will forfeit the deposits they have made to hold a place in their class at the time of admission. Withdrawing students are required to have an exit interview with the Dean of Studies or the Academic Counselor. International students should be aware that withdrawal status jeopardizes their I-20 status.

Students who have withdrawn or been required to withdraw 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 must be made by April 1 of the preceding spring; applications for spring-term admission must be made by November 1 of the preceding fall. Applications for readmission should include a description of the student's activities since his or her withdrawal from the College, with particular emphasis on any academic work or employment undertaken. The application should clearly articulate the student's reasons for wishing to reenter the College, as well as his or her academic goals. The Committee normally requires additional application materials. Readmission requires the same health requirements as those of new students. Students who are readmitted after withdrawing from the College will be regarded as new students in the housing assignment process. Please note: If a full-time undergraduate student takes a Leave of Absence or withdraws after February 20, he or she is still required to complete all FWT requirements for that particular winter period. If a student withdraws during FWT or takes a leave of absence with an effective start date during the FWT, his or her employer(s) will be notified that he or she is no longer receiving college credit for the field experience.

Readmission after Academic Dismissal

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

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

1. The student should assess the problems leading to dismissal, and state how these problems have been overcome.
2. The student should describe his or her activities since dismissal, with particular emphasis

on academic work completed and/or employment undertaken.

3. A revised academic plan must also be included.

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

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

Readmission after Disciplinary Suspension

After Disciplinary Suspension, a student may be readmitted only with the approval of the Readmission Committee, which will include representatives from the Dean's Office, the Student Life Office, and other College staff as appropriate. In order to be considered for readmission after 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 in person will normally be required.

The student must submit a detailed written petition for readmission to the College. 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 his or her activities since suspension, with particular emphasis on academic work completed and/or employment undertaken.

If the student was required to undergo a substance abuse evaluation and/or treatment, the student must present substantiated evidence that the student has dealt with his/her substance abuse issues: Students may be required to undergo, at their 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 by the Director of Psychological Services at Bennington College, prior to treatment. An evaluative report, including any recommendations for monitoring treatment, or other follow-up, must be provided to the Director of Psychological Services prior to reapplying.

cation. Should students require treatment, 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 of the follow-up. Students must sign release forms to allow the exchange of confidential 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.

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

Refund Policies

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

College Refund Policy

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

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

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

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

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

Transfer Credit

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

Residency Requirement for Transfer Students

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

Early Graduation

Normally, students require eight terms of work in order to qualify for graduation. In rare instances a student who demonstrates exceptional work in all areas of study and particular excellence in one may qualify for early graduation. An accumulation of credits alone does not qualify a student for early graduation, nor does financial hardship. To qualify for early graduation, a student must petition the Dean of Studies. A form is available in the Dean's Office. A student must also submit two letters of recommendation from faculty in different disciplines to the Dean of Studies. Petitions are reviewed *only* during the term preceding the final term. The student must show how he or she will meet the College's standards for a liberal education including advanced work in a particular field, and his or her record must give evidence of distinguished work. 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 are due by April 1 for the fall term and by November 1 for the Spring term. The Dean of Studies will decide whether to approve the request for completion of work in absentia. 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 Registrar. Transcript request forms are available from that office or at www.bennington.edu/alum_reqsttrans.asp. Each copy of the transcript requires a fee (currently, \$5 per copy). Processing time is at least two weeks. Note: Transcripts will not be released for students who have outstanding debts to the College.

Study Abroad/Study Elsewhere

We encourage all students to consider studying elsewhere in the third year for a term or a year. A student who is interested in studying at another institution should begin planning for it generally a year in advance. In order for students to study away, they must be in Good Academic Standing and have approval from their faculty advisor, Plan committee, and the Dean of Studies' Office. Students planning to incorporate language study into their time away will also need the approval of the Director of the Isabelle Kaplan Center for Languages and Cultures. Study away should be included in the student's Plan and discussed at the Plan Meeting to allow the Plan Committee an opportunity to evaluate programs of study elsewhere and to advise how the courses offered may be coordinated with the student's Plan of study at Bennington. In order to obtain approval from the Dean of Studies' Office, students must consult with the Study Abroad Advisor and complete the Application to Study Away. A student who arranges to study at another institution must sub-

mit a formal request for a Leave of Absence.

Students may choose to apply for consortium status from the Financial Aid Office. Our Financial Aid Office would then facilitate the transfer of federal and other portable aid to the other school.

After the program is completed, an official transcript must be sent directly to the Dean of Studies' Office and official granting of transfer credit will then be determined. A credit transfer fee is charged per term. Additional information is available from the Study Abroad Advisor.

Cross-Enrollment: Williams College

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

Other Academic Programs

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

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

Bennington offers a program for students interested in teaching on the early, elementary, or secondary level. Students apply for the program by submitting an application to the Center for Creative Teaching (CCT) Office by the end of their second year. Once accepted, students design a plan that integrates the required courses related to teaching with their concentration in one of the liberal arts and sciences disciplines, spend at least one Field Work Term in an educational setting in the U.S., and finally, spend their fifth year student-teaching while taking a year-long graduate seminar. After their fourth year, students receive their BA; after their fifth year, they receive their MAT degree and are normally recommended for licensure to the state (reciprocity exists for all states other than Iowa and Minnesota; however, the specific requirements of each state must be met before licensure can be earned). Students with questions about the program should contact the Director of the BA/MAT Program.

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

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

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

Master of Fine Arts (MFA) in Writing and Literature

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

Master of Arts in Teaching a Second Language (MATSL)

MATSL is a low-residency program for French and Spanish teachers who wish to improve language skills, deepen cultural understanding, and to cultivate teaching ability. Working teachers earn a MATSL degree in seven weeks of on-campus

study: three weeks during each of the first two summers and one week during a third summer. During the two academic years between the residency periods, MATSL students complete online coursework.

Postbaccalaureate Premedical and Allied Health Sciences Certificate

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

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

FIELD WORK TERM HANDBOOK

Important Dates

October 25 Grant applications due

November 6 Early registration party

November 9 Extension requests due

November 16 Registration deadline

Students without an extension who register after this date will be fined \$50. Late registration is then noted on the transcript and may affect the student's FWT rating.

November 30 Extended registration deadline (with approval)

Students with approved extensions who register after this date will be fined \$50. Late registration is then noted on the transcript and may affect the student's FWT rating.

December 13 All registered students will receive, at their Bennington email addresses, FWT packets that include important FWT information.

All supervisors registered by students will be emailed an employer packet. Students should check with supervisors to ensure this was received.

December 14 Last day to register late. All students who register after this date will be fined \$50 and will not be eligible for a full pass.

January 2 FWT begins

January 15 Last day to register for FWT

February 8 Last day to add a position

February 22 Essays and evaluations due

February 29 Essays (with extensions) due

March 7 Independent study evaluations due

March 14 Last day late evaluations for temporary incompletes accepted

May 16 Registration for summer makeups due

June 23–August 8 Summer makeup dates

August 15 Essays and evaluations for summer makeups due

August 22 Summer grades due

Mission and Overview of Field Work Term

Field Work Term (FWT) is one of the most exciting aspects of a Bennington education. It has been a central part of the Bennington program since the College opened in 1932. This term provides students with an opportunity to explore connections among their academic experience, personal interests, and the world of work. Each year all students spend seven weeks off campus working in a job or internship that expands their academic studies and enriches their individual development. Through FWT, students learn what it means to take increasing responsibility for their own education, their own work, and their own lives.

Quick Facts

FWT Requirements and Registration

(see pages 18–24)

- **Total needed:** One FWT for each year of full-time undergraduate matriculation.
- **Hours:** A total of 210 hours in no more than four approved positions are required to complete FWT.
- **Registration:** Academic advisors must approve registration forms and all jobs registered in the FWT and Career Development Office no later than **November 16, 2007**.
- **Employer's evaluation:** Employers' evaluations are due **February 22, 2008**.
- **Essay:** A 750- to 1,250-word essay is due **February 22, 2008** (see page 31 for questions).
- **Late registration:** Late registrations (not additional jobs added to an on-time registration) will not be accepted after **January 15, 2008**. Students not registered by this time will receive a failing grade. Students registering late after the end of Fall term, but before **January 15**, will only be eligible to receive a Marginal Pass.
- **Conditional registration:** Conditionally approved registrations must be completed by **December 14, 2007**, or they will be considered late.

Special Proposals (see page 22)

Special proposals are required for the following and are due **Friday, November 16, 2007**:

- FWT jobs working for a family member or friend, jobs unrelated to your educational goals, working the same job as a previous year, working for a recent alumni, taking a training course, or jobs in which your supervisor is off site.
- Independent Studies:
 - You must have completed at least four terms and be in good academic standing.
 - Your proposal must be signed by your advisor and the sponsor of your Independent Study.
 - You may do only one Full Independent Study or two Half Independent Studies during your four years at Bennington.

Registration Deadline Extensions (see page 24)

- Extensions must be applied for no later than **November 9, 2007**.
- Extensions will be considered only if needed for circumstances beyond your control.
- Application does not guarantee an extension.

Adding/Changing a Job During FWT

(see page 24)

- Additional jobs, if approved by the FWT and Career Development Office, may be added until **February 8, 2008**.
- Under special circumstances, a registered job may be changed with the permission of the director.
- You must register all jobs you would like to count toward your FWT requirement.
- You will be held accountable for every job you register, even if you leave the position.

Evaluation Components (see pages 30–31)

A rating of Pass, Marginal Pass, or Fail is assessed for each FWT. FWT evaluations are based on:

- Adherence to deadlines.
- Employer's evaluations, including verification that 210 hours were worked.
- 750- to 1,250-word reflective essay, due **February 22, 2008**, submitted online.

FWT ratings appear on each student's academic transcript and can influence academic standing.

Financing FWT (see pages 25–26)

- You are responsible for securing housing and financing your FWT.
- No tuition is charged, but financial aid packages cannot be applied to FWT.
- A limited number of grants are awarded to support FWT experiences; applications are available in the FWT and Career Development Office and are due **October 25, 2007**.

Elective Summer Field Experiences

(see page 34–35)

- Summer jobs *cannot* replace your FWT requirement but they can be used to fulfill a required makeup.
- Summer field work can be reflected on your transcript as an "Elective Summer Field Experience."
- All summer experiences to be included on the transcript must be registered by **May 16, 2008**, and essays, timesheets, and evaluations are due **August 15, 2008**.

The FWT and Career Development Office is open year round.

Summer and FWT: 8:30 am–4:00 pm
Monday–Friday

Fall and Spring Term: 9:00 am–5:00 pm
Monday–Friday

Suggested Timeline (the sooner the better) Steps to Secure an FWT Job

Summer – Mid-September

What would you like to do for FWT?

- ☐ Brainstorm interests, skills to develop, and fields to explore.
- ☐ Think about what you want to get out of your education at Bennington, and this year in particular.

Summer – Late-September

Prepare your résumé/know how to write a cover letter

- ☐ Attend a résumé workshop for help if needed.

- ☐ Come to the FWT and Career Development Office during walk-in hours, or leave a draft in the drop-box for review.
- ☐ Get great online info at the FWT website www.bennington.edu/student_fwt.asp.

Summer – Early October

Identify employers of interest

- ☐ Search for advertised FWT positions online at webinfo.bennington.edu/fwt/main.cfm.
- ☐ Your login is the same as for your Bennington webmail.
- ☐ Use paper and online resources available in the FWT and Career Development Office and on the FWT site.
- ☐ Talk to other students, faculty, the FWT staff, friends, anyone, and get the names of people who might be able to help you identify employers.
- ☐ Use the resources available through the FWT and Career Development Office to find alums and parents who might be able to offer advice.

September – Mid-October

Contact employers

- ☐ Apply for advertised positions as requested by employers (if specified).
- ☐ Call employers to inquire about unadvertised positions and to learn how they would like you to apply.
- ☐ If no phone number is available, send an e-mail inquiry (be sure to adhere to the standards of professional business correspondence).
- ☐ Send an “Employer Brochure” (available in the FWT and Career Development Office) to employers unfamiliar with FWT.

Late-September – October

Determine fit with employers

- ☐ Interview with employers (in person or on the phone) to determine fit.
- ☐ Be clear about your goals and abilities when speaking with employers; ask questions to ensure this will be a good opportunity.

Mid-October – Early November

Secure job – start looking for housing

- ☐ Finalize position details. Send a confirmation in writing to be sure everything is clear.
- ☐ Begin looking for housing – talk to others, use FWT resources, check online resources.

- ☐ Apply for an FWT grant if needed (by 10/25).
- ☐ Request an extension if you qualify (by 11/9).

Early – Mid-November

Secure housing

- ☐ Finalize your housing arrangements.

No later than November 16

Register your job!

Late November

Confirm registration

- ☐ Check your Bennington email to be sure your registration was confirmed.

Early – Mid-December

Prepare to go

- ☐ Contact the FWT and Career Development Office if you have not received an email to your Bennington email account with your FWT packet.
- ☐ Print your FWT packet if you will not have access to a printer over FWT.
- ☐ Check with your supervisor to make sure s/he has received and replied to the confirmation email sent.

General Requirements

Every full-time, undergraduate student is required to complete one FWT for each full-time year she/he attends Bennington. A student can earn a grade of “Pass,” “Marginal Pass,” or “Fail” for FWT. In order to “Pass” Field Work Term, a student must meet the following requirements.

- Submit the completed FWT position or independent study registration form, employer evaluation, and reflection essay on time.
- Complete 210 hours of work—verified by employer(s). This may be accumulated in up to four registered jobs.
- Receive a positive employer evaluation.
- Write and submit a satisfactory 750- to 1,250-word reflective essay, due **February 22, 2008**.

Final FWT ratings appear on each student’s academic transcript and employer evaluations become part of a student’s cumulative academic record. Failure to register or complete an FWT can adversely influence a student’s academic status and potentially affect her/his financial aid package. If a student does not annually receive a “passing” rating for FWT, she/he may be required to makeup

the requirements during the summer. Summer makeups are determined by the Director of FWT. Additionally, FWT makeups must be successfully

completed before approval for graduation can be given. See FWT evaluation criteria on pages 30–32 for more information on FWT requirements.

How many FWTs are required?

TRANSFER AS A FIRST-YEAR STUDENT

Start as first-term freshman in spring, 3 FWTs required (4 years full-time study)

	Fall Term	Field Work Term	Spring Term
Year 1			First-Term Fr.
Year 2	Second-Term Fr.	FWT	First-Term So.
Year 3	Second-Term So.	FWT	First-Term Jr.
Year 4	Second-Term Jr.	FWT	First-Term Sr.
Year 5	Second-Term Sr.	Graduate	

Note: If you study abroad for a term and do not complete FWT, you will need to make up an FWT during the summer or complete one during FWT in year 5 and graduate in absentia in spring of year 5.

Start as a second-term freshman in fall, 3 FWTs required (3 full years of study)

	Fall Term	Field Work Term	Spring Term
Year 1	Second-Term Fr.	FWT	First-Term So.
Year 2	Second-Term So.	FWT	First-Term Jr.
Year 3	Second-Term Jr.	FWT	First-Term Sr.
Year 4	Second-Term Sr.	Graduate	

Note: If you study abroad for a term and do not complete FWT, you will not need to make up an FWT.

TRANSFER AS A SOPHOMORE

If you start as a first-term sophomore in spring, 2 FWTs are required.

	Fall Term	Field Work Term	Spring Term
Year 1			First-Term So.
Year 2	Second-Term So.	FWT	First-Term Jr.
Year 3	Second-Term Jr.	FWT	First-Term Sr.
Year 4	Second-Term Sr.	Graduate	

Note: If you study abroad for a term and do not complete FWT, you will need to make up an FWT during the summer or complete one in year 4 and graduate in absentia in spring of year 4.

If you start as a first-term sophomore in fall, 3 FWTs are required.

If you start as a second-term sophomore in spring, 2 FWTs are required.

	Fall Term	Field Work Term	Spring Term
Year 1	First-Term So.	FWT	Second-Term So.
Year 2	First-Term Jr.	FWT	Second-Term Jr.
Year 3	First-Term Sr.	FWT	Second-Term Sr.
<p>Note: First-term fall sophomore transfers: If you study abroad for a term and do not complete FWT, you will not need to make up an FWT.</p> <p>Second-term spring sophomore transfers: If you study abroad for a term and do not complete FWT, you will need to make up an FWT during the summer.</p>			

If you start as a second-term sophomore in fall, 2 FWTs are required.

	Fall Term	Field Work Term	Spring Term
Year 1	Second-Term So.	FWT	First-Term Jr.
Year 2	Second-Term Jr.	FWT	First-Term Sr.
Year 3	Second-Term Sr.	Graduate	
<p>Note: If you study abroad for a term and do not complete FWT, you will need to make up an FWT during the summer or complete one during FWT in year 3 and graduate in absentia in spring of year 3.</p>			

TRANSFER AS A JUNIOR

If you start as a first-term junior in spring, 2 FWTs are required.

	Fall Term	Field Work Term	Spring Term	Summer
Year 1			First-Term Jr.	Summer FWT
Year 2	Second-Term Jr.	FWT	First-Term Sr.	or Summer FWT
Year 3	Second-Term Sr.	Graduate		
<p>Note: If you study abroad for a term and do not complete FWT, you will need to make up an FWT during the summer or complete one during FWT in year 3 and graduate in absentia in spring of year 3.</p>				

If you start as a first-term junior in fall, 2 FWTs are required.

	Fall Term	Field Work Term	Spring Term
Year 1	First-Term Jr.	FWT	Second-Term Jr.
Year 2	First-Term Sr.	FWT	Second-Term Sr.
<p>Note: If you study abroad for a term and do not complete FWT, you will need to make up an FWT during the summer.</p>			

BA/MAT and MAT Students

Before beginning your student teaching year, you must complete at least one FWT. For this FWT, you must work in a public school in the United States; you must acquire a deep and critical understanding of that school's culture; and you must complete 210 work hours.

In addition, you need to have a practicum experience with both ends of the grade-level spectrum for your certification level. For those in Early Childhood Education, this means one with ages 0–5 and one in grades 1–3; for those studying Elementary Education, one in grades K–3 and one in grades 4–6; and for those in Secondary Education, one in grades 7–8 and one in grades 9–12. This will allow for the greatest flexibility in choosing your student teaching placement. It will also require you to do a full year student teaching in one classroom—although splitting your FWT between two different classrooms (and/or age groups) is an option.

If you are a junior or senior and have questions regarding your specific FWT experiences, contact the FWT and Career Development Office. Although your FWT in a public school is non-negotiable, you can elect to engage in additional teaching activities. An FWT counselor can help you arrange a volunteer position with one of the local schools or a Federal Work Study position with Reading Counts, for example. Alternatively, the Community Outreach Leadership Team (COLTs) offers volunteer opportunities from kindergarten Reading Buddies to High School mentoring. Contact the COLTs in the Office of Student Life for more information.

How does my FWT fit into my education?

Field work experiences should not only build upon a student's classes, but on each other as well. Students should consider all of their FWT experiences as a whole while planning. Sometimes students may learn of a great opportunity that will not be feasible this year but should be considered for a following year or a summer experience.

The following outline is a way to help students think about how to best use FWT.

Your First Year

EXPLORE—Take this time to try something new. Explore a field you think you may have an interest in (perhaps an interest that has blossomed during your fall term). Try working in an environment different from where you may have worked before. Attempt something you are unsure about. Focus on learning how to:

- get along in a work environment,
- communicate with your employer, and
- recognize what you like and don't like about the position.

Considerations

- You only have three to four months to plan for and be accepted for a position, so waiting until October or later is not a good idea.
- International experiences require significant initial planning and usually will cost between \$1,500 and \$3,000, plus travel.
- Be sure to work on a "back-up plan" near a place where you know you have housing.
- Some experiences will be of greater use to you if you have some experience already, so consider positions that will help you develop the skills to obtain these more prestigious/competitive opportunities later on.
- Communicate with the FWT and Career Development Office regarding ANY questions you may have. A meeting with the Director in September is highly recommended.
- Attend the New Student FWT Workshop held early in the fall, and attend the various workshops offered by the office throughout fall term.

Your Second and Third Years

APPLY—Take this time to apply the knowledge you have chosen to focus on at Bennington in the workplace. Use these FWTs to develop special skills in your field of interest, which you could not develop in the classroom. For the most eye-opening experiences, think beyond the obvious. In addition to working with independent artists, writers, musicians, and research scientists, consider writing for the communications department of a government agency, testing products in the lab of a processing plant, designing brochures for an advertising firm, or helping to plan the music program for religious communities, for example.

Your Final Year

EXPERIENCE—For your last FWT, consider using this opportunity to explore a field in which you might consider working after you graduate. Use all the information you have gathered through your prior FWTs and summer experiences. Try to explore an area of the country/world where you hope to go after graduation. Seek a position in a field where you hope to make connections for your future. This is an ideal time to “test drive” a job which can be extremely valuable in both clarifying your goals and making important contacts.

Your FWT Options

Get a Relevant Job

Most field experiences during FWT are considered “jobs” even though they do not need to be actual paid jobs. The organizations for which you work might call it a volunteer, internship, or co-op experience. FWT jobs do not need to be actual paid jobs. However, they must:

- Be a primarily professional experience (not a class or travel experience);
- Be working/volunteering for an organization;
- Be connected to helping your supervisor with her/his professional work (as opposed to something unrelated like childcare, housekeeping, etc.), if the employing organization is a sole proprietorship not affiliated with a greater organization, such as an independent artist, performance group, photographer, etc.;
- Have a supervisor who is experienced and knowledgeable in her/his field, who is not a family member, and who will sign your weekly timesheet and write an evaluation upon completion;
- Have a connection to your educational goals, though they need not be directly in your focus (i.e. you may be focusing in painting, but do not need to be painting or working with a painter for FWT).

Do an Independent Study

Students can choose to spend one FWT pursuing an independent project. This alternative to an FWT position offers the time to delve into a particular problem, research area, theme, or question, working in association with a sponsor from inside or outside the College. A sponsor must be some-

one whose area of expertise is appropriate to the Independent Study (IS). Students interested in pursuing an IS must submit a complete registration form (available through the FWT and Career Development Office) along with a proposal describing the goals and methodology of the work. A project proposed for IS is, at minimum, equivalent to the hours required for FWT. Alternatively, a student can split the IS option for use over two FWTs. In this case, the IS is completed during half of the FWT period and employment secured for the other half, and both the IS and the job must be registered. The student's sponsor, academic advisor, and the Director of FWT must approve the IS proposal. *The IS option is only available to students who have competed at least four terms and is generally used by seniors preparing a final thesis or project.* A student on probation will not be approved for an IS.

Because Independent Studies require significant planning and coordination with your sponsor and advisor, you should begin preparations early. IS should not be used as a back-up plan for a FWT job.

Independent Study Proposal and Registration Requirements

- Complete an IS registration form (available at the FWT and Career Development Office and www.bennington.edu/student_fwt.asp).
- Attach and complete a proposal (two to three pages) detailing the project you intend to undertake.
- Find a qualified sponsor, usually a faculty member familiar with the proposed subject material. Arrangements for frequency and type of contact between sponsor and student during FWT are made individually. A sponsor must be willing to evaluate your work and to submit this evaluation at the end of FWT. Sponsors will actually assign your FWT rating for the IS, and are therefore usually faculty members. On occasion, qualified sponsors outside the College may also be used pending approval from the FWT and Career Development Office. You will be required to submit a résumé or credential page for non-faculty sponsors, and they are subject to approval by the FWT and Career Development Office. A sponsor *may not* be a family member or a recent undergraduate college graduate (within five years).

- Obtain signatures from *both your sponsor and academic advisor* indicating approval of your proposal. Submit completed proposals and request forms to the FWT and Career Development Office by **Friday, November 16**.
- The FWT and Career Development Office will notify you whether your proposal has been accepted or declined via your Bennington email.

Independent Study Sponsor Evaluations

At the end of FWT or start of spring term, all students completing an IS arrange to meet with their sponsor to review work completed. Sponsors then submit written evaluations and assign a final "pass/fail" rating. Administrative aspects of IS evaluations are handled by the FWT and Career Development Office. IS topics and final ratings become part of a student's academic record. Sponsor comments are only included if a specific request is made when requesting a transcript from the Dean's Office. All students should arrange to review their work with their sponsor before **February 22, 2008**. All IS sponsor evaluations are due **March 7, 2008**, as sponsors need ample time to complete evaluation requirements. *Students completing an IS are not required to write an additional reflection essay.*

Enrolling Faculty Programs or Bennington FWT

Occasionally faculty members will offer special group programs to students during FWT. These programs usually consist of a combination of classes and employment. Generally programs are developed and arranged by interested faculty during the fall term and are well publicized. There is usually a charge for participation to cover living expenses, travel, etc. Students planning on completing a program arranged by a faculty member still need to complete FWT registration. Students interested in completing work/class experiences not affiliated with Bennington faculty should discuss their ideas with the Director of FWT. Alternative FWT experiences are handled on an individual basis and should be proposed early in the term.

If you are taking a faculty-offered Bennington course during FWT, you are still required to complete FWT, but may be able to have your required hours reduced. *All students considering a course during FWT should meet with the Director of FWT to discuss their plans.*

Take a Professional Training Course

FWT is intended to get students out of the classroom, exploring interests in a professional setting. As such, students are not allowed to take classes as part of their FWT requirements. The following experiences *cannot* count toward FWT hours:

- Credit and noncredit-bearing classes at other colleges.
- Preparatory courses for graduate and professional school programs.
- Being tutored in a particular subject (such as language, writing, or other independent instruction not connected with a registered job).
- Personal enrichment, meditation, and self-help programs.
- Independent art, dance, acting, language, and music classes not affiliated with a job.

Exceptions may be made for professional training experiences. These include:

- Training programs necessary to be allowed to do a registered job (i.e., CPR certification, child abuse reporting course, computer skills training course, etc.).
- Hands-on experiential training programs resulting in a certification required for a particular professional field (i.e., massage therapy certification, EMT training, etc.).
- Apprenticeship programs where you are working directly with an artist or craftsman on her/his work to learn a particular technique, style, approach, etc.

Students proposing a professional training program for FWT must provide documentation that explains the nature of the program, accreditations, and certifications earned upon completion. You may not do a full professional training program (210 hours) for more than one FWT requirement.

Engage in Entrepreneurship

Many students are interested in learning how to start and run their own business or organization and want to use FWT to begin this venture. Since this type of experience requires exceptional planning and commitment in order to be successful, the following criteria must be met:

- The student must have successfully completed at least one FWT job in a prior year and be in good academic standing.
- In addition to the registration form, the student must submit a business plan that indicates specific goals, how these goals will be met, and resources to be used. A guideline sheet is available in the FWT and Career Development Office.
- The student must secure a business mentor to act as a supervisor and submit a résumé of this mentor, which demonstrates her/his knowledge and ability to guide and advise the student in the entrepreneurial endeavor.
 - Mentor may NOT be a parent, other immediate family member, or spouse/partner.
 - Mentor should have experience running an independent business/organization, or a combination of business knowledge and knowledge of the field directly related to your work.
- Entrepreneurial FWT experiences cannot be used exclusively for creating work to be sold, but must encompass the greater aspects of running one's own business or organization (for example: Working on writing a book that will be submitted for publication does not meet these criteria).

How to Register for FWT

All FWT jobs must be registered by **November 16, 2007**. You will receive a registration form at the beginning of the fall term sent to your Bennington email address, and additional copies are available to download from the FWT webpage.

For every FWT job registration you must provide three things:

- **Employer position information:** Organization name and address, supervisor's name, job title, telephone number, and email address. You will need to provide this for every job you have during FWT. If you are working outside the U.S., we must have a valid email address for your supervisor.
- **Fit with your education at Bennington:** Explain your learning objectives, what you will be doing, and how this fits into your educational goals at Bennington. *Your academic advisor must sign this. Registration forms will not be accepted without an advisor's signature.*

FWT registration forms must be *filled out completely and legibly* in order for you to be considered properly registered. You are strongly encouraged to type your registration form. If you are unable to register an FWT job by November 16, please contact the FWT and Career Development Office as soon as possible. A late registration fee of \$50 is charged to your account if you have not registered an FWT job by the November 16 deadline.

Extensions may be granted in situations where you are unable to register for circumstances beyond your control. (See Extensions on page 24.) If you have secured your job but not your housing by November 16, you may still register your job.

All jobs will be reviewed and must be approved by the Director of FWT. You will receive an email to your Bennington address within two to three weeks following registration to notify you that your FWT job has been approved. Jobs must meet criteria listed on page 18.

Special Circumstances

If a student is considering a position that falls under any of the following circumstances or varies from the specifications of FWT as stated, a special proposal is required. This is to ensure that all parties involved fully understand the criteria for evaluation and that the experience will fit into the mission of FWT.

- If you are working for a family member, partner, or friend;
- If the only job you register is unrelated to your education at Bennington;
- If you are working at the same position for two or more consecutive years;
- If your supervisor is a recent college graduate (within five years);
- If the position you registered is a professional training course (see page 23);
- If your supervisor is not at the same site where you will be working.

Registration Extensions

You are expected to start your job search no later than September and to have your job secured by the November 16 registration deadline. If you know you will be unable to secure your job situation *for reasons beyond your control* by this time, you must submit an Extension Request Form by

November 9. You will be notified within the week via your Bennington email as to whether your extension has been granted, denied, or if more information is required. *Extensions are not guaranteed and are considered on a case-by-case basis.* Even after you have applied for an extension, you should continue to search for a position.

If an extension is granted, you will be given until November 30 to solidify your job plans without incurring a \$50 fine or academic penalty. If you are not approved for an extension, you are expected to submit all necessary registration information by November 16. If, due to an emergency, you need to request an extension after November 9, you must make an appointment to meet with the Director of FWT.

FWT Registration Updates

If you need to change, update, or add to your FWT information, you must inform the FWT and Career Development Office *immediately*. Failure to do so will adversely affect your FWT final rating. *Credit for FWT 2008 is not given to FWT jobs registered after February 8, 2008.*

Please remember that any employer you register will be contacted and sent an evaluation form that must be completed, even if you do not finish your FWT there. If you want to change employers, please contact the Director of FWT and Career Development first, then resign in a professional manner. All evaluations will be reviewed when determining your FWT rating. (See page 30 for tips on changing jobs.)

Where can I live during FWT?

Off Campus

Students are required to secure their own housing for FWT. If students opt to complete FWT someplace other than home, they traditionally have secured low-cost housing through personal contacts or sublet/rent as a group. Housing options posted in the FWT and Career Development Office include listings from Bennington alumni and parent hosts as well as job listings that offer housing in exchange for work. The FWT and Career Development Office also provides various resources to help students find low-cost rentals for FWT. Students can seek roommates by posting their interest on the FWT section of the Bennington wiki.

Students should consider their housing options carefully when planning their FWT experiences and should carefully research rental costs, particularly in major metropolitan areas. The FWT and Career Development Office strongly encourages students to have a parent or legal advisor review any lease with them before signing it and to meet with the landlord if at all possible prior to entering a housing arrangement.

On Campus

Limited, low-cost, campus housing is available for select students during FWT. Students must apply to be considered for housing. Priority is given to first-year international students, seniors completing an Independent Study on campus, and students working in a Bennington College office for FWT. If space is available, students completing FWT within commuting distance to Bennington College may also be considered. All students applying for housing on campus during FWT will be subject to an internal reference check as part of their application for housing.

Living on campus during FWT is a very different experience than during term. The community is smaller and students live much more independently. Before opting for campus housing students should be aware that during FWT many campus services available during fall and spring term are not open, including the dining halls and health services. Access to other campus buildings, such as VAPA and the recreation center are limited and administrative offices maintain an abbreviated schedule.

Students who wish to use the resources in VAPA must apply to rent studio space. For more information on this process, hours available for use, and the costs, contact Linda Hurley at 802-440-4547 or lhurley@bennington.edu.

How do I finance my FWT?

While no tuition is charged for FWT, students are responsible for meeting their own expenses during this term. The cost of FWT will vary greatly depending on the student's job and housing arrangements. If you will need to pay for housing, food, and transportation on your own for FWT, you should budget at least \$2,000–\$3,000, plus the cost of travel to and from your site. Obviously, if you will be provided housing, food, or transportation, this cost will be reduced significantly. It

is important to create a budget and to plan accordingly for FWT. See sample budget sheet on page 26.

Grants for FWT Jobs

The FWT and Career Development Office awarded approximately \$12,000 in grant money to assist with FWT expenses last year. Awards are generally between \$100 and \$500, but vary depending on the financial need and number of qualified applicants. Application forms and information describing available grants are available online at www.bennington.edu/acad_fwt.asp. A potential FWT arrangement is required in order to apply for a grant. Applications involve estimating your FWT expenses, contributions, and financial needs during the FWT. Additionally, two faculty recommendations are required. A committee of College administrators selects grant recipients. If you receive an FWT grant and do not complete the job for which the grant was awarded for or leave the College, the funds must be repaid to Bennington. Applications for FWT grants must be received by **October 25**. Grants are extremely competitive and not guaranteed.

Grants for Independent Study

Students completing an Independent Study (IS) may apply for an FWT grant. Applicants should clearly demonstrate the importance of the IS project to their Plans, and the expenses must be well justified. For example, a student writing her/his book in southern

Italy because it is more inspirational than her/his home in western Ohio would not be as strong a candidate as someone who must be in Italy in order to interview people for an anthropological project.

If a student will need help financing an IS she/he may also want to explore independent grants using a resource such as the Foundation Center. Their website, www.fdncenter.com, has an excellent tutorial designed to guide grant seekers through the process. It is best to start planning to fund an IS early (the year prior is recommended), since many outside grants have very early deadlines and can be quite competitive.

Paid Opportunities

There are a limited number of FWT opportunities that either pay a regular wage, offer a stipend, or provide room and/or board. Many students also choose to take a part-time job during FWT in addition to their FWT job in order to help meet their financial needs. If a student has financial need, she/he may be able to count the hours worked at a part-time paying job toward her/his FWT hours requirement. However, at least half of her/his counted hours must be in a field experience that makes sense given her/his educational goals. If a student wants to count a part-time job as part of her/his FWT hours, she/he must register this job by the registration deadline and submit an employer evaluation for this job on time.

How do I plan for FWT?

You should seriously consider the logistics involved in an FWT experience before accepting. With planning there are ways to reduce your costs to make a great job feasible. The longer you wait to start planning, the more difficult it becomes to make something work out.

Living

Where will you be living? Do you have housing secured? If not, how do you plan to secure housing? What will you do if you cannot secure housing?

Estimate these costs:

Rent	\$ _____	/month x 2 = \$ _____
Heat/Electric	\$ _____	/month x 2 = \$ _____
Food	\$ _____	/month x 2 = \$ _____
Phone	\$ _____	/month x 2 = \$ _____

Commuting

How will you get to work every day? Are you dependent on other people (such as a friend driving you)? If so, what is your back-up plan? Do you have a car? Is there reliable public transportation in this region? How long will it take you to get to work each day?

Estimated costs:

Public transportation \$ _____ /week x 7 = \$ _____
Gasoline \$ _____ /week x 7 = \$ _____
Car insurance \$ _____ /month x 2 = \$ _____
Car maintenance \$ _____ /month x 2 = \$ _____
Tolls \$ _____ /week x 7 = \$ _____
Cost to travel to FWT worksite from where you will be in Dec. \$ _____
Cost to return to Bennington after FWT (from site) \$ _____

Working

Are there any expenses related to your job?

Fees for abroad programs \$ _____

Appropriate attire/uniforms \$ _____

Miscellaneous

Are there any additional expenses that you anticipate?

Regular monthly expenses (i.e. credit card payments) \$ _____

Savings for school \$ _____

Entertainment \$ _____

Other \$ _____

Total Expense \$ _____

This is how much you need to make either through wages, savings, grant money, or family assistance.

Organize Your Contacts

Stay organized and keep track of contacts and the status of each job for which you applied. Creating a sheet like this will help if you need to apply for an extension, and will also help you to be more prepared when someone calls you back.

Date: _____ Job applied for: _____

Company name: _____

Person called/emailed: _____

Phone number: _____ Email: _____

Important information: _____

Follow-up plan:

- | | | | |
|--------------------------------------|--|--|--|
| <input type="checkbox"/> Interview | <input type="checkbox"/> Sent thank-you letter | | |
| <input type="checkbox"/> Job offered | <input type="checkbox"/> Accepted | <input type="checkbox"/> Sent acceptance letter | <input type="checkbox"/> Withdrew other applications |
| | <input type="checkbox"/> Declined | <input type="checkbox"/> Sent declination letter | |

Notes:

Keep notes for additional employers in a notebook. You should apply to a number of employers: 2-3 reaches, 3-5 good chances, and 2-3 "safety" positions. Once you've accepted a position, you should withdraw all other applications.

Professional Etiquette

Before accepting a position, talk to your employer about your goals and their needs. Be clear about the 210-hours requirement, and financial and housing concerns. Taking time to clarify issues before accepting a position can save a lot of trouble later on.

Confirm with the employer once you have accepted a job. This can be in the form of a letter or e-mail restating the details of the position such as "I agree to start on this date at this time working X hours per week for a total of 210 hours. You can reach me until Dec. X at Y and after that time at Z." By clarifying things in writing, you can help ensure that you both understood the terms of the FWT accurately.

Once you have accepted a position, *you must withdraw your application from all other employers for whom you cannot work now that you have a job.* It is unprofessional to continue to job search after you have made a commitment to an employer, unless you could complete both jobs during the FWT.

If you need to break your commitment with an employer before FWT, you must speak with the employer and follow up with a letter of regret. This should be typed, free of spelling and grammatical errors, and professional in tone. If you are in doubt, contact the FWT and Career Development Office for help.

Remember, every contact you have with an employer is a representation of Bennington College. While a position may not be a fit for you, it may be a great opportunity for future students. How an employer remembers her/his experience with "Bennington students" influences her/his decision to work with them again.

Starting Work

First impressions count. The first impressions your supervisor and co-workers develop can affect the level of responsibility you are given and how you are treated.

- **Be on Time:** Make sure you know what time you are expected to be at work. Do a trial run before your first day of work to see how long it takes to get there. Until you are familiar with

your commute, give yourself extra time to get to work. There is no good excuse for being late...especially on your first day!

- **Look the Part:** If you're not sure how to dress, it's best to be on the conservative side. Dress appropriately for the type of job you have and follow the lead of your supervisor and co-workers. Ask what is expected if you are unsure.
- **Be Positive:** This is one of the most important factors in creating a good working relationship with your supervisor and co-workers. Avoid complaining and negativity, especially where your job duties are concerned. If you are around people like this at work, don't let them affect your attitude.
- **Ask Questions:** It's much better to ask about something rather than to not ask and get it wrong. Ask questions throughout your internship. It's a great way to learn. Talk to your supervisor about setting up a weekly meeting. This will be a time you can count on to get any issues resolved or non-immediate questions answered. During the week make notes on what you want to discuss at the meeting as issues or questions come up.
- **Set a Schedule:** Work out a schedule with your supervisor if she/he has not already done so. If your schedule is irregular, write it down, so you won't forget when you are required to work. It is important that you fill out your FWT timesheet. You should have received an FWT packet via your Bennington email from the FWT and Career Development Office before leaving campus, which includes your timesheet and information about FWT. If you need another packet, notify the office immediately.
- **Be Dependable:** Show your employer that you are responsible enough to take on challenging work. Complete any routine work to the best of your ability, even if you don't enjoy the task. Always come to work on time and call if you will be late. Ask well in advance for any time off you may need. If you are sick and can't go to work, call to inform your employer.
- **Be Involved:** Re-evaluate your objectives periodically. Take the initiative and offer to take on challenging work when opportunities arise. Get to know your supervisor and co-workers. The informal conversations you have at work can improve your relationships and teach you a lot.

- **Don't be Afraid to Say "I'm new here.":** If you don't know the answer to something, tell the person asking that you're new to the job but will find out the answer and get back to them. Then do it!

End of FWT

- Make an appointment with your supervisor for a closing interview. At this time you should remind your supervisor that the FWT evaluation is due to the FWT and Career Development Office by **February 22**.
- Thank your supervisor and co-workers.
- Review both finished and ongoing projects with your supervisor and co-workers. Organize your work so someone else can pick up where you left off.
- If you have been working with students, clients, or customers, make sure they know in advance when and why you are leaving. This is particularly important if you are working with children or people who are unfamiliar with internships.

Solutions to Common Job Problems

In all likelihood, your FWT will be a positive experience. If conflict should arise, deal with it early. Approach conflict in a direct, non-accusatory way. Regardless of the cause, problems need to be resolved as soon as possible, ideally with a solution agreeable to all involved. If you need help with how to handle a problem, call and speak with the Director of FWT. Remember, learning how to deal with work-related problems is an important part of the FWT process.

Conflict Management

- Recognize that there are many points of view and that everyone is entitled to an opinion.
- Address problems early.
- Listen without being defensive or judgmental.
- Concentrate on a resolution.
- Make sure proposed and final solutions are understood and agreed upon.

Examples of Potential Problems and Suggested Solutions

- **Not Challenged at Work:** Understandably, you want to be challenged during FWT. Keep in

mind that everyone completes some routine work as part of their job. This type of work can be a good way to learn how an organization operates. If you find yourself completing an excess of routine work, demonstrate your ability to handle more. Show that you are organized, responsible, and dependable. Talk to your supervisor and co-workers about projects you'd like to get involved in or learn more about. Explain that you are willing to continue completing routine work, but would like to participate in more challenging work as well.

- **Problems with Co-workers:** Most people enjoy working with interns. However, sometimes employees may feel that interns receive preferential treatment or that working with interns is too time consuming. Hopefully your supervisor has introduced you around and explained your role. If not, take the responsibility of doing so yourself. Show that you are there to assist, not to be a burden. Be dependable and complete quality work. Avoid conflicts when possible, especially if they do not involve you. If you are having trouble with a particular co-worker, try talking with him/her to find out what the problem is. It could be something unrelated or something you can solve together. If this approach fails, talk with your supervisor diplomatically about a solution.
- **Office Politics:** It's easy to get caught up in the internal politics of an organization. Avoid getting involved in disagreements between individuals or departments when possible. Most likely, there is a history behind the problem that goes beyond your time with the organization. If you are already involved in a political situation, avoid further involvement if possible (conversations, action, etc.) as this may only escalate the situation.
- **Communication:** Misunderstandings due to poor communication can escalate into huge problems. Communication is probably the simplest and most effective way to solve and prevent problems at work. Poor communication can create problems very quickly. Never assume that you already know the answer or reason behind something. Make sure you understand clearly and fully what is expected of you. Ask questions if you are unfamiliar with an area of your job or a situation at work. Becoming competent in your field is a learning process. If you

have an idea, suggestion, or proposal for a new project, be clear in your explanation and do some research on the feasibility of your idea before presenting it.

- **Overwhelmed:** If you are feeling overwhelmed by a problem at work, step back and look at the situation. Sometimes a change in perspective can make all the difference. Speak to your supervisor or contact the FWT and Career Development Office for advice if you are unable to resolve the situation on your own.

Leaving a job before the end of FWT

Occasionally, problems are irreconcilable and a student may need to leave the job before the end of FWT. If you are considering leaving your job you should:

- **Contact the FWT and Career Development Office immediately!**
- Make an appointment to speak with your supervisor to:
 - Explain your concerns in a non-accusatory way (this should not be your first conversation with your supervisor).
 - Outline your goals and your concerns about staying at the site.
 - Let your employer know that you are considering leaving.
 - Give him/her an opportunity to respond.
 - **Listen!** Sometimes an employer has reasons for her/his decisions that you may not be aware of. Keep in mind that your supervisor may be dealing with issues and demands that exceed your own, which might be influencing her/his choices.
 - Ask what you can do to make the transition easier. Complete any projects you have begun, and update him/her on anything you have been working on.
 - Agree on a final date and what needs to be done by that time.
 - Remind your supervisor that you will need the completed timesheet and evaluation before you leave.
- After you leave, send a follow-up letter thanking your supervisor for the opportunity provided, praise what went well, and express your regrets that things did not work out as planned.

Graduation Requirements

Students are required to successfully complete one FWT for every year of full-time matriculation. Therefore, a student starting as a first-term freshman will need to have passed four FWTs in order to graduate. If an FWT has been waived due to a leave of absence or study abroad, for example, the student would be allowed to graduate with only three FWTs. Transfer students should meet with the Director of FWT to ensure that they have enough FWTs to graduate. A chart depicting how many FWTs are required for graduation is included on pages 19–20.

Evaluations

Adherence to FWT Due Dates

FWT is an opportunity for students to experience the world of work and to be evaluated on their performance based on how the professional world operates. For this reason, FWT due dates for registration forms, reflective essays, evaluations, and timesheets are firm, and a student will be held accountable to meet these dates. If due dates are missed, a student's final FWT rating will be adversely affected.

Student Performance Evaluations

Students will receive a packet for their employers in their Bennington email before the end of term. This packet contains important information about FWT for the employers and a timesheet for the students and employers to complete together weekly. It also contains a copy of the essay requirements and a form for evaluating your FWT experience. Employers will be sent the evaluation link via email by mid-January. Students must check with their supervisors to ensure the information was received.

- **Student Performance Evaluations:** Written evaluations of student performance are required from all FWT supervisors. These are sent to employers via email and are completed online. Once submitted, the forms are sent directly to the FWT and Career Development Office. Student performance evaluations rate the students on a five-point scale on the following criteria: attendance, acceptance of responsibility, working relationships, and skill development and project completion. Supervisors are also

asked to indicate the student's strengths and areas for improvement, and to provide additional comments. These evaluations become part of a student's permanent academic record and are considered in a student's final FWT evaluation. Supervisors are asked to document a student's starting and ending dates of employment and the total number of hours worked. *Students should remind employers at least a week before they leave the site that they need to submit the evaluation form. If an employer did not receive an evaluation form, please contact the FWT and Career Development office immediately.* Late or poor evaluations may adversely affect a student's FWT rating.

- **Timesheet:** Each student will receive an FWT timesheet from the FWT and Career Development Office and will be asked to fill out her/his timesheet with a supervisor's signature on a weekly basis. This will help both the student and employer keep track of the hours worked toward the 210-hour requirement. If the student misses any work time due to illness, or other excused absence (such as a school snow day, observed holiday, bereavement, etc.), this should be noted on the timesheet and signed by the supervisor.

At the end of FWT the student should keep a copy of the timesheet for her/his records and give a copy to the supervisor. Students only need to submit the timesheet if they have worked less than 210 hours and have documented sick or other excused time, or if they wish to contest the hours indicated on the employer's student evaluation.

Reflective Essay

All students completing FWT jobs are required to submit a reflective essay on **February 22, 2008**. Keeping a journal, notebook, or other record of FWT is optional, but recommended as a tool to facilitate writing the reflective essay. Students completing a full Independent Study (IS) do not need to submit written work to the FWT and Career Development Office beyond the initial Independent Study proposal. Students completing a half IS and half FWT need to submit a reflective essay regarding their FWT job experience. Essays are part of a student's final FWT rating. *You cannot pass without submitting an adequate FWT reflective essay.* Reflective essays are kept on file in

the FWT Resource Library and cross-referenced with FWT job listings. Reflective essays submitted after February 22, without a prior extension approval (see below) may adversely affect a student's FWT rating.

Submitting your FWT Essay

All FWT essays must be submitted online. Go to www.bennington.edu/student_fwt.asp and select Reflective Essay requirements to submit your essay. Please indicate if you are willing to have your essay available for other students to read.

Note that students are now given an opportunity to describe and rate the FWT job in an Employer Evaluation, which other students may browse. As such, the essay no longer needs to be seen as a place to describe the experience to other students.

Reflective Essay Requirements

Reflect on your FWT experiences and consider what value they might hold for you. Think about how this FWT fits into broader contexts such as your education, your role in the world, and your growth as a person.

In a typed essay of 750–1,250 words, discuss one of the following topics. Then go to www.bennington.edu/student_fwt.asp to paste your formatted essay into the space provided. Log in with your Bennington email ID and password. Go to “students” then “essays.”

Keep in mind that the point of the essay is not for you to describe your daily experience in detail but to reflect on your experience and boil it down to key things you learned.

1. What does it mean to be “liberally educated”? What role, if any, do practical learning experiences like FWT play in your becoming an educated person? Provide examples from your experience to support your response.
2. It can be argued that every experience we have impacts the way we view our role in the world, by either challenging or confirming our current understanding of ourselves, the world in which we live, or both. Discuss whether your experiences during FWT this year impacted your view of yourself in the world. Reflect on how you view yourself personally, as a student, a worker, and as a community member. What experiences catalyzed changes in your views, and/or what experiences confirmed your existing beliefs?

3. “None of us knows what the next change is going to be, what unexpected opportunity is just around the corner, waiting a few months or a few years to change the tenor of our lives,” writes Kathleen Norris in *Hands Full of Living*. What unexpected changes occurred during your FWT this year? Discuss these instances, how you handled them, and what opportunities they created for you.

MAT students, BA/MAT students, and students completing FWT in a U.S. school who are planning on applying to the BA/MAT program: Please address the following question INSTEAD OF one of those above.

“How one conceives of education, we have finally come to recognize, is a function of how one conceives of the culture and its aims, professed and otherwise.” (Bruner, 1996)

Describe and critique the culture of the school in which you worked. Include concrete examples to support your observations. Be sure to address factors that influenced this culture. Describe the culture's effect on student learning. Consider the materials that were or were not available, who interacted with whom and the nature of those interactions, and the role the larger community played within the school community.

Reflective Essay Extension

Students who feel they cannot write an adequate reflective essay by the February 22, 2007, deadline may request a *one-week extension*. *Extensions without academic penalty will be granted to students who request a reflective essay extension by February 22.* All students who received an extension must submit their reflective essays to the FWT and Career Development Office by February 29, 2008. Late papers may adversely affect a student's rating. *Please note that extensions are for reflective essays only and employers' student performance evaluations are still due by February 22.*

Final Evaluation & FWT Rating

A student's final FWT rating (pass, marginal pass, incomplete, fail) is based on her/his reflective essay/presentation, employer evaluation(s), the number of hours worked (210 hours required), and adherence to due dates. A student's final rating, FWT job title, and the name of the employing organization/individual will appear on her/his

academic transcript. All employer evaluations will become part of the student's permanent academic file. Employer evaluations do not accompany a transcript unless specified when requesting a transcript from the Dean's Office. Student FWT ratings along with a copy of the employer evaluations will be sent out to students in early April.

FWT Fail

A FWT fail rating remains part of a student's academic file and official transcript. The Dean of Studies will determine the impact of a failed rating on a student's academic standing. Students who receive a fail rating will be required to successfully complete an additional FWT during the summer in order to meet their graduation requirements.

Temporary Incomplete

Students with medical, personal, or family-related issues may be granted a temporary incomplete, which allows them to fulfill the FWT requirement over the summer without academic penalty.

Students who complete 105 or more hours may be eligible for a half incomplete. The Director of FWT and the Dean of Studies determine this rating on a case-by-case basis; *it is important that students who wish to be considered for an incomplete contact the Director of FWT as early as possible.* The following are examples of the conditions under which a student may be eligible for an incomplete:

- **Medical Emergency:** A doctor's note describing why you are unable to complete your FWT is required. As only urgent medical issues are considered, you should not schedule elective surgery during FWT.
- **Personal/Family Issues:** Such issues might include a terminally ill family member or a recent death in the family.
- **Employer/Housing Issues:** Though it is extremely rare, students are occasionally granted an incomplete due to unforeseen employer/housing circumstances. In such cases, you must pursue an approved backup job search and remain in regular contact with the Director of FWT.

Why must the FWT requirement be fulfilled during the winter term?

- FWT is designed as a bridge term between the first and second academic terms. Students are expected to use their learning

during the fall term to help them during their FWT, and to bring their learning from the FWT back into the spring term.

- Part of the FWT experience is that, though students are going away from campus, we hope to retain a sense of community in that everyone is leaving to participate in a field experience, and returns to campus ready to share their experiences and to learn from others.

Fulfilling the FWT Requirement During the Summer

The only students permitted to fulfill their FWT requirements during the summer are students who:

- Fail an FWT;
- Receive an incomplete for an FWT;
- Will not have the ability to complete the required number of FWTs before their scheduled graduation date because they have transferred to Bennington or have missed normally scheduled FWTs due to a leave of absence or returning after a withdrawal.

Special Considerations

- **Transfer Students:** Transfer students do not have the opportunity to complete as many FWTs as their classmates. They should meet with the Director of FWT to determine if it is in their best interest to complete an extra FWT over the summer. See chart on pages 19–20 to determine how many FWTs you will need to do.
- **Part-time Students:** Part-time students are required to complete one FWT for every 32 credits earned at Bennington. It is recommended that you meet with the Director of FWT to determine the best time to fulfill your FWT requirement. Part-time students who work full time may have the FWT requirement waived or modified. As such waivers are not guaranteed, students should speak with the Director of FWT about their situation.
- **Parents:** Parents of young children are given flexibility and reduced hours in their FWT requirement. Such students are required to fulfill 160 hours. Parents are also given the option to split the term by completing half of the required hours in the winter and half during the

following summer. In this case, a student receives a temporary incomplete, which is replaced with an evaluation after the summer makeup period. Students who choose this option are responsible for writing an essay for each half of the split term.

- **Early Graduation:** If a student is allowed to graduate early she/he is required to complete one FWT for each full-time year at Bennington.
- **House Chairs:** Since House Chairs are required to return to campus prior to the end of FWT, they are required to complete only 180 hours.
- **Senior Conference:** Students fully participating in the Senior Conference at the end of FWT will have their hours requirement reduced to 160.

International Students

Immigration and Naturalization Service regulations affect FWT for international students during their first year. **International students who have been in the country for less than nine months are not eligible to work off campus in the United States for any type of compensation (pay, room and board, etc.).**

Options for First-Year International Students are:

- Working on campus.
- Working as a volunteer.
- Setting up an FWT job at home.

Most first-year international students choose to stay on campus or return home. Low-cost on-campus housing, arranged through Student Life, is available to first-year international students who choose to stay for the winter term (see "Campus Housing Over FWT" on page 25). Many campus employers including Admissions, Student Life, the Computer Center, Crossett Library, the FWT and Career Development Office, and Maintenance hire student employees during FWT. Volunteer opportunities are also available in nearby North Bennington. After nine months of full-time residency in the United States, international students can take regular FWT jobs as part of their curricular practical training (CPT).

Waiver of Requirement

There are circumstances under which the FWT requirement for a given year may be waived.

Leave of absence: When applying for a leave of absence, the student may elect for the leave to conclude before or after the FWT. That is, students choose if their fall-term leave ends in December or February. If a student wishes to take a leave for fall term, but complete the FWT, the effective return date on the leave of absence application from the Dean of Studies' office should be marked as FWT. Students should be aware that the last day of class will be listed as the last actual date of class attendance, not the end of FWT; however, students completing FWT will still be considered registered for the FWT following their term of leave. Students requesting a leave for the fall with a return date of spring will not be registered for FWT and cannot count work done during this time for FWT credit.

If a spring term leave is requested after the final date of FWT, the student must complete the FWT requirement. Students can request a leave during FWT for the FWT and the upcoming spring term. To do so, the "leave effective date" on the leave of absence application must be marked "FWT." Students cannot request a leave for FWT alone. If a student requests a leave to begin during the FWT, all registered supervisors will be contacted to inform them that the student is no longer registered in the FWT and will not be receiving credit for this experience. Please note that only one required FWT may be waived for any reason, so a student who takes multiple leaves of absence may be required to make up an FWT during the summer in order to meet the graduation requirement.

Study Abroad: Students who are participating in an approved study abroad program in the fall or spring may have the FWT requirement for that academic year waived due to differences in academic schedules at other schools. Students who are studying abroad in the fall and would like to complete FWT must contact the FWT and Career Development Office prior to the registration deadline to request the necessary registration forms and to register. Students who are planning to study abroad in the spring but wish to complete an FWT should register as usual. Students who are applying to study abroad in the spring but are still awaiting a decision regarding acceptance into a program by late October should meet with the FWT Director to discuss options.

Withdrawal, Dismissal, Suspension and FWT

Students who withdraw, are dismissed, or are suspended from the College in the fall term or during the Field Work Term will not receive any FWT credit for any work completed during FWT for that academic year. Any registered supervisors will be notified that the withdrawn/dismissed/suspended student will not be receiving credit for the term and that any continued working relationship between the former/suspended student and the employer is independent of any relationship with the College. Students who withdraw/are dismissed or are suspended after the last day of FWT must complete the FWT requirements (essays and evaluations) or receive a grade of Fail for the FWT, which will appear on the academic transcript.

Withdrawn/dismissed and suspended students wishing to reapply to Bennington at a later date to complete their degrees will need to meet with the FWT Director to discuss makeup requirements after being readmitted.

Makeup Terms

Students granted a half or a full incomplete or who are required to make up an FWT due to failure must register for a summer makeup. Students will receive a reminder to register in mid-April; registration forms are due May 16, 2008. A one-week extension may be given at the discretion of the Director of FWT. The seven-week summer makeup period is June 23 to August 8. At the completion of the FWT summer makeup period, students should send reflective essays directly to

the FWT and Career Development Office. These evaluations and students' reflective essays are due August 15, 2008.

Elective Summer Field Experience

Students who wish to complete a job or internship and to have this included as part of their academic records beyond the required FWT (such as during summer) must apply for an Elective Summer Field Experience (ESFE). Permission to complete an ESFE is granted by the Director of FWT. To be considered for an ESFE, students are required to submit a registration—signed by their advisor.

All deadlines and requirements are the responsibility of the student. If paperwork is missing for an ESFE, the FWT and Career Development office will not send reminders or follow up. An ESFE, which becomes part of a student's academic record and official transcript, *cannot be used to replace future FWT requirements.* The student is required to submit the employer's evaluation and essay for an ESFE. If the requirements are not met, the grade of "Marginal Pass" or "Fail" will be included on the student's transcript. This option is offered as a courtesy to students who either wish to have a particular experience included in their transcripts or who are required by an employer to receive college credit in order to be hired.

Since ESFEs do not count toward regular FWT requirements, it is not recommended that students register an ESFE unless they need it on their transcripts or are required to receive credit from the employer.

STUDENT LIFE

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

The Office of Student Life strives to create a living-learning environment that promotes the development of self-assured individuals, a safe and respectful community, and opportunities for students to participate in creating a dynamic life on and off campus.

Our work encompasses nonacademic aspects of students' lives such as residential life, student activities, wellness and outdoor programs, rights and responsibilities, and community service. In our work we strive to challenge, facilitate, mediate, provide guidance, and support students.

We believe that the development of life skills, understanding and coping with the transition into and out of college, and learning to govern oneself within a community is at the heart of our work.

Student Life Staff

Dean of Students—

Eva Chatterjee-Sutton

Assistant Directors of Student Life—

Daniel Garcia-Galili, James Liberman, and Sarah Walcott

Coordinator of the Student Center and Events Scheduling—

Humair Madhani '06

Coordinator of Publications and Projects—

Samuel Rich '07

Residential Information

As a residential college, Bennington requires all undergraduate students to live in College housing.

There are 18 undergraduate student houses on the campus and one off-campus house. Twelve are colonial style, built in the 1930s, three are a more recent design, built in the 1970s, and three award-winning houses opened in fall 2001. Each of the houses accommodates 30 to 40 students in single and double rooms. The off-campus house is a cooperative living residence where 14 undergraduate students live; occupants are chosen through an application process.

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

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

House Chairs

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

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

House Meeting/Weekly Coffee Hours

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

Housing Assignment Process

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

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

Every reasonable effort is made to place students in rooms and houses where they will feel most comfortable and to assist students with any residency problems that may arise. A student returning from leave will be assigned on a space-available basis once the Student Life Office has received proper notification that the student has been readmitted. Students with medical needs requiring some sort of special consideration are required to bring those concerns to the attention of the Dean of Students prior to the first housing deadline. The Dean will determine what, if any, policy exception(s) may be necessary. Entering students who are 22 years of age or older shall be considered for single status housing if space is available and after all third- and fourth-year students have been placed.

Campus Life

Student Leadership

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.

Campus Activities Board

The Campus Activities Board (CAB) plans and coordinates student events on campus. Any student may bring a proposal for an event to CAB. The membership of CAB consists of the Head of CAB, the secretary, and selected student members.

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

Requirements

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

Responsibilities

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

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

Requirements

- Must be a full-time undergraduate student.
- Cannot be on Academic or Disciplinary Probation at the time he or she will assume the position and/or during the term of office.

- Shall not concurrently hold any other compensated student leadership positions.
- Holds the position for one full academic year (consecutive fall and spring terms).

Responsibilities

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

Community Outreach Leadership Team

The Community Outreach Leadership Team (COLT) members plan and coordinate volunteer and community service activities and social, political, and environmental awareness programming.

COLT consists of three to five student members who are the primary liaisons between established community partners and the Bennington College community. As a team, COLT actively recruits students, creates projects, and builds awareness campaigns, all while serving the needs of the larger Bennington community. The team works with students, faculty, staff, and community partners to facilitate programming.

Outing Club

Bennington College's Outdoor Program offers students an opportunity to experience and learn a wide range of outdoor activities. Activities during the year include canoeing, hiking, caving, rock climbing, skiing, white-water rafting, horseback riding, kayaking, and biking.

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.

Trips and Intramural Event Coordinators

TIE coordinators plan and implement different off-campus trips to cultural, artistic, or recreational destinations in the area, and offer on-campus intramural activities like basketball, dodgeball, volleyball, craft projects, and special events.

Student Council

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

A major responsibility of Student Council is the appropriation of the Student Activities Fund. (See Student Organizations and Activities on page 39). The Council is also responsible for holding campus elections for designated student positions.

Head of Student Council. The Head of the Student Council will be elected from within the body of house representatives. The Head of Student Council will receive a stipend each term for fulfilling the requirements of the position.

Requirements

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

Responsibilities

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

Student Organizations and Activities

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

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

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

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

Academic Organizations (Managed in conjunction with the Dean's Office)

Peer Mentors

Peer Mentors are undergraduate students who are selected and trained by the Dean's Office and the

Student Life Office to work with groups of new first-year and transfer students. Peer Mentors, through a structured format, work with new students on issues pertaining to their academic adjustment to the College and assist in the transition to life at Bennington. Peer Mentors play a critical role in helping new students achieve their academic potential by grounding their first term in a wealth of information, discussion, and support.

Student Educational Policies Committee

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

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

Responsibilities

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

Head of SEPC. The Head is elected by the SEPC and serves for one academic year. The election takes place at the end of the spring term. The Head of the SEPC will be any current member of the SEPC who has been a member of SEPC for at least one academic term and is encouraged to serve concurrently as a discipline representative. The Head will receive a stipend each term for fulfilling the requirements of the position.

Responsibilities

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

- To attend every meeting of the SEPC and to be aware of and abide by all policies of the SEPC.
- To meet regularly with the Provost and Dean.
- Cannot be on Academic or Disciplinary Probation at the time he or she will assume the position and/or during the term of office.

Recreational Opportunities

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

Outdoor Facilities. The College's outdoor facilities consist of a basketball court, four recently resurfaced tennis courts, and a soccer field. 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.

Bennington also maintains an indoor volleyball net and an indoor portable basketball hoop. The Student Life Office has information on racket and health clubs in the area, including the Bennington Recreation Center, which has an indoor swimming pool.

Student Center Complex. The Student Center complex encompasses the Student Center, Upstairs Café, and Game Room. The Student Center houses a 14,000-square-foot performance space, the campus Snack Bar, Bar, a secluded lounge space, and all necessary technical equipment for multimedia performances. Student Center Event Coordinators are hired and trained by the Student Life Office to help run all scheduled events. The Upstairs Café is a reserve-able meeting space and lounge with a cable television, DVD player, and piano. This space is open to all students 24 hours a day unless reserved for an event. The Game Room is also open 24 hours a day; it houses a variety of table-top and arcade games, as well as a television with cable service.

COLLEGE COMMITTEES

Academic Policies Committee

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

Bridges: Bennington Conflict Resolution

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

Curriculum Planning Committee

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

Food Committee

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

Health Committee

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

Land and Building Use Committee

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

Library Committee

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

Safety Committee

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

Technology Committee

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

Residential Committee

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

COLLEGE SERVICES

Bookstore

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

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

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

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

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

Business Office

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

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

Communications

The Communications Office helps articulate the vision of Bennington College to the campus community, alumni, and the public in ways that are clear, consistent, and compelling. Among the College's communications resources are:

Website. The website (www.bennington.edu) is a primary communications vehicle for the College. In addition to the public information it provides to external audiences, it offers special features—linked directly from the home page—for members of the internal Bennington community, including students, faculty and staff, and alumni. A few of the website's features are:

- **College calendar.** The online calendar is the central planning calendar for the College. In addition to announcing key dates of the academic year, it publicizes all lectures, readings, films, performances, and extracurricular events organized by students, faculty, and staff. Posting an event to the calendar is a critical step in organizing a campus event; any member of the community can submit an event from the calendar page of the website.
- **Front-page stories, dynamics, and news.** The website highlights the work of students and faculty in several places on the website: weekly feature-length stories on the home page; snapshots of projects, research, and life at the College that rotate randomly throughout the pages of the website (these are called "dynamics"); and press releases and links to major media coverage.

Publications. Among the College's major publications are the alumni magazine *Bennington*, the viewbook, and the *Book on Bennington*. The Communications Office welcomes suggestions for articles and features in its publications from all members of the College community.

Publicity. The Communications Office considers requests for press releases about individual students' accomplishments. Communications encourages students to inform the office of any publicity opportunities that arise and then determines the

potential for sending a press release to local and hometown media outlets. Please note: Students who do not want any publicity must notify the Communications Office in writing.

Endowed Lectures. Several funds have been established to bring guest lecturers to campus throughout the academic year. These series often honor notable Bennington faculty or alumni and include:

- **Adams–Tillim Lecture.** The Adams–Tillim Lecture Series was established in 1992 by Bennington alumnus David Beitzel '83 in honor of two retired Bennington College visual arts faculty members, Pat Adams and the late Sidney Tillim. This series invites notable artists to speak about their work.
- **Belitt Lecture.** In 1977, Bennington College alumna Edith Barbour Andrews established the Ben Belitt Lectureships in gratitude to her teacher Ben Belitt. Visiting lecturers have included some of the most inspiring writers, teachers, and public intellectuals.
- **DeVries Olesen Lecture.** The Candace DeVries Olesen '50 Distinguished Alumni Lectureship program was established in 1989 to bring prominent alumni back to campus to work with students in a classroom setting and to interact with the community-at-large through an evening lecture or performance.
- **Ewing Lecture.** In 1997, the Ruth Ewing Lecture Series was established in honor of Ruth Ewing '37 to bring to Bennington distinguished social scientists who have translated their intellectual accomplishments into meaningful social action.
- **Woodworth Lecture.** The Robert H. Woodworth Lecture Series in the Sciences honors former science faculty member Robert H. Woodworth. The lecture series brings distinguished scientists to campus to discuss their research and important issues involving science.

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

be submitted to the Student Life Office. Student Life will give the author a copier code number; the author is responsible for photocopying and distributing the galley.

Note: Galleries are not community notices.

Conference Services

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

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

Any other use of College facilities during non-term time must be approved by either the Conference Services Office or the Provost and Dean's Office.

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

Dining Services

Retail Operations. Hours are posted at the beginning of the term for the retail operations in the Student Center.

- **The Student Center** is located next to the old café building. It features grill, deli, and convenience store items including fountain and bottled beverages, hot and cold sandwiches, pizza, soups, salads, and side dishes. Wednesday through Saturday night the Student Center also serves beer and wine to persons 21 years of age and older with proper ID (license, passport, Vermont ID). Student IDs are not an acceptable form of identification for the purchase of alcohol. The Student Center is open to all students. However, alcohol will not be served to those under 21. Alcoholic beverages may not be brought into the Student Center.

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

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

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

Hours of Operation

Monday–Friday

Continental Breakfast	7:00–7:30 am
Breakfast	7:30–9:00 am
Continental Breakfast	9:00–10:00 am
Lunch	11:30 am–1:30 pm
Dinner	5:00–6:30 pm

Saturday–Sunday

Continental Breakfast	8:00–11:00 am
Brunch	11:00 am–Noon
Continental Breakfast	Noon–1:00 pm
Dinner	5:00–6:30 pm

Changes in hours of operation will be posted prior to scheduled term breaks.

Disabilities Support Services

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

- Students with a physical disability seeking accommodation should contact Eva Chatterjee-Sutton, Dean of Students.

- Students with a learning disability seeking accommodation should contact Laurie Kobik, Academic Counselor.

Emergency Loans

The Emergency Loan Fund is administered by the Dean of Students or a designee. Students with academic-related emergency financial needs may borrow up to \$150 per term from this fund on a short-term basis. Students can pick up a loan application in the Student Life Office. Loan requests typically take 24–48 hours to process. Loans are available during the academic year only.

Field Work Term and Career Development Office

This year, Field Work Term (FWT) begins on January 2 and ends February 15, 2008. FWT has historically been a central part of Bennington's educational program, taking place during January and February of each year. During this time all academic classes are suspended, allowing students the opportunity to travel off campus and to explore professional interests and/or to diversify their work experiences. Although FWT experiences vary in form and focus, specific program requirements must be met. For a complete listing of FWT requirements see Field Work Term requirements on page 18.

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

Individual FWT and Future Planning

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

FWT Handbook. The handbook (pages 16–35) explains program requirements, lists resources, and takes students step by step through the FWT job search process. Students are encouraged to review this guide for updates and changes to FWT, as well as for helpful FWT planning strategies.

FWT Job Listings. The FWTCDO Office arranges FWT opportunities with a range of employers. Throughout the summer, new positions are developed and past listings are renewed. The majority of these jobs are ready to accept applicants at the beginning of fall term. Additional listings continue to come in during term as well. A database of these positions is available in the FWTCDO Office and on the FWT page of the Bennington College website. A student ID number is required to log on to this site. Jobs can be searched by both job type and location. There are approximately 1,000 positions listed annually in the FWTCDO Office. Students are also encouraged to find and develop their own FWT opportunities.

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

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

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

Financial Aid

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

Student Employment. The College recognizes the contribution students make to the College through their student employment. Students who wish to work on campus during the academic year should consult the College's website for job listings; hard copies of the job listings are also posted in the FWT and Student Employment offices. Federal Work Study and non work-study job assignments are available.

Suitability for employment is determined through a student's adherence to the terms and conditions of student employment and through performance evaluations. Before working on campus, students must complete the requisite student employment paperwork. Students may not work more than 20 hours per week during the academic term; this maximum applies to all combined jobs held by a student. Students should be aware that the College does not schedule overtime work for students, whether engaged in one or more than one job on campus. Certain federal restrictions may apply to work hours performed by international students.

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

A student's employment at the College ends automatically when he/she is no longer enrolled.

Health and Counseling Services

Confidentiality. The Health and Counseling Services staff will not disclose confidential treatment information regarding a student without the student's consent. Exceptions are made in compliance with state or federal law, or when a student is under age 18, or in the event of a life-threatening illness or emergency.

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

Hours

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

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

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

Hospitalization and Return-to-Campus Policy. A student who requires hospitalization during the term will not be permitted to return to campus until he/she provides the Dean's Office with a written report from the physician who treated the student during the hospitalization, or other medical professionals acceptable to the College, stating that he/she is in stable condition and is capable of returning to full-time academic and residential life at Bennington. Depending on the particular circumstances, additional information may be required. The student is also required to discuss his/her ability to continue at Bennington with the

Dean of Studies or the Dean of Students, who will determine in his or her discretion whether reentry at that time is appropriate. If follow-up care is to be provided by the College Health and Counseling Services staff post-discharge, the discharge plan must be discussed with Health and Counseling Services staff prior to reentry to the College. Students who arrive on campus without fulfilling these requirements will not be allowed to remain on campus. (See the Health and Counseling Services on pages 46–47.)

Students Who Leave a Hospital against Medical Advice.

When a student chooses to leave a hospital against medical advice (AMA), the student will not be permitted to return to campus. If a student leaves the hospital AMA, emergency staff or College personnel will contact the student's family and/or the person listed as the emergency contact on the student's emergency card so that this person/these persons can make immediate arrangements for the student's travel and housing. If the student wishes to return to the College, the student must apply for readmission under the procedures found on page 11 for Readmission after Medical Leaves.

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

Some urgent health and psychological problems on campus require the involvement of the offices of the Provost and Dean, Student Life, Campus Security, Health and Counseling Services, and the House Chairperson of the student's residence. When a student appears to the College to be a threat to him or herself or the community, he or she will be referred for an emergency psychiatric or physical evaluation. The cost of the evaluation will be borne by the student. If students refuse to be evaluated by a professional, College personnel will normally call the police for assistance. The Student Life Office and/or the Dean's Office may contact parents and/or the emergency contact of students who appear to be a threat to themselves or the community.

Required Health Forms. The College requires each entering student to complete a confidential health history and vaccination record and to have

a physical examination within one year prior to arriving on campus. The information becomes part of the student's medical record within Health Services and is confidential. The following health requirements must be met and forms must be received by Health Services before or upon arrival to campus:

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

Any student failing to comply with these health requirements will not be allowed to stay on campus or to participate in College functions.

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

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

Nonterm Time Coverage. Students staying in the local area during nonterm time who need Health or Psychological Services may contact the Student Life Office for a list of local providers. Information regarding insurance coverage is available as well.

International Students

The Dean of Students is the College's international student advisor, who provides assistance and information to students from abroad on matters relating to U.S. Immigration and Naturalization Service regulations, as well as life in Vermont. The International Student Advisors work closely with the Director of FWT regarding matters pertaining

to international students' FWT arrangements. Advice is also available regarding practical training after graduation. Students of Bennington College must follow United States immigration regulations and procedures, including completing necessary forms for FWT. The Student Life Office helps students to register with the Social Security Administration and assists with U.S. tax form preparation.

Package Shipping

Facilities Management can provide assistance to students who wish to ship their belongings. Trunks, suitcases, and packages for shipment by UPS must be taken to the Maintenance Plant shipping dock between 8:00 am and 3:30 pm, Monday through Friday. Trunks and suitcases must be securely locked with two address tags on them or put into cardboard cartons. Each carton must be clearly labeled. Free used cardboard boxes are available, but the **supply is very limited**. Payment for UPS in cash or check must be given to the shipping office with your package, and Maintenance charges a \$5 handling fee.

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 \$.55 extra per \$100. UPS will only accept for shipment stereos, speakers, and computers that have been professionally packed in original cartons. For insurance purposes, packaging must be done by a place such as Radio Shack (in town), a packaging store, or a professional moving company. UPS also requires all bicycles to be dismantled and put in an original carton by a professional bicycle dealer to be covered by insurance. Maintenance does not ship bicycles because of complicated extra charges.

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

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

Post Office

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

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

Hours

Monday–Friday 10:00 am–4:00 pm

Saturday 10:00 am–Noon

Letters to students should be addressed as follows:

Student's Name

1 College Drive

Bennington College

Bennington, VT 05201-6003

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

During FWT and summer months all first class mail will be forwarded to the student's address. Students may visit www.usps.com to change addresses.

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

Telecommunications

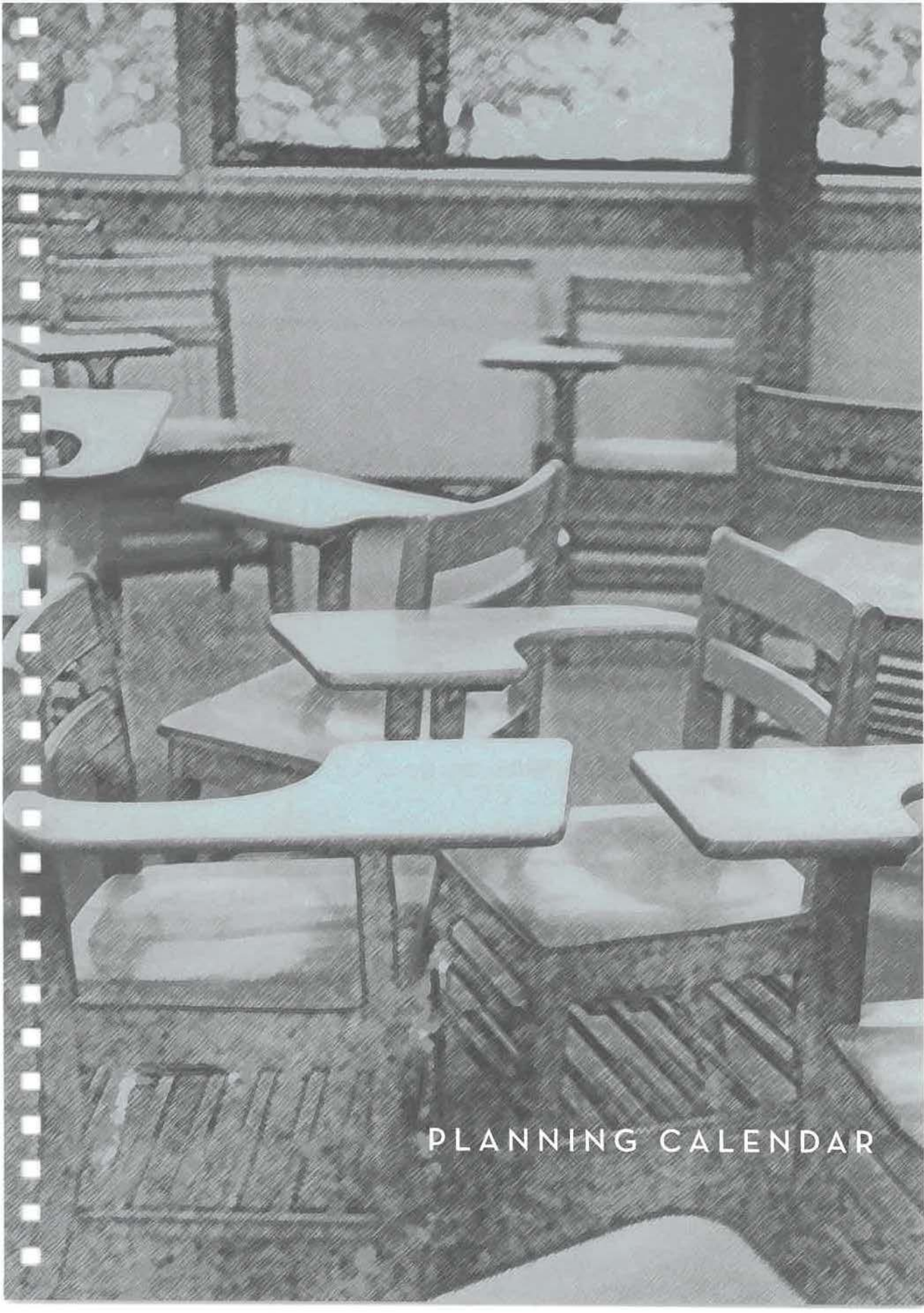
Each student residing on campus is provided with a direct telephone line and telephone, free local and campus dialing, a private voicemail account, and long distance access. The cost for this service is \$50 per term and is included on the tuition statement. The College provides international, interstate,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

Course Schedule Worksheet

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:10 am to 10:00 am					
10:10 am to 12 Noon					
Noon to 2:00 pm Reserved (No classes)					
2:00 pm to 3:50 pm					
4:00 pm to 6:00 pm					
6:30 pm to 8:20 pm					
8:30 pm to 10:20 pm					

Course Schedule Worksheet

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:10 am to 10:00 am					
10:10 am to 12 Noon					
Noon to 2:00 pm Reserved (No classes)					
2:00 pm to 3:50 pm					
4:00 pm to 6:00 pm					
6:30 pm to 8:20 pm					
8:30 pm to 10:20 pm					



PLANNING CALENDAR

IMPORTANT DATES

Fall 2007 Term

August 29	New international students arrive (9:00 am–5:00 pm)
August 31	New students arrive (9:00 am–3:00 pm)
August 31–September 4	New students orientation
September 2	Returning students arrive (noon)
September 3	Faculty advising (2:00–3:00 pm) New student registration (3:30–5:00 pm, Greenwall) Labor Day (several administrative offices closed)
September 4	Faculty advising (9:00–10:00 am) Convocation (11:00 am) Registration for returning students (in faculty offices, 3:00–5:00 pm)
September 5	Classes begin
September 19	End of add/drop registration period Last day to request letter grades
September 21	Yom Kippur begins at sundown
October 5–8	Alumni and Family Weekend/75th Anniversary Celebration
October 8	Columbus Day (classes in session)
October 18	First seven-week classes end Last day to withdraw from classes
October 19–22	Long weekend (no classes)
October 23	Second seven-week classes begin
October 30	Plan Day (no classes 8:30 am–4:00 pm)
November 7	Plan Day (no classes 8:30 am–4:00 pm)
November 14	Preregistration begins
November 16	FWT registration due
November 21–25	Classes end at noon on Wednesday (administrative offices closed Thursday and Friday)
November 28	Spring Registration (2:00–4:00 pm, Greenwall)
November 29	Plan Meetings (no classes 8:30 am–12:00 pm)
December 13	Last day of classes (all classes meet)
December 15	Houses close (10:00 am)
December 17–January 1	Holiday break (administrative offices closed December 24–January 1)

Winter 2008 Term

January 2-February 15	Field Work Term
January 15	All class incompletes due
January 21	Martin Luther King, Jr.'s birthday observed (several administrative offices closed)

Spring 2008 Term

February 16	New and transfer students arrive (9:00 am-5:00 pm)
February 17	Returning students arrive (noon)
February 18	Presidents' Day (several administrative offices closed)
February 19	Faculty advising (11:00 am-12:30 pm) Registration (in faculty offices, 2:00-5:00 pm)
February 20	Classes begin
March 5	End of drop/add registration period Last day to request letter grades
March 23	Easter
April 8	First seven-week classes end Last day to withdraw from classes
April 9-13	Long weekend (no classes)
April 14	Second seven-week classes begin
April 15	Plan Day (no classes 8:30 am-4:00 pm)
April 19	Passover begins at sundown
April 23	Plan Day (no classes 8:30 am-4:00 pm)
April 30	Pre-registration begins
May 2-4	Spring Family Weekend
May 14	Fall Registration (2:00-4:00 pm, Greenwall)
May 26	Memorial Day (classes in session; several administrative offices closed)
May 28	Last day of classes (classes end at 4:00 pm)
May 30	Houses close for undergraduates not approved to stay for Commencement (5:00 pm) Commencement Dinner (6:00 pm)
May 31	Commencement/Conferring of degrees (10:00 am) Houses close for undergraduates approved to stay for Commencement (5:00 pm)
June 1	Houses close for graduates (noon)

SUNDAY, AUGUST 26 - SATURDAY, SEPTEMBER 1, 2007

AUGUST						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SUNDAY 26

MONDAY 27

TUESDAY 28

Pre-orientation trip participants arrive

WEDNESDAY 29

New international students arrive

THURSDAY 30

International students orientation

FRIDAY 31

New students arrive • Orientation

SEPTEMBER • SATURDAY 1

Orientation

SUNDAY, SEPTEMBER 2 - SATURDAY, SEPTEMBER 8, 2007

SEPTEMBER

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24	25	26	27	28	29

SUNDAY 2

Returning students arrive • Orientation

MONDAY 3

Faculty advising (2:00-3:00 pm) • New student registration (3:30-5:00 pm, Greenwall) • Orientation • Labor Day (several administrative offices closed)

TUESDAY 4

Faculty advising (9:00-10:00 am) • Convocation (11:00 am) • Registration for returning students (3:00-5:00 pm, faculty offices) • Orientation

WEDNESDAY 5

Classes begin • Meyer Recreation Barn opens • MATSL Program Nonresident Term 1 and 2 classes begin

THURSDAY 6

FRIDAY 7

Campus activities fair

SATURDAY 8

SUNDAY, SEPTEMBER 9 - SATURDAY, SEPTEMBER 15, 2007

SEPTEMBER						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23						
30	24	25	26	27	28	29

SUNDAY 9

1st Coffee Hour of term

MONDAY 10

TUESDAY 11

WEDNESDAY 12

First day of Ramadan • Rosh Hashanah begins at sundown

THURSDAY 13

FRIDAY 14

SATURDAY 15

SUNDAY, SEPTEMBER 16 - SATURDAY, SEPTEMBER 22, 2007



SUNDAY 16

MONDAY 17

TUESDAY 18

WEDNESDAY 19

End of add/drop registration period • Last day to request letter grades

THURSDAY 20

FRIDAY 21

Yom Kippur begins at sundown

SATURDAY 22

SUNDAY, SEPTEMBER 23 - SATURDAY, SEPTEMBER 29, 2007

SEPTEMBER							
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2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23 30	24	25	26	27	28	29	

SUNDAY 23

MONDAY 24

TUESDAY 25

WEDNESDAY 26

THURSDAY 27

FRIDAY 28

SATURDAY 29

SUNDAY, SEPTEMBER 30 - SATURDAY, OCTOBER 6, 2007

OCTOBER

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SUNDAY 30

OCTOBER • MONDAY 1

TUESDAY 2

WEDNESDAY 3

THURSDAY 4

FRIDAY 5

October 5-8 Alumni and Family Weekend/75th Anniversary Celebration

SATURDAY 6

October 5-8 Alumni and Family Weekend/75th Anniversary Celebration

SUNDAY, OCTOBER 7 - SATURDAY, OCTOBER 13, 2007

OCTOBER

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SUNDAY 7

October 5-8 Alumni and Family Weekend/75th Anniversary Celebration

MONDAY 8

October 5-8 Alumni and Family Weekend/75th Anniversary Celebration • Columbus Day (classes in session) • Thanksgiving (Canada)

TUESDAY 9

WEDNESDAY 10

THURSDAY 11

FRIDAY 12

SATURDAY 13

SUNDAY, OCTOBER 14 - SATURDAY, OCTOBER 20, 2007



SUNDAY 14

MONDAY 15

TUESDAY 16

WEDNESDAY 17

THURSDAY 18

1st seven-week classes end • Last day to withdraw from classes

FRIDAY 19

October 19-22: Long weekend (no classes)

SATURDAY 20

October 19-22: Long weekend

SUNDAY, OCTOBER 21 - SATURDAY, OCTOBER 27, 2007

OCTOBER						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SUNDAY 21

October 19-22: Long weekend

MONDAY 22

October 19-22: Long weekend

TUESDAY 23

2nd seven-week classes begin

WEDNESDAY 24

THURSDAY 25

FWT grant applications due

FRIDAY 26

SATURDAY 27

SUNDAY, OCTOBER 28 - SATURDAY, NOVEMBER 3, 2007

NOVEMBER

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

SUNDAY 28

MONDAY 29

TUESDAY 30

Plan Day (no classes 8:30 am-4:00 pm)

WEDNESDAY 31

Halloween

NOVEMBER • THURSDAY 1

FRIDAY 2

SATURDAY 3

SUNDAY, NOVEMBER 4 - SATURDAY, NOVEMBER 10, 2007

NOVEMBER						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

SUNDAY 4

Daylight savings time ends (set clocks back one hour)

MONDAY 5

TUESDAY 6

FWT Early Registration Party • Election Day

WEDNESDAY 7

Plan Day (no classes 8:30 am-4:00 pm)

THURSDAY 8

FRIDAY 9

FWT extension requests due

SATURDAY 10

SUNDAY, NOVEMBER 11 - SATURDAY, NOVEMBER 17, 2007



SUNDAY 11

Veterans' Day

MONDAY 12

TUESDAY 13

WEDNESDAY 14

Preregistration begins

THURSDAY 15

FRIDAY 16

FWT registration due

SATURDAY 17

SUNDAY, NOVEMBER 18 - SATURDAY, NOVEMBER 24, 2007

NOVEMBER						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

SUNDAY 18

MONDAY 19

TUESDAY 20

WEDNESDAY 21

November 21-25: Thanksgiving Break • Classes end at noon

THURSDAY 22

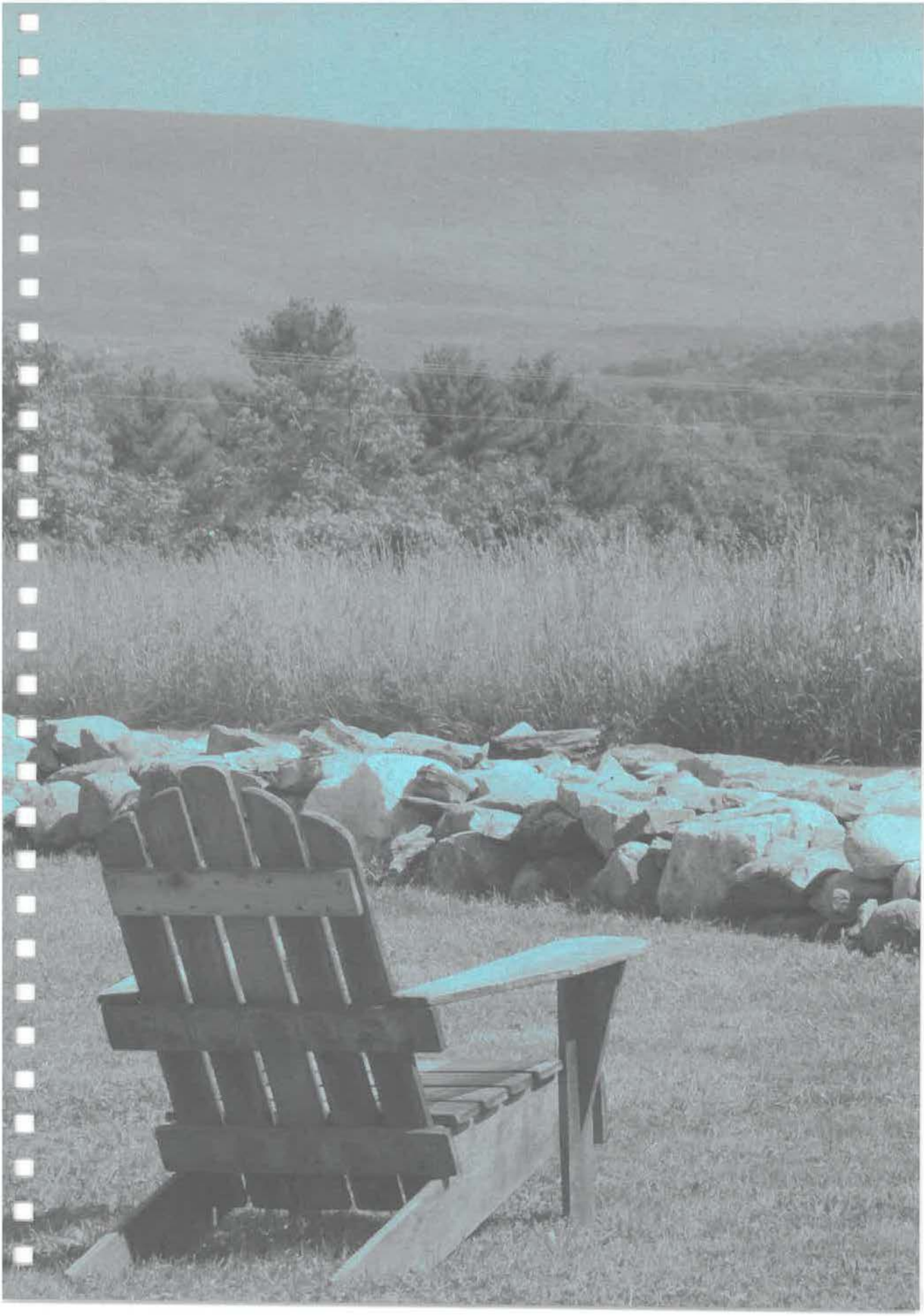
November 21-25: Thanksgiving Break • Administrative offices closed

FRIDAY 23

November 21-25: Thanksgiving Break • Administrative offices closed

SATURDAY 24

November 21-25: Thanksgiving Break



1. melody - contour - memor
2. rhythm - ^{beat} pulse - meter -
3. harmony - tempo haemiola syncopation
4. timbre - instr.
5. form - ABA da capo / 11: A:
6. dynam
7. text/extramusicality -
8. texture - monophony,
homorhythmic / homophony

SUNDAY, NOVEMBER 25 - SATURDAY, DECEMBER 1, 2007

DECEMBER

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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24					
30	31	25	26	27	28	29

SUNDAY 25

November 21-25: Thanksgiving Break

MONDAY 26

TUESDAY 27

WEDNESDAY 28

Spring Registration (2:00-4:00 pm, Greenwall)

THURSDAY 29

Plan Meetings (no classes 8:30 am-12:00 pm)

FRIDAY 30

Extended FWT registration deadline • End of MFA in Writing program summer term

DECEMBER • SATURDAY 1

SUNDAY, DECEMBER 2 - SATURDAY, DECEMBER 8, 2007

DECEMBER

							1
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24						
30	31	25	26	27	28	29	

SUNDAY 2

MONDAY 3

TUESDAY 4

First day of Hanukkah (begins at sundown)

WEDNESDAY 5

THURSDAY 6

FRIDAY 7

SATURDAY 8

SUNDAY, DECEMBER 9 - SATURDAY, DECEMBER 15, 2007



SUNDAY 9

Last Coffee Hour of term

MONDAY 10

TUESDAY 11

WEDNESDAY 12

Final reports on December grads due

THURSDAY 13

Last day of classes (all classes meet) • Meyer Recreation Barn closes

FRIDAY 14

SATURDAY 15

Student houses close (10:00 am)

SUNDAY, DECEMBER 16 - SATURDAY, DECEMBER 22, 2007

DECEMBER							
							1
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

SUNDAY 16

MONDAY 17

December 17-January 1: Holiday break

TUESDAY 18

December 17-January 1: Holiday break

WEDNESDAY 19

December 17-January 1: Holiday break

THURSDAY 20

December 17-January 1: Holiday break

FRIDAY 21

December 17-January 1: Holiday break

SATURDAY 22

December 17-January 1: Holiday break

SUNDAY, DECEMBER 23 - SATURDAY, DECEMBER 29, 2007



SUNDAY 23

December 17-January 1: Holiday break

MONDAY 24

December 17-January 1: Holiday break (administrative offices closed)

TUESDAY 25

December 17-January 1: Holiday break (administrative offices closed) • Christmas

WEDNESDAY 26

December 17-January 1: Holiday break (administrative offices closed)

THURSDAY 27

December 17-January 1: Holiday break (administrative offices closed)

FRIDAY 28

December 17-January 1: Holiday break (administrative offices closed)

SATURDAY 29

December 17-January 1: Holiday break

SUNDAY, DECEMBER 30 - SATURDAY, JANUARY 5, 2008

JANUARY

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SUNDAY 30

December 17-January 1: Holiday break

MONDAY 31

December 17-January 1: Holiday break (administrative offices closed)

JANUARY • TUESDAY 1

December 17-January 1: Holiday break (administrative offices closed) • New Year's Day

WEDNESDAY 2

January 2-February 15: Field Work Term begins

THURSDAY 3

MFA in Writing program winter residency begins

FRIDAY 4

SATURDAY 5

SUNDAY, JANUARY 6 - SATURDAY, JANUARY 12, 2008



SUNDAY 6

MONDAY 7

TUESDAY 8

WEDNESDAY 9

THURSDAY 10

FRIDAY 11

SATURDAY 12

SUNDAY, JANUARY 13 - SATURDAY, JANUARY 19, 2008

JANUARY						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SUNDAY 13

MFA in Writing program Commencement

MONDAY 14

TUESDAY 15

All class incompletes due • Martin Luther King, Jr.'s birthday

WEDNESDAY 16

THURSDAY 17

FRIDAY 18

SATURDAY 19

SUNDAY, JANUARY 20 - SATURDAY, JANUARY 26, 2008



SUNDAY 20

MONDAY 21

Martin Luther King, Jr.'s birthday observed (several administrative offices closed)

TUESDAY 22

WEDNESDAY 23

THURSDAY 24

FRIDAY 25

SATURDAY 26

SUNDAY, JANUARY 27 - SATURDAY, FEBRUARY 2, 2008

JANUARY						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SUNDAY 27

MONDAY 28

TUESDAY 29

WEDNESDAY 30

THURSDAY 31

FEBRUARY • FRIDAY 1

SATURDAY 2

SUNDAY, FEBRUARY 3 - SATURDAY, FEBRUARY 9, 2008

FEBRUARY						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

SUNDAY 3

MONDAY 4

TUESDAY 5

WEDNESDAY 6

THURSDAY 7

FRIDAY 8

SATURDAY 9

SUNDAY, FEBRUARY 10 - SATURDAY, FEBRUARY 16, 2008

FEBRUARY													
						1	2						
3	4	5	6	7	8	9							
10	11	12	13	14	15	16							
17	18	19	20	21	22	23							
24	25	26	27	28	29								

SUNDAY 10

MONDAY 11

Week of Senior Conference

TUESDAY 12

Abraham Lincoln's birthday

WEDNESDAY 13

THURSDAY 14

Valentine's Day

FRIDAY 15

Field Work Term ends

SATURDAY 16

Houses open for new and transfer students • Orientation

SUNDAY, FEBRUARY 17 - SATURDAY, FEBRUARY 23, 2008



SUNDAY 17

Returning students arrive

MONDAY 18

Presidents' Day (several administrative offices closed) • Orientation

TUESDAY 19

Faculty advising (11:00 am-12:30 pm)

WEDNESDAY 20

Classes begin • Meyer Recreation Barn opens

THURSDAY 21

FRIDAY 22

George Washington's Birthday

SATURDAY 23

SUNDAY, FEBRUARY 24 - SATURDAY, MARCH 1, 2008

FEBRUARY						
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

SUNDAY 24

First Coffee Hour of term

MONDAY 25

Registration (in faculty offices, 2:00-5:00 pm)

TUESDAY 26

WEDNESDAY 27

THURSDAY 28

FRIDAY 29

MARCH - SATURDAY 1

SUNDAY, MARCH 2 - SATURDAY, MARCH 8, 2008

MARCH

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24					
30	31	25	26	27	28	29

SUNDAY 2

MONDAY 3

TUESDAY 4

WEDNESDAY 5

End of add/drop registration period • Last day to request letter grades

THURSDAY 6

FRIDAY 7

Independent Study evaluations due

SATURDAY 8

SUNDAY, MARCH 9 - SATURDAY, MARCH 15, 2008

MARCH						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24					
30	31	25	26	27	28	29

SUNDAY 9

Daylight savings time begins

MONDAY 10

TUESDAY 11

WEDNESDAY 12

THURSDAY 13

FRIDAY 14

SATURDAY 15

SUNDAY, MARCH 16 - SATURDAY, MARCH 22, 2008



SUNDAY 16

MONDAY 17

St. Patrick's Day

TUESDAY 18

WEDNESDAY 19

THURSDAY 20

FRIDAY 21

SATURDAY 22

SUNDAY, MARCH 23 - SATURDAY, MARCH 29, 2008

MARCH						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24					
30	31	25	26	27	28	29

SUNDAY 23

Easter

MONDAY 24

TUESDAY 25

WEDNESDAY 26

THURSDAY 27

FRIDAY 28

SATURDAY 29

SUNDAY, MARCH 30 - SATURDAY, APRIL 5, 2008

APRIL

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

SUNDAY 30

MONDAY 31

APRIL • TUESDAY 1

April Fool's Day

WEDNESDAY 2

THURSDAY 3

FRIDAY 4

SATURDAY 5

SUNDAY, APRIL 6 - SATURDAY, APRIL 12, 2008

APRIL						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

SUNDAY 6

MONDAY 7

TUESDAY 8

1st seven-week classes end • Last day to withdraw from classes

WEDNESDAY 9

April 9-13: Long weekend (no classes)

THURSDAY 10

April 9-13: Long weekend (no classes)

FRIDAY 11

April 9-13: Long weekend (no classes)

SATURDAY 12

April 9-13: Long weekend

SUNDAY, APRIL 13 - SATURDAY, APRIL 19, 2008

APRIL

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

SUNDAY 13

April 9-13: Long weekend

MONDAY 14

2nd seven-week classes begin

TUESDAY 15

Plan Day (no classes 8:30 am-4:00 pm)

WEDNESDAY 16

THURSDAY 17

FRIDAY 18

SATURDAY 19

Passover begins at sundown

SUNDAY, APRIL 20 - SATURDAY, APRIL 26, 2008

APRIL						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

SUNDAY 20

MONDAY 21

TUESDAY 22

WEDNESDAY 23

Plan Day (no classes 8:30 am-4:00 pm)

THURSDAY 24

FRIDAY 25

SATURDAY 26

SUNDAY, APRIL 27 - SATURDAY, MAY 3, 2008

MAY

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SUNDAY 27

MONDAY 28

TUESDAY 29

WEDNESDAY 30

Preregistration begins

MAY • THURSDAY 1

FRIDAY 2

May 2-4: Spring Family Weekend

SATURDAY 3

May 2-4: Spring Family Weekend

SUNDAY, MAY 4 - SATURDAY, MAY 10, 2008

MAY						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SUNDAY 4

May 2-4: Spring Family Weekend

MONDAY 5

TUESDAY 6

WEDNESDAY 7

THURSDAY 8

FRIDAY 9

SATURDAY 10

SUNDAY, MAY 11 - SATURDAY, MAY 17, 2008



SUNDAY 11

MONDAY 12

TUESDAY 13

WEDNESDAY 14

Fall Registration (2:00-4:00 pm, Greenwall)

THURSDAY 15

FRIDAY 16

SATURDAY 17

SUNDAY, MAY 18 - SATURDAY, MAY 24, 2008

MAY						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SUNDAY 18

MONDAY 19

Victoria Day (Canada)

TUESDAY 20

WEDNESDAY 21

THURSDAY 22

FRIDAY 23

SATURDAY 24

SUNDAY, MAY 25 - SATURDAY, MAY 31, 2008



SUNDAY 25

Last Coffee Hour of term

MONDAY 26

Memorial Day observed (classes in session; several administrative offices closed)

TUESDAY 27

WEDNESDAY 28

Last day of classes (classes end at 4:00 pm) • Meyer Recreation Barn closes • MATSL Program Nonresident Term 1 and 2 last day of classes

THURSDAY 29

End of MFA in Writing program winter term

FRIDAY 30

Houses close for undergraduates not approved to stay for Commencement (10:00 am) • Commencement Dinner (6:00 pm)

SATURDAY 31

Commencement/Conferring of degrees (10:00 am) • Houses close for undergraduates (5:00 pm) • Houses close for nongraduating students (5:00 pm)

SUNDAY, JUNE 1 - SATURDAY, JUNE 7, 2008

JUNE							
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

SUNDAY 1

Houses close for graduates (noon)

MONDAY 2

TUESDAY 3

WEDNESDAY 4

THURSDAY 5

FRIDAY 6

SATURDAY 7

2008 At a Glance

JANUARY 2008

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2008

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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

MARCH 2008

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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2008

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2008

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4	5	6	7	8	9
10	11	12	13	14	15
16	17	18	19	20	21
22	23	24	25	26	27
28	29	30	31		

JUNE 2008

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY 2008

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2008

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 2008

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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2008

		1	2	3	4
5	6	7	8	9	10
11	12	13	14	15	16
17	18	19	20	21	22
23	24	25	26	27	28
29	30	31			

NOVEMBER 2008

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER 2008

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2009 At a Glance

JANUARY 2009

			1	2	3
4	5	6	7	8	9
10	11	12	13	14	15
16	17	18	19	20	21
22	23	24	25	26	27
28	29	30	31		

FEBRUARY 2009

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2009

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2009

		1	2	3	4
5	6	7	8	9	10
11	12	13	14	15	16
17	18	19	20	21	22
23	24	25	26	27	28
29	30				

MAY 2009

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3	4	5	6	7
8	9	10	11	12
13	14	15	16	17
18	19	20	21	22
23	24	25	26	27
28	29	30	31	

JUNE 2009

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY 2009

		1	2	3	4
5	6	7	8	9	10
11	12	13	14	15	16
17	18	19	20	21	22
23	24	25	26	27	28
29	30	31			

AUGUST 2009

					1
2	3	4	5	6	7
8	9	10	11	12	13
14	15	16	17	18	19
20	21	22	23	24	25
26	27	28	29	30	31

SEPTEMBER 2009

	1	2	3	4	5
6	7	8	9	10	11
12	13	14	15	16	17
18	19	20	21	22	23
24	25	26	27	28	29
30					

OCTOBER 2009

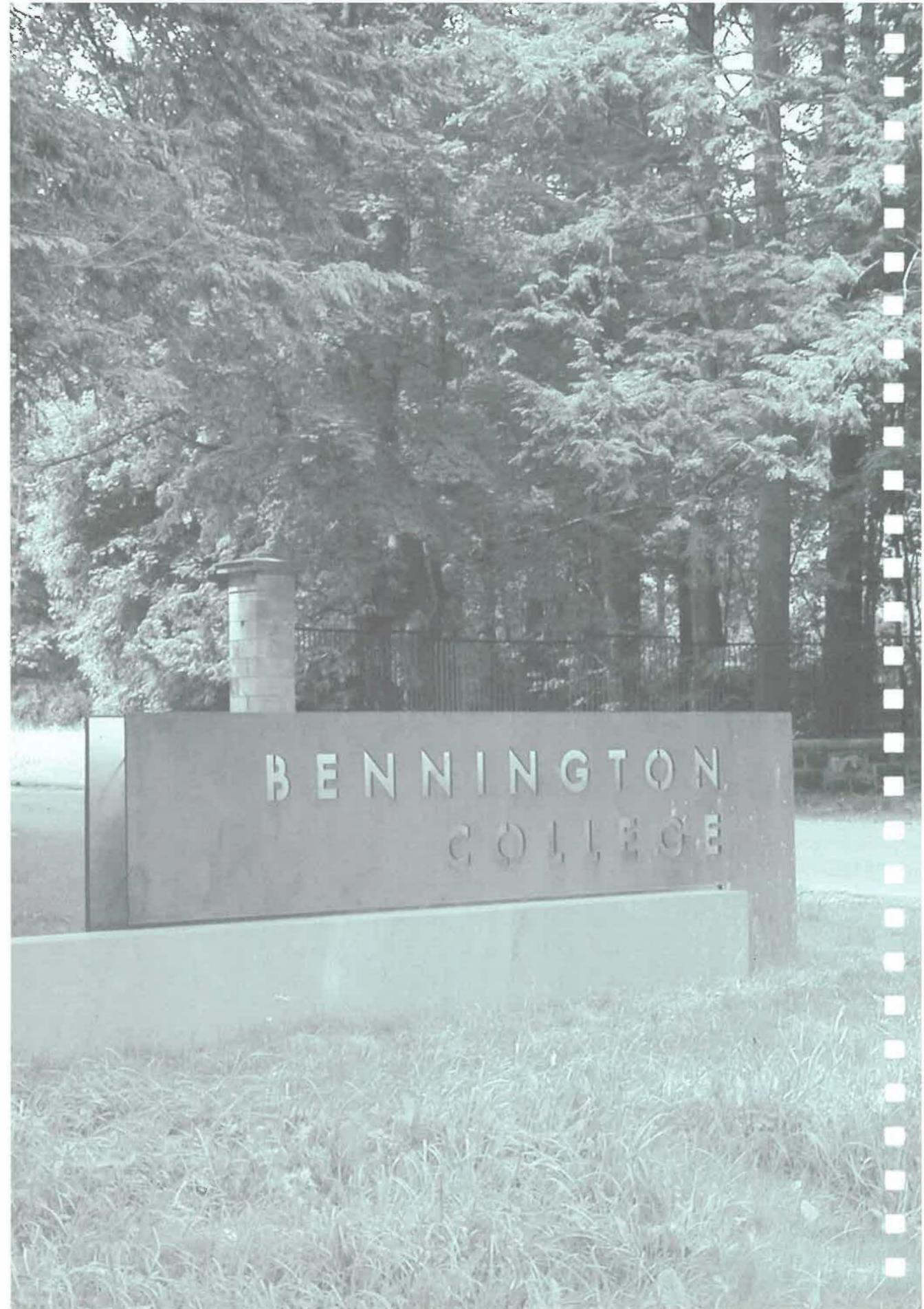
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14	15	16	17	18
19	20	21	22	23
24	25	26	27	28
29	30	31		

NOVEMBER 2009

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2009

	1	2	3	4	5
6	7	8	9	10	11
12	13	14	15	16	17
18	19	20	21	22	23
24	25	26	27	28	29
30	31				

A black and white photograph of a Bennington College entrance. In the foreground, a large, dark, rectangular stone sign sits on a concrete base. The sign has the words "BENNINGTON" and "COLLEGE" in raised, serif capital letters. Behind the sign is a black metal gate with a stone pillar on the left. The background is filled with dense evergreen trees. The right edge of the image has a vertical strip of white squares.

BENNINGTON
COLLEGE

POLICIES AND PROCEDURES

Preamble

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

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

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

Student Self-Governance

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

Source and Lines of Authority

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

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

Student Conduct

The following actions by students violate College standards of conduct, as do attempts to commit any of these acts on or off the Bennington College campus. Violation of these standards,

or any other College rule or policy may result in student disciplinary action. For the most part, these definitions are to be construed broadly. Specific examples are intended to be illustrative, not exhaustive or exclusive.

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

Complaints involving sexual harassment and sexual assault must be made to the Sexual Harassment Hearing Committee or to the Sexual Harassment Mediators or Advisors. (See the Sexual Harassment Policy on page 109.)

3. **Disruptive conduct.** Behavior which, in the opinion of the College or any of its disciplinary officers or agencies, is disruptive to the orderly processes of the College, including, but is not limited to: disrupting a class, lecture, meeting, ceremony, performance, event, or other function; interfering with College faculty or staff when performing their duties; failure to abide by College policies; creating excessive or chronic noise. Also the use of skateboards, rollerskates, rollerblades, bicycles, and unicycles is prohibited in any College building.
4. **Unauthorized entry.** Unauthorized entry into a private room, office, studio, or other College space without having gained proper permission in advance. This also includes the unauthorized possession, duplication, or use of College keys, or tampering with College locks.
5. **Theft or attempted theft.** Actual or attempted theft of or misappropriation of, property and/or services. This includes, but is not limited to: property taken electronically via computer systems or the Internet; acts of fraud or attempted fraud committed by forgery, alteration, or use of College documents, records, identification cards, or by other means; misuse of the Bennington name, which includes, but is not limited to, contractual agreements made in the Bennington College name or unauthorized use of the College name or letterhead in advertising or media or correspondence.
6. **Malicious mischief/vandalism.** The intentional or negligent destruction, defacement, or alteration of property belonging to the College or an individual. This also includes property stored electronically (e.g., in computer memory or on electronic, optical, or other storage media).
7. **Endangering behavior.** Behavior which, in the opinion of the College or any of its disciplinary officers or agencies, endangers the health and safety of oneself or others.

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

8. **Unauthorized recording.** The recording or photographing of an individual or group's proceedings, performances, classes, lectures, programs, workshops, or other similar events without the specific authorization of the sponsoring individual, organization, faculty member, speaker, or other party related to the event.
9. **Violation of law.** Violation of local, state, or federal law. Violation of the law may subject an individual to separate disciplinary action at the College.
Disciplinary action at the College will normally proceed during pending criminal proceedings and will not be subject to challenge on the grounds that criminal or civil charges involving the same incident are pending or have been dismissed or reduced. The pending appeal of a conviction shall not affect the application of this rule.
10. **False information.** Providing false, inaccurate, or misleading information to a College faculty member or official. This includes College-issued IDs where the picture and/or date of birth has been altered or obscured.
11. **Failure to respond.** Failure to respond to or comply with a reasonable request from a College official, faculty member, College security officer, or any other staff member acting in accordance with his or her duties. This includes, but is not limited to: failure to respond to or meet with the Provost and Dean or the Provost's designee, failure to appear as requested before the Judicial, Administrative Review, or the Sexual Harassment Committees, or to comply with a request to provide information in connection with an investigation by any of these committees or a person designated to investigate a charge; or failure to respond to a reasonable request from a security officer, faculty member, or any other College official while performing his or her duties.
12. **Failure to comply.** Failure to comply with any College policy or rule.
13. **Violation of sanction.** Violation of any sanction imposed by the College.
14. **Other College policies/rules.** Violations of any other College policy or rule, including, but not limited to those referenced below:
 - a. Residential Policies
 - b. Guest Policy
 - c. Facilities Management and Policies
 - d. Security: Fire and Life Safety Policies
 - e. College Policy on Alcohol and Drugs
 - f. Sexual Misconduct Policy

- g. Nondiscrimination Policy
- h. Information Technology Policy
- i. FERPA (Family Educational Rights and Privacy Act) Annual Notice
- j. HIV/AIDS Policy

Residential Policies

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

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

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

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

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

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

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

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

Each term, upperclass students enrolled and continuing at the College choose housing for the next term by participating in the housing lottery, which is run by the Student Life staff. Lottery information is distributed immediately following Long Weekend.

Assignment Restrictions

1. Students may not change their housing assignment without the permission of the Student Life Office. Students who change their housing assignment without obtaining permission will be

required to return to their official housing assignment. Failure to obtain permission may also result in disciplinary action.

2. Although third-year and fourth-year students have priority for singles, they are not permitted to transfer their housing status to other students.
3. If for any reason a student eligible for a single is assigned to a designated double without a roommate, the student may be reassigned to a single as soon as one becomes available.
4. Based on the number of students living in housing each term, the Student Life Office may temporarily assign available doubles as singles to final-year students. First-year students and other students who wish to live in a double with a roommate are given priority for available doubles in each house.
5. Mid-year assignments and reassignments are made in accordance with Student Life policies.

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

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

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

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

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

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

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

Eligibility for Welling Town House. Welling Town House residents agree to live in a cooperative environment and to share all responsibilities associated with the running of the residence.

Students who wish to live in Welling Town House complete an application and are selected prior to the regular housing assignment process each term.

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

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

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

Postbaccalaureate/Graduate students. Postbaccalaureate and graduate students who wish to be considered for on-campus housing must contact Conference Services (ext. 4547).

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

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

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

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

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

Property remaining in an assigned space or left on campus after the 24-hour period is considered abandoned, and will be

donated to local charities or discarded at the discretion of the Student Life Office.

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

Facilities Management and Policies

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

Facilities Management Staff (ext. 4584)

Director of Facilities Management—Bill Tronsen
Assistant Director—Richard Smith
Housekeeping Supervisor—Angel Brownell
Administrative Assistant—Lynn Gilbar

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

Students are not allowed to permanently alter any feature of their room or its furnishings. Students are responsible for any costs associated with restoring their assigned room to the condition in which it was found at the start of each term. The Facilities Management staff inspects and documents the condition of each assigned student room and College furniture in that room before the start and just after the end of each term. This information is recorded on Room Inspection Forms. Students are responsible for any costs necessary to restore the room or College furniture to its original condition.

Room inspection forms. At check-in each term, the Housekeeping Supervisor provides each student with a copy of his or her Room Inspection Form, documenting the condition of his or her room and the College furniture in that room. Students are expected to return this Room Inspection Form regardless of the condition of the room. If you do not accept the information on your Room Inspection Form, indicate your concern(s) in the space provided and return the form to Facilities Management within 48 hours of check-in. Facilities Management will review the information, rectify the concern(s), and issue an updated Room Inspection Form. Without the Room Inspection Form, students have no basis for appeal should there be disagreement on the state of the room at the end of the term.

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

Common areas. Common areas are for the use and enjoyment of all members of the Bennington community. Common areas

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

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

Damage and restoration charges. Students are responsible for all restoration charges to cover costs of repair or replacement of any damaged or missing items of their particular room. In the case of restoration charges for common areas, the resident(s) responsible will be held accountable whenever possible. If no one is identified as personally responsible for common area damage, the charges will be prorated to all residents of that particular house. In such instances, a notice of the charge(s) will be sent to the House Chairs to discuss with house residents at Coffee Hour. The house will have 10 business days from the time of House Chair notification in which to identify the responsible individual(s). If no individual is identified, the charge will be divided equally among the residents of the particular house and billed equally to each to the student account. If residents of a house believe they know who is responsible, they should notify their House Chair or the Director of Security within the 10-day time frame. Security will investigate and may determine that the house is not responsible for the damage charges.

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

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

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

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

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

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

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

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

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

Personal furniture. Students who have personal furniture in their rooms will be charged a minimum of \$50 per item for its removal at the end of the term. Students who move personal furniture into common areas during the term will be charged a \$50 moving fee if the items are not moved back to their appropriate location within 24 hours of notice.

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

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

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

Students should report the loss of keys to the Security Booth, and Security will request that the lock be changed on the next business day. If a key is lost and students are concerned about their sense of personal safety, Security will request an emergency lock order, and a locksmith will be called in to do the work upon request. The College charges for both of these services.

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

Each student is expected to sign out their room key before taking occupancy of their space. Student rooms should be locked upon arrival. If the room is found unlocked, Security should be notified. The College urges students to lock their room when away and to carry their room key at all times.

Security: Fire and Life Safety Policies

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

Security (ext. 4250)

Director of Security—Ernie Paquette

Assistant Director of Security—Rich Scheffler

Emergencies (ext. 210)

Nonemergencies (ext. 4250 or "0")

From off campus (802-447-4250)

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

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

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

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

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

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

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

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.

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

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

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

Student houses. All student houses are equipped with fire extinguishers, heat, and smoke detectors.

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

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

In the event of fire:

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

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

1. **Setting fire.** This includes intentional or accidental fire, even those caused by cooking, fireplace use, or smoking in approved areas.
2. **Setting off fire alarms.** This includes intentional or accidental fire alarm, even those caused by cooking or smoking in approved areas.
3. **Failing to evacuate.** When a fire alarm sounds, all occupants are expected to evacuate the building promptly.
4. **Tampering with or misusing fire protection or other life safety equipment.** This includes, but is not limited to fire extinguishers, fire hoses, emergency exit lights, fire doors and related closures, alarms, and smoke detectors.
5. **Possession and/or using flammable materials, candles, or incense.** This includes, but is not limited to: gasoline, lamp oil, camp-stove fuel, fireworks, holiday decorations, paint thinners, candles, and incense.
6. **Tampering with wiring.** This includes, but is not limited to: electrical equipment, wiring, cable TV, computer wiring, or overloading electrical outlets. Only UL-approved electrical cords are allowed.
7. **Causing or contributing to a fire safety hazard.** This includes, but is not limited to: obstructing exits, stairwells, hallways, and passageways; storing an excessive amount of waste paper or other waste; careless use of smoking material; having halogen lamps; having ceiling hangings (they may spread fire and smoke more rapidly); covering more than 50% of the wall space in an assigned room; having an excessive number of personal belongings in any College space.
8. **Violations of the Town of Bennington or the state of Vermont Fire Safety Regulations.**
9. **Roofs.** Bennington College strictly prohibits students or anyone else from climbing on any College building without permission from the Director of Security. In addition, any student who allows another individual to access the roof or exterior of a building from their assigned room is in violation

of this policy. The College assumes no financial or legal responsibility for injury due to such prohibited acts.

10. **Weapons, ammunition, explosives, hazardous material.** Any item which, in the opinion of the College or any of its disciplinary agencies, appears to be a weapon, ammunition, explosives, or other hazardous material is not permitted in College buildings or on College grounds. This includes, but is not limited to: guns, paintball guns, bb guns, ammunition, knives, fireworks, combustible, or hazardous material. Students using such material for academic purposes must arrange with their faculty members or departmental coordinators to store the said material away from College houses, in a properly secured space. Security should be notified of any such material.
11. **Smoking.** Smoking is limited to designated areas on campus. See the College's Smoking Policy at right.
12. **Fireplace use.** Fire screens must be employed whenever fireplaces are in use, and the student in charge of the event must take responsibility for the use of the fireplace.
13. **Bonfires.** Bonfires are prohibited without the approval of the Dean of Students. Students who wish to have a bonfire in conjunction with an event must register the bonfire through the Student Life Office at least 10 days in advance. Approval for a bonfire is subject to the safety and environmental conditions as determined by the North Bennington Fire Department and the Director of Security.

When in doubt as to whether some item violates the College's Fire and Life Safety Policy, students should seek the opinion of the Director of Security before bringing the item onto campus.

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

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

Each College house is adequately equipped to handle the normal volume of electricity demanded by the student body. However, to prevent electrical overload and to avoid the hazards that arise from such an overload, some appliances are permitted while others are not.

The appliances permitted include computers, computer equipment, stereos, TVs, VCRs, DVD players, clock radios, hair dryers (not exceeding 1,000 watts), small fans, refrigerators

under 3 cubic feet, and lamps with incandescent bulbs of 60 watts or less.

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

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

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

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

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

Swimming pools. For health and safety reasons, swimming pools of any size, shape, or material are not normally permitted.

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

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

Guests may accompany students into College facilities, but are not permitted to use College supplies for their own personal use. Any guest violating College policy may be required by Security to leave immediately. If another member of the

College community registers a legitimate complaint, Security will require the guest to leave. Guests may be banned from College property for ignoring the guest policy after being warned. Only residential students may sign in overnight guests. Guests of nonresidential students must depart campus by 2:00 am. Guests are not allowed to take up residence on campus, and overnight and day visits are limited to six days per month. Visitors may not stay the last six days of one month followed by the first days of the next month. There must be at least 10 days between such visits. Any request for an extension of the six-day limit must be directed to the Director of Security.

2. **Alumni guests.** Alumni are allowed to visit campus for unlimited day visits without being signed in. If an alumni is visiting student houses, he/she must sign in. After 8:00 pm, alumni must be signed in by a current student and are limited to six overnight visits per month.
3. **Parents.** Parents who plan to visit campus should arrange to stay off campus in town and may not stay in student housing.

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

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

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

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

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

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

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

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

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

Parking Permits and Regulations

1. All motor vehicles owned by students and operated on the College campus must be registered with security, and must comply with The Parking Rules and Regulations information, available at the Security Booth.
2. A parking sticker is provided at a cost of \$50 per term upon presentation of a valid driver's license, state registration, proof of insurance, and a completed application.
3. Vehicles must also have a valid inspection sticker.
4. Parking stickers do not guarantee the availability of a parking space in every lot at all times.
5. Fire lanes must be kept clear at all times. Cars parked in fire lanes are subject to ticketing and/or towing.
6. Unregistered vehicles will be ticketed; repeat offenders may have their cars towed.
7. Vehicles must be parked only in areas to which they are assigned.
8. Fines of at least \$20 will be assessed for each motor vehicle violation. Drivers responsible for multiple violations are subject to suspension of driving and parking privileges.
9. Appeals should be addressed to the Executive Vice President and must be made in writing within five days after receipt of the ticket.

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

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

Van Policy. The College has three vans: one van provides periodic service into town and to nearby Williamstown, MA, on weekends, so that Bennington students may use the Williams College library; the two other vans are used for academic or co-curricular events involving members of the College community. Vans may not be used by individuals for personal activities. On

occasion, vans may be needed for health emergencies; such emergencies have priority over all other activities.

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

Note: All drivers of the College van must be preapproved by the Director of Security.

College Policy on Alcohol and Drugs

Bennington College students are required to comply with state and federal law and College policies regarding alcohol and other drugs. Any student involved in the illegal use, abuse, possession, sale, or distribution of alcohol, drugs, or drug paraphernalia; or who is cited in a police and/or Security Report involving such an offense; or whose behavior the College believes indicates alcohol or illegal drug abuse; or who violates any of the alcohol regulations or any of the drug or alcohol offenses described below, is in violation of the College Policy on Alcohol and Drugs.

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

If a student is determined to have violated the College Policy on Alcohol and Drugs, the Dean of Students or designee may require a substance abuse assessment (through an outside agency). The cost of this assessment will be borne by the student. The student may be required to seek treatment as a result of the assessment.

Risks associated with the abuse of alcohol and other drugs.

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

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

The use of Health and Counseling Services for alcohol or drug abuse is confidential. Individual privacy will be respected unless otherwise required by law. Health and Counseling Services can provide information about Alcoholics Anonymous, Narcotics Anonymous, Al Anon, and Adult Children of

Alcoholics groups and can assist students who are interested in attending meetings either on campus or in the local community.

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

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

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

- AA meetings (447-1285)
- Al Anon (447-1285)
- United Counseling Services (442-5491)
- Southwestern Vermont Medical Center ER (442-6361)
- Turning Point Club (442-9700)

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

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

Alcohol Regulations

1. Only persons of legal drinking age under Vermont State law (21 years of age) may consume alcohol on College property.
2. Selling and/or providing alcoholic beverages to an individual who is under the age permitted by the state of Vermont is prohibited.
3. Kegs of beer, beer balls, or any container capable of holding more than 144 ounces of alcohol (the equivalent of a traditional 12 pack) are prohibited from College residences.
4. Alcohol games are not permitted. Consumption of alcoholic beverages or possession of an open container of alcohol is prohibited in common areas of student houses, nonresidential College buildings, and out of doors except at authorized College events (under the auspices of Dining Services).
5. Operating a motor vehicle while under the influence of alcohol is prohibited.
6. The use of a false ID or falsifying one's ID for the purposes of purchasing alcohol is prohibited.
7. Publicity and posters for College functions and/or private parties may not mention alcohol or imply that it will be available.

Specific alcohol regulations regarding gatherings in student rooms:

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

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

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

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

13. Alcohol is permitted in student rooms where all occupants are of the legal drinking age of 21.
14. Although underage visitors are allowed in alcohol-permitted rooms, the possession and consumption of alcohol is restricted to those individuals who are 21 years of age or older. Those students who are of age may consume alcohol while underage students are present.
15. When underage persons are found in possession of alcohol in an alcohol-permitted room, regardless of the source of the alcohol, all occupants will be held accountable and subject to disciplinary action for supplying alcohol to minors, and the underage students will also be subject to disciplinary action as well.

Expectations and responsibilities of house event sponsors:

16. House residents who sponsor events or gatherings in their houses are responsible for controlling attendance, noise, cleanup, and encouraging a violation-free environment. Gatherings or events may not exceed a total of 50 people in combined common areas of the house.
17. Sponsors must have a majority of the house members agree to hold the event before the event takes place. If the gathering occurs without house consent, the sponsor of the gathering will be held accountable for any violations that may occur during the event.
18. Students must contact Security with information about their event and name of a contact person. It is expected that students will be cooperative when Security brings a problem or concern to their attention. If violations occur and/or the house does not cooperate with Security, Security will shut down the event. Events must end by 3:00 am.

Summary of Vermont State Law

1. Criminal Offenses:

- a. **Legal Minimum Purchase Age/Furnishing to Minors.** No person shall sell or furnish any alcoholic beverages to any person under the age of 21, or knowingly enable the consumption of beverages by a person under the age of 21. Violators may face a fine of \$2,000 and/or imprisonment for up to two years.
- b. **Falsely Representing Age/Procuring and Possessing Alcoholic Beverages When Under Legal Age.** A person who has not attained the age of 21 may not falsely represent his or her age for the purpose of procuring alcoholic beverages and may not procure nor possess any alcoholic beverages for the purpose of consumption by himself or herself or other minors. Violators may face a fine of not more than \$500 and/or imprisonment for not more than 30 days and may be required to complete an alcohol and driving program at his or her own expense.

2. **Open Container Ordinance.** The Town of Bennington Open Container Ordinance prohibits consumption of alcoholic beverages in streets, alleys, sidewalks, parking areas, and in or on motor vehicles either moving or stationary in any of said places. Possession upon one's person of an open container of such beverage is prima facie evidence of a violation. Violations are punishable by a fine not exceeding \$75.

Civil liability. Individual students, campus organizations, or others hosting parties where alcoholic beverages are served should be aware that, under Vermont law, a person who is injured in person, property, or means of support in consequence of the intoxication of any other person may be able to bring a legal claim for monetary damages against anyone who, by furnishing liquor either negligently or unlawfully, contributed to that person's intoxication. For example, a party host (including an individual student) 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.

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

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

Summary of Vermont State Law

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

Sexual Misconduct Policy

Sexual Assault/Rape

1. **The first 48 hours.** This section provides you (the victim or anyone who knows of an incident of sexual assault and/or rape) with crucial information that may help at a time when action and decision-making can be difficult. You have many options, but the procedures required to protect yourself are not easy to consider. A friend is often good support, and you

may seek support and information from other trained personnel, both on and off campus.

2. **Confidentiality.** Staff members at the College will do their best to respect the need for confidentiality and for you to make your own decisions. However, the rules of confidentiality will not apply if there is a threat to your own well-being or safety or a threat to other members of the College community.

If you are in immediate danger, dial 210 and report the incident to Security. If you are not in immediate need of aid or protection, consider contacting others who will be knowledgeable and helpful to you. Feel free to go to the Student Life, the Health Services, or the Counseling Services offices on campus for assistance. Sexual Harassment Advisors, listed in *College Announcements*, are also available, and can offer information about your options and assist you in notifying the appropriate authorities. During off hours (after 5:00 pm) you may contact the on-call coordinator by dialing 210. You may go to Health Services Monday through Thursday from 9:00 am–7:00 pm, Friday from 9:00 am–9:00 pm, and Saturday from 1:00–9:00 pm.

3. **Medical considerations.** Consider a medical evaluation for your own safety and well-being. If you dial 210, emergency personnel on campus can arrange for you to speak with the College physician who is on call. You will be examined in the emergency room at Southwestern Vermont Medical Center and the College may provide aftercare in Health Services. The medical examination has two goals: first, to treat the full extent of any injuries or physical trauma and to consider the possibilities of sexually transmitted disease or pregnancy; and second, to obtain legally correct evidence in case you decide to report the crime to the police. You may report the crime to the police at any time. However, the College has been informed that evidence collected by the hospital will only be held for up to two weeks and that if you do not choose to have a rape protocol examination within the first 48 hours, you will hinder a prosecution later.
4. **Venereal disease.** Tests for venereal diseases are done at the hospital and may be repeated later.
5. **Pregnancy.** The doctor can review the possibility of pregnancy with you and help you consider your options. You can wait six weeks after your last period and have a pregnancy test, or you can consider the pros and cons of taking a “morning-after” pill. This pill must be taken within 72 hours after intercourse.
6. **Emotional considerations.** We advise you to seek professional help to take care of your emotional responses promptly in order to avoid chronic and long-standing emotional trauma. Initially, you may experience an acute response during which many victims report difficulty sleeping, loss of appetite, pain in the areas affected by the assault, and mood swings with a decrease in ability and/or desire to relate to others. Professional guidance and support is available to help during this acute phase. You may talk to a psychological counselor on campus (to make an appointment, dial ext. 4451, or go to the Counseling Services Office in Commons, north suite). Off hours, you can reach an on-campus counselor by dialing 210 and asking to speak to the counselor on-call. You also have the option of talking to professionals off campus who are trained to respond to the needs of a victim: PAVE (Project Against Violent Encounters) has a 24-hour hotline at

442-2111, and UCS (United Counseling Services) has a 24-hour emergency service at 442-5491.

7. **Legal considerations.** You may want to consider reporting a crime and/or bringing civil action against the perpetrator. You may consult with a lawyer at any time or report a crime to the Bennington Police at 442-1030. You may consult with the state attorney's victim advocate at 442-8116, who serves as an advisor for victims of crimes.

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

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

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

Policy and Procedures Governing Sexual Harassment

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

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

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

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

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

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

1. Sexual assault and/or coerced sexual intercourse.
2. Either explicitly or implicitly conditioning any term of employment (e.g., continued employment, wages, evaluation, advancement, assigned duties or shifts) or educational benefit on the provision of sexual favors.
3. Touching or grabbing a sexual part of a person's body.
4. Touching or grabbing any part of a person's body after that person has indicated or it is known or should be known that such physical contact was unwelcome.
5. Continuing to ask a person to socialize when that person has indicated he or she is not interested.
6. Displaying or transmitting sexually suggestive pictures, objects, cartoons, or posters if it is known or should be known that the behavior is unwelcome.
7. Continuing to write sexually suggestive notes or letters if it is known or should be known that the person does not welcome such behavior.
8. Referring to or calling a person a sexualized name if it is known or should be known that the person does not welcome such behavior.
9. Regularly telling sexual jokes or using sexually vulgar or explicit language in the presence of a person if it is known or should be known that the person does not welcome such behavior.
10. Retaliation of any kind for having filed or supported a complaint of sexual harassment (e.g., ostracizing the person, pressuring the person to drop or not support the complaint, adversely altering that person's duties or work or educational environment, etc.).
11. Derogatory or provoking remarks about or relating to a person's sex.
12. Harassing acts or behavior directed against a person on the basis of his or her sex.

Consensual relationships. Consenting romantic and sexual relationships between faculty and student or between supervisor and subordinate employee are deemed by the College to be very unwise. Relationships between faculty and students, and between supervisors and subordinate employees, are fundamentally asymmetric in nature. Codes of ethics for most professional associations forbid professional-client sexual relationships. The faculty-student relationship resembles one of professional and client. Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with

students there is always an element of power. This is also true of supervisor-subordinate employee relationships. Faculty/supervisors exercise power over students/subordinate employees, whether in giving them praise or criticism, evaluating them through comments, making recommendations for their further studies or their future employment, or conferring any other benefits. Trust and respect are diminished when those in positions of authority abuse this power. Those who abuse their power in such a context violate their duty to the College community.

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

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

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

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

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

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

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

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

- Option #1—Sexual harassment advisors. They may seek advice from a sexual harassment advisor.
- Option #2—Mediation. They may attempt to resolve their complaint through mediation by a College administrator.
- Option #3—Formal Complaint. They may file a formal complaint.

Each of these options is described in detail on the following pages.

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

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

Option #1—Sexual Harassment Advisors

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

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

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

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

Option #2—Mediation

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

B. A written complaint must be filed to the Provost and Dean or the Vice President for Planning and Special Programs, or if the case involves student-to-student harassment, to the Dean of Students. For cases involving complaints against a member of the senior staff of the College and for cases involving complaints against any member of the Sexual Harassment Hearing Committee (SHHC), the complainant must file the mediation request with the President of the College. For a case involving a complaint against the President, the complainant must file the mediation request with the Provost and Dean who will transmit the request to the Board of Trustees. The Board will proceed from that point in a manner it shall solely determine.

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

D. Once a written complaint is filed with one of these College officials, he or she shall appoint an investigator to determine whether or not 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 10 working days of that agreement:

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

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

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

1. In cases where the person complained against is a member of the staff, an additional copy of the record will be kept in that person’s personnel file. This file will also be accessible to the person’s supervisor, the Director of Human

Resources, and others as deemed necessary by the Vice President for Planning and Special Programs.

2. In cases where the person complained against is a student, an additional copy of the record will be kept in a file in the Provost and Dean's Office. This file will be accessible to the Provost and Dean, the Dean of Studies, and others as deemed necessary by the Provost and Dean.
 3. In cases where the person complained against is a faculty member, an additional copy of the record will be kept in the person's personnel file in the Dean's Office, which is available for formal faculty personnel reviews and the President.
- G. A complaint pursued through mediation will be considered to have been resolved when both parties have signed a statement indicating their acceptance of the outcome of the mediation procedure, and the College administrator who has directed the procedure has also approved and signed the statement. A complaint that has been resolved through mediation may not be filed as a formal complaint.
- H. If the complaint cannot be resolved through mediation, or if the administrator determines that the case is not appropriate for mediation, the administrator will refer the case to the SHHC under the formal complaint procedure stated below.

Option #3—Formal Complaint

- A. Any current member of the Bennington College community who believes that he or she has been sexually harassed while a member of the Bennington College community by any other member of the Bennington College community may make a formal complaint against the alleged harasser. Such a complaint must be filed during the time that the accused person is a member of the Bennington College community and must be filed not more than 12 months after an alleged incident. Recognizing that prolonged delay may complicate the comprehensive presentation of evidence in the grievance procedures, prompt reporting of an incident is strongly encouraged.
- B. The Sexual Harassment Hearing Committee (SHHC) shall consist of five members appointed by the President. The nonstudent committee members shall be appointed initially for staggered terms of service varying in length from one to three years, and thereafter for three years. Student members of the committee may be appointed for one, two, or three years. The committee shall be chaired by the Vice President for Planning and Special Programs or an alternate chair appointed by the President. The Chair will vote solely in the case of a tie. The remaining membership of the committee shall consist of two faculty members, one staff member, and one student. Three alternates (one faculty member, one staff member, and one student) shall also be appointed by the President and will serve when any member cannot serve on a particular case.
- C. All formal complaints, except those against a member of the SHHC or the President, must be filed in writing with the Chair of the SHHC. Formal complaints against any member of the SHHC shall be filed in writing with the President, who will appoint a replacement on the Committee, which will then proceed according to the procedure outlined below. A formal complaint against the President shall be filed with the Provost and Dean of the College, who will transmit the

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

- D. The committee has the authority to investigate and conduct hearings for formal complaints of sexual harassment brought directly to the committee by the complainant as an initial complaint and for complaints referred to it pursuant to the mediation complaint procedure (see Option #2 above). In every case, a written statement by the complainant is required.
- E. The Chair of the SHHC may take such interim emergency measures as he or she sees fit, pending the outcome of a case.
- F. The Committee may formulate its own procedures insofar as they are not specified in this Policy and may rely on College resources in the course of an investigation.
- G. Investigation and decision to hear case. The Chair of the SHHC will appoint an investigator who will investigate the charges, make a written report to the committee with a recommendation that the committee hear or not hear the case. The investigator will bring the charges on behalf of the College at the hearing. The investigator will give the written complaint to the person charged. The person charged may submit a written response, which will be given to the complainant before the hearing. The SHHC shall determine, by majority vote, whether to schedule the case for hearing or to issue a notice of dismissal. A complainant may appeal the committee's decision to dismiss a case, in writing within 10 working days of the committee's decision, to the President. The decision of the President is final.
- H. Notice of hearing. The chair of the SHHC will send written notification of the charges, a copy of the complainant's statements, the response of the person charged, if available, and the date and time of the hearing to the person charged. The person charged is required to return the Acknowledgment of Receipt form. The complainant will be notified of the date and time of the hearing. The person charged and the complainant may bring witnesses and one advisor or representative from within the College community to the hearing and is required to name them on the Acknowledgment of Receipt form. Such advisors or representatives in no case shall be legal counsel and will serve as support but will not participate directly in the hearing.
- I. Hearing procedure. Hearings shall not be open to the public. The chair of the committee presides. If the person against whom a complaint has been made, after proper notification, fails to appear, without prior written authorization of the chair, he or she waives the right to appear, and the case will proceed as scheduled. The person charged, the complainant, and the College are offered the opportunity to present their own witnesses and to question one another's witnesses. At the close of the hearing, all parties shall be excluded during the deliberations of the committee. A written history of prior findings of sexual harassment against the person charged will be presented to the committee by the chair if sexual harassment is found, but before deciding sanctions. A copy will be given to the person charged.
- J. Committee recommendation. If sexual harassment is found by the committee, a written notification of the committee's recommendation is sent to the Provost and Dean in the case of faculty members, to the Dean of Students in the case of students, or the Executive Vice President in the case of

non-faculty employees. This recommendation includes sanctions (if any). If sexual harassment is not found, the committee shall so inform the person charged and the complainant.

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

1. In those cases in which the committee recommends that disciplinary action against a nonfaculty employee should be imposed, it may recommend sanctions ranging from a written reprimand to discharge from employment at the College. This recommendation will be made to the Executive Vice President who will decide the case and may implement, modify, increase, or suspend the sanctions recommended by the Committee. The Executive Vice President will send a decision letter and the Committee's recommendation letter to the employee. These letters will also be sent to the members of the SHHC. The staff member may appeal the Executive Vice President's decision within 10 working days to the President.
 2. In those cases where the committee recommends that disciplinary action against a student should be imposed, it may recommend sanctions ranging from written reprimand to expulsion from the College. This recommendation will be made to the Provost and Dean who will decide the case and may implement, modify, increase, or suspend the sanctions recommended by the Committee. The Provost and Dean will send a decision letter and the Committee's recommendation letter to the student. These letters will also be sent to the members of the SHHC. The student may appeal the decision of the Provost and Dean within 10 working days to the President. In cases of suspension or expulsion, a copy of the SHHC letter will be placed in the student's academic file.
 3. In those cases in which the committee recommends that formal disciplinary action against a faculty member should be imposed, it may recommend sanctions ranging from a written reprimand to discharge from employment at the College. This recommendation is forwarded to the Provost and Dean who will then recommend to the President the implementation, modification, increase, or suspension of the sanctions recommended by the committee. The President will decide the case and may implement, modify, increase, or suspend the sanctions recommended by the Provost and Dean. The President will send a decision letter along with the Committee's recommendation letter and the Provost and Dean's recommendation letter to the faculty member. A copy of these letters will also be sent to the Provost and Dean, the members of the SHHC, and the complainant. The faculty member may appeal the decision of the President within 10 working days to the Chair of the Board of Trustees.
- K. Appeals. The President shall determine, in his or her sole discretion, the format of appeals under subparagraphs J1 to J2 above. The President may implement, modify, increase, or suspend the sanctions recommended or imposed and will send his/her appeal decision letter to the appellant. A copy of this appeal decision letter will also be sent to the complainant and the members of the SHHC. The decision of the President is final in all cases.
- L. In the case of faculty appeals under subparagraph J3 above,

the Chair of the Board of Trustees or the Chair's designee shall 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.

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

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

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

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

Nondiscrimination Policy

Bennington College is committed to a policy of equal educational opportunity as defined under applicable law. Discriminatory behavior with regard to age, sex, religion, disability, place of birth, ancestry, national origin, race, color, sexual orientation, HIV-positive status, or any other legally protected category is prohibited. Complaints of discrimination should be directed to the Executive Vice President, with appeals directed to the President.

Information Technology Policy

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

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

electronic mail, or reading others' electronic messages without their permission; attempting to remove or modify computer equipment software or peripherals without authorization; and monitoring network transmissions without the College's consent.

Students found in violation of any part of the Information Technology Policy will be subject to disciplinary action.

Policy on Email for Official College Communications with Students

Electronic mail (email) is an official College communication mechanism with students. Along with other forms of campus communications such as campus mail, students are responsible for receiving, reading, complying with, and responding to official email communications from the College.

All students must register for a Bennington College network ID and email address at register.bennington.edu. All official College communications will be sent to this email address. Students who do not register for this network ID will not receive official College email. Because some official College communications may be sent solely via email, this means such students *will not receive all necessary information from the College*.

The College provides several mechanisms so that students may access their official Bennington email accounts. Although students may also forward their email from their official Bennington email address to another email address, they do so at their own risk. Bennington College is not responsible for the student's receipt of any email forwarded to another email address. *Important:* A student's failure to receive or read in a timely manner official communications sent to the student's official email address does not absolve the student from knowing and/or complying with the content of the official communication.

Faculty may assume that a student's official College email is a valid mechanism for communicating with a student, and faculty may use email for communicating with students registered in their classes. This policy ensures that all students are informed of course requirements communicated to them by email from their course instructors. Students must submit coursework according to the acceptable guidelines established by their instructors.

Family Educational Rights and Privacy Act (FERPA) Annual Notice

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

Student education records may be disclosed to the parents of a student who is a dependent for federal income tax purposes, as defined in Section 152 of the Internal Revenue Code of 1954, without the student's consent. All students will be presumed to be "dependent" students unless the College is notified to the

contrary by the student's return of the nondependency form to the Dean of Studies within two weeks after the first day of classes for the term in which the student enters.

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

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

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

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

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

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

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

Students may not inspect or review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admission, employment, or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in

which case the College will permit access only to the part of the record that pertains to the inquiring student. The College is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

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

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

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

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

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

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

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

Questions concerning FERPA may be referred to the Dean of Studies' Office.

HIV/AIDS Policy

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

1. Health-related information, including HIV status, when voluntarily provided by employees or students, will be kept in confidence in the affected person's medical records at the Health Service, or the Personnel Office in the case of staff.

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

Disciplinary Process

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

Director of Security

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

Dean of Students

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

The Dean of Students or her/his designee will review any alleged violation of Bennington College policy. After reviewing the alleged violation, the Dean will:

- a. handle the case administratively; or
- b. refer the case to the Judicial Committee for adjudication; or
- c. refer the case to the Administrative Review Committees for adjudication; or
- d. Refer the matter to the Chair of the Sexual Harassment Hearing Committee.

Please note:

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

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

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

- a. Investigating the complaint on behalf of the College.
- b. Presenting the results of that investigation to the appropriate judicial body.
- c. Presenting the charges, evidence, witnesses, and the case for the College at all hearings.
- d. Participating in the examination of person(s) charged and witnesses.

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

- e. Recommending a sanction to the Committee.
- f. Presenting the student's disciplinary history.

The Judicial Committee

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

Composition. The Judicial Committee consists of 15 persons: the chair, six members of the student body, and six members of the faculty/staff; ex-officio members of the Committee are the Dean of Students and one of the Assistant Directors of Student Life. A panel of five or more members of the Committee determines each case.

Selection of members. Applications for seats on the Committee are to be submitted to the Dean of Students. Eligible candidates must be full-time enrolled students who are not on academic or disciplinary probation either at the time of their interview and/or during their term of service. All candidates must individually meet with a selection committee composed of two members of Student Council, a Senior House Chair, the Dean of Students, and an Assistant Director. The candidates names will also be sent to the houses for feedback during Coffee Hour via Student Council. The selection committee reviews the candidate statement provided by each candidate and discusses the requirements and responsibilities of the position with the candidates. Open positions may be filled by appointment of the Dean of Students.

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

Terms of office. Student members of the Committee serve for their academic career except in cases of resignation or if the student violates the terms of eligibility. Faculty, staff, and administrators are appointed for two-year terms and may be reappointed.

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

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

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

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

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

In the event of dismissal or resignation, the Dean of Students will select a new member to fill the vacant term. The Dean will consult with the Senior House Chairs and Student Council

when possible. In the case of faculty, staff, or administrators, the Provost and Dean will appoint an alternate to serve.

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

The Administrative Review Committee

The Administrative Review Committee shall hear:

- a. Appeals from the rulings of the Judicial Committee.
- b. Appeals from the rulings of administratively resolved cases.
- c. Any offense referred directly to it by the Dean of Students or the Assistant Director after consultation with the chair of the Judicial Committee and a member of the Administrative Review Committee.
- d. Any offense referred to it by the Dean of Students in cases requiring immediate action.

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

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

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

- a. **Notice of hearing.** The chair of the Administrative Review Committee sends written notification of charges and the hearing date, time, and place to the person(s) charged. Students are required to return the Acknowledgment of Receipt Form by the date specified. Students charged may bring witnesses and one representative from within the College community to the hearing and are required to name them on the Acknowledgment of Receipt Form. A single student cannot serve as both a witness and a representative in the same hearing. Such representatives or witnesses in no case shall be legal counsel.
- b. **Representative.** This member of the College community may accompany a charged student to the hearing. The purpose of a representative is to lend support to a charged student and to help the student remember what happened at the hearing. A representative shall in no case be legal counsel. Representatives may confer with the charged student during the hearing; however, the representative may neither address the committee nor ask questions during the proceedings.
- c. **Witness.** This is a person who has testimony to give pertaining to the case at hand. A witness shall in no case be legal counsel. A witness may be named by either the Student Life staff member bringing the charge or the charged student. If named as a witness, students must appear; failure to do so is in itself a violation of College rules and regulations and will be referred to the Dean of Students for disciplinary action. As witnesses, students will not be present at the entire hearing, but will be called into the hearing at the appropriate time to give testimony. Witnesses will be invited to give testimony by the chair. After giving testimony, witnesses may be asked questions by the Student Life staff member bringing the charge, the committee members, and the charged student. Witnesses may not ask any questions of the student or committee members present. After giving testimony and responding to the resulting questions, witnesses will be dismissed. In some cases, witnesses will be asked to stay in the immediate vicinity of the hearing in case there is a need for any testimony to be clarified.
- d. **Hearing procedures.** All hearings are private and may not be recorded. Hearings are normally held at any time from the first to the last day of classes of each term. All members of the community are expected to be available during this period. If an incident occurs during the final week of the academic term, or the Judicial Committee is unable to meet, the Dean of Students, a member of Judicial Committee, and a faculty member from the Judicial Committee will hear the case for the Judicial Committee, following the regular procedures. If named as a witness, a student must appear; failure to do so is in itself a violation of College rules and regulations and will be referred to either disciplinary body of the College. The information presented and the deliberations entered into by the Committee are expected to be confidential.

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

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

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

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

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

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

- a. newly discovered evidence that could not have been discovered at the time of the original hearing;
- b. violations of procedure at the original hearing; or
- c. appeal of the sanction(s) imposed.

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

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

Note: Parents of a dependent student and the dependent student's advisor will be notified of any violations and sanctions that are found/imposed by the Judicial or Administrative Review Committees. In addition, parents of a nondependent student under age 21 may be notified in the case of alcohol or drug violations.

- a. **Warning.** A written warning letter sent to the student via campus mail warning the student that his or her behavior is not acceptable and that future violations may lead to disciplinary action.
- b. **Reprimand.** A written reprimand sent to the student via campus mail and copied to the student's faculty advisor, advising the student that his or her behavior is not acceptable, that further violations may lead to disciplinary action, and that another infraction will result in parental notification.
- c. **Reprimand with parental notification.** A written reprimand sent to the student via campus mail and copied to the student's faculty advisor and responsible parent(s) advising the student that his or her behavior is not acceptable, referring to past

violations, and advising the student that future violations may lead to disciplinary action including suspension or expulsion.

- d. **Housing Probation.** The student is notified that he or she has been placed on Housing Probation and that further acts of misconduct may result in housing suspension or expulsion, or suspension or expulsion from the College.
- e. **Disciplinary probation.** The student is notified that he or she has been placed on Disciplinary Probation and that further acts of misconduct may result in suspension or expulsion. The student will be on Disciplinary Probation for a specified period. Conditions may be required to be met for the student to be relieved of Disciplinary Probation.
- f. **Suspension.** A complete separation from all College classes, activities, services, facilities, and grounds. Suspension is for a definite period of time, at the end of which the student may petition the Provost and Dean for readmission. Readmission shall be at the sole discretion of the College. Students suspended from the College must leave campus within the period of time specified by the College and may not return unless they have prior written permission from the Dean of Students. Students who are suspended from the College will be responsible for the total College charges for that term.
- g. **Expulsion.** The student is permanently separated from the College. The student is barred from all College classes, activities, services, facilities, and grounds. Expelled students must leave campus normally within the period of time specified by the College and may not return to College premises without prior written permission from the Executive Vice President. Students who are expelled from the College will be responsible for the total College charges for that term.
- h. **Immediate, temporary suspension.** In the event of serious misconduct, the Dean of Students or designee may require that a student leave campus prior to formal disciplinary proceedings. Such action will be taken when the Dean of Students believes that the continued presence of the student on campus is contrary to the best interest of the College community. Immediate, temporary suspension requires that a student leave campus within the specified period of time indicated in the suspension letter. The College is not responsible for any costs incurred due to such action. The student must adhere to the terms of the suspension until his or her case is heard and determined by a disciplinary body.
- i. **Housing suspension or expulsion.** The student loses the right to live in College housing for a specified period of time or indefinitely. The student may not enter any College housing facility for any reason and is permitted on campus only to attend classes, advisor and faculty appointments, and academically related events preapproved by the Dean of Studies. All other buildings and areas on campus are off limits to students suspended from College housing. Students suspended or expelled from College housing will be responsible for the total term charges for room and board.
- j. **Restitution.** Students may be required to make restitution for any damage associated with the disciplinary violation. Failure to pay restitution within the time provided in the sanction letter is a failure to comply with the sanctions imposed and will lead to further disciplinary action. Unpaid restitution also is added to the student's bill and becomes part of the student's financial obligation to the College.

- k. **Restoration costs.** Students are accountable for any restoration costs associated with their actions. Restoration costs may include, but are not limited to: the repair or replace cost(s) for damage to the room, College furniture, or equipment provided; repair, replacement, or costs of any extra work necessary to restore the room to its original condition including extra cleaning, moving, or rebuilding of furniture.
- l. **Fines.** Students may be fined for violating any College policy. The College issues fines for vandalism, parking violations, extra cleaning, and the like. If unpaid, a fine will appear on the student's bill and become part of the student's financial obligation to the College.
- m. **Other.** Mandatory counseling, drug or alcohol testing, off-site assessment, and community service are examples of other sanctions that may be imposed, either alone or in combination with other sanctions or as conditions or disciplinary probation. The student is responsible for any associated costs.

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

Review by the President

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

- a. All cases in which suspension from the College or expulsion from the College is imposed or upheld by the Administrative Review Committee.
- b. Any other case in which the student files a timely appeal from a decision by the Administrative Review Committee.

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

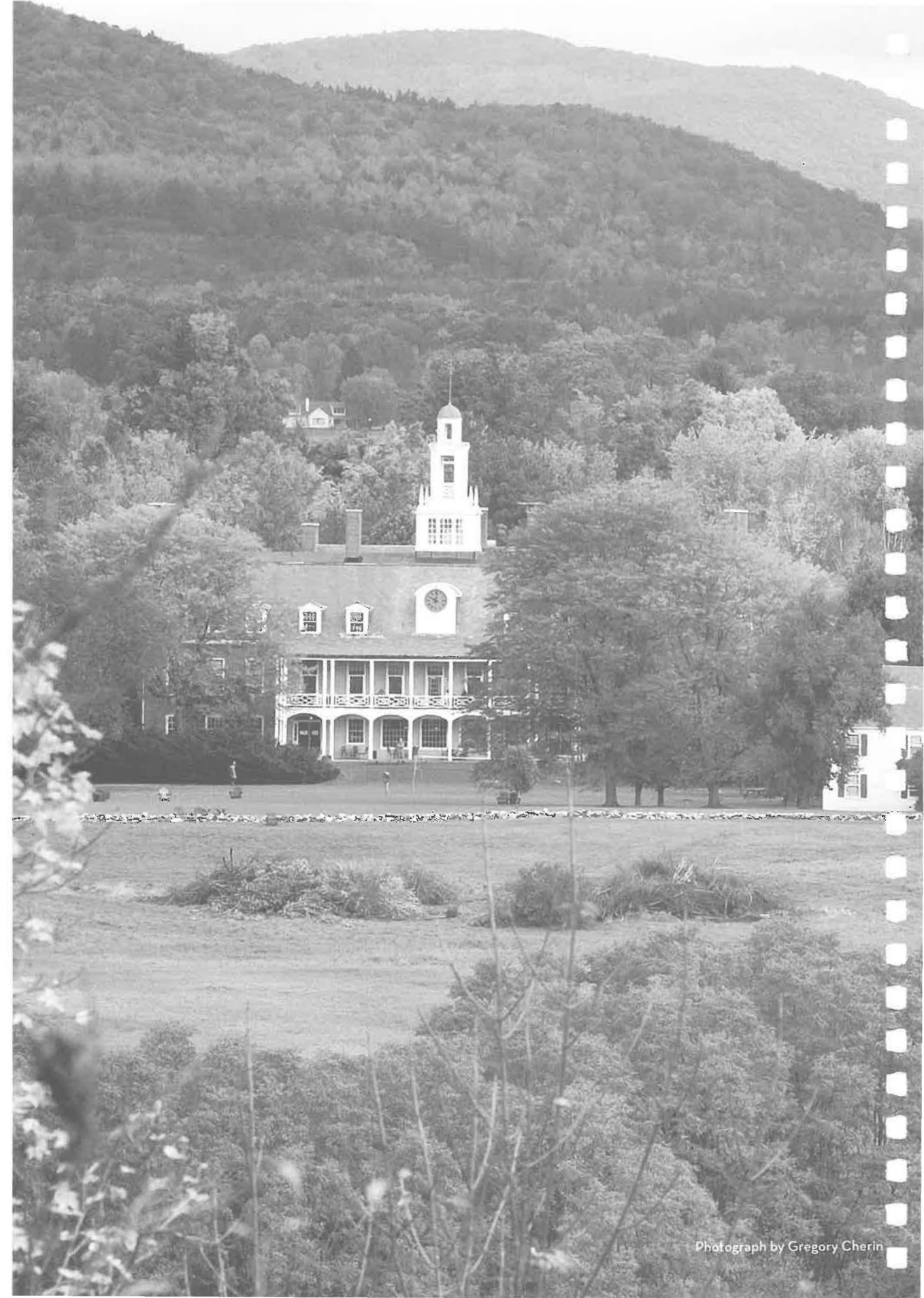
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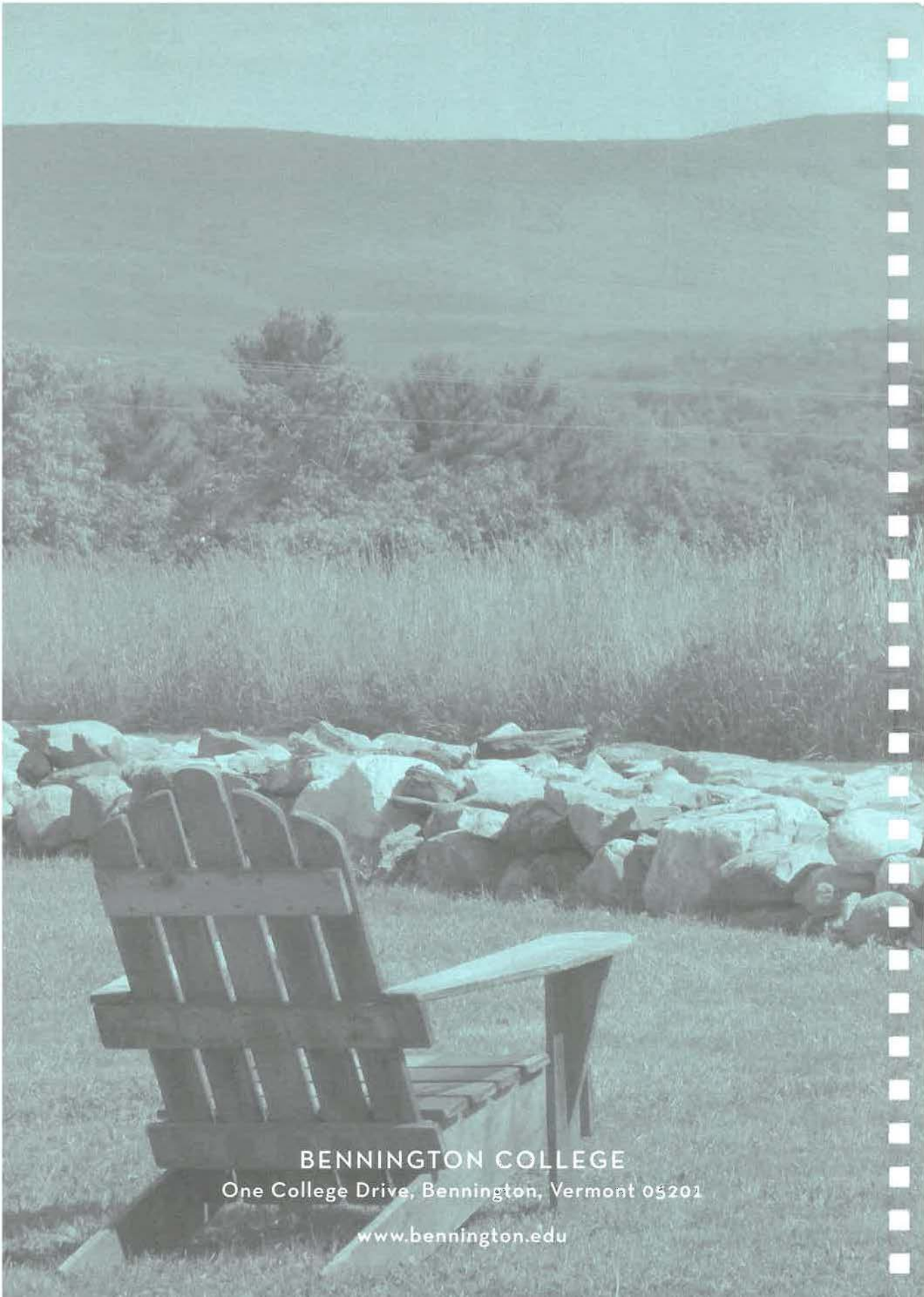


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Bookstore	4361	Program Coordinators	
Business Office	4355	• Audio Visual	4323
College Week	4330	• Center for Creative Teaching	4710
Communications	4743	• Conference Services	4547
Computer Services		• Dance	4547
• Administrative & General Info	4479	• Drama	4547
• Help Desk	4476	• Democracy Project	4376
Counseling Services	4451	• Languages	4411
Crossett Library	4610	• Literature	4376
Dean of Studies	4400	• MFA in Writing	4411
Dining Services	4436	• MATSL	4710
• Dining Hall Dial-a-Menu	8908	• Mathematics	4460
Directory Assistance	8888	• Music	4510
Early Childhood Center	4504	• Sciences	4460
EMERGENCY	210	• Social Science	4376
Facilities Management	4584	• Visual Arts	4549
Field Work Term	4321	Provost and Dean of the College	4406
Financial Aid	4325	Publications	4743
Health Services	4426	Registrar	4404
Housekeeping	4586	Security	4250
Key Room	4446	Shipping Room	4620
Language Media Lab	4474	Student Center	8814
Isabelle Kaplan Center for Languages & Cultures	4376	• Event Manager	4878
Maintenance	4584	• Game Room	8809
Media Relations	4347	• Public Phone	8814
Meyer Recreation Barn	4589	• Snack Bar	4445
Music Library	4512	• Dial-a-Menu	8903
		Student Life	4330
		Telephone Service	4443
		Website	feedback@bennington.edu
		Writing Seminars	4454

For a complete directory, see www.bennington.edu/contact.esp



BENNINGTON COLLEGE

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