

BENNETT COLLEGE FOR WOMEN



Bennett Belle Book **2007–2008**

Welcome to the Oasis!

Bennett College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, GA 30033, 404-679-4500.

Bennett College
900 E. Washington St.
Greensboro, NC 27401
(336) 273-4431
www.bennett.edu

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ACADEMIC CALENDAR 2007-2008
FALL SEMESTER 2007

AUGUST 2007

August 11	Saturday	Fall Semester Begins, Residence Halls open for First Year & New Students
August 11-17	Saturday-Friday	First Year & New Student Orientation
August 13-14	Monday-Tuesday	First Year & New Students: Placement Tests
August 13	Monday	Faculty Return
August 15-17	Wednesday-Friday	First Year & New Students Academic Advising & Registration (8:00 a.m.- 5:00 p.m.)
August 16	Thursday	Academic Advising & Registration for All Students (8:00a.m.-5:00 p.m.)
August 17	Friday	White Breakfast (8:00 a.m-10:00 a.m.)
August 17	Friday	Academic Advising & Registration Continues for All Students (10:00 a.m.-5:00 p.m.)
August 20	Monday	Fall Semester Classes Begin (8:00 a.m.)
August 24	Friday	Registration Closes (Fee imposed)
August 30	Thursday	Add/Drop Deadline Convocatum Est

SEPTEMBER 2007

September 3	Monday	Labor Day Holiday (No Classes)
September 10-14	Monday-Friday	Seniors File Application for Degree
September 21	Friday	Deadline: Removal of Incomplete Grades from Spring 2007
September 21	Friday	English Competency Examination Registration Begins
September 27	Thursday	Deadline: Dropping Courses with DP or DF Grade

OCTOBER 2007

October 7	Sunday	Founders' Day
October 10-12	Wednesday-Friday	Mid-Term Examinations
October 15	Monday	Deadline: Submission of Mid-Term Grades
October 15-16	Monday-Tuesday	Fall Break
October 17	Wednesday	Classes Resume (8:00 a.m.)
October 25	Thursday	Mathematics Competency Examination
October 25	Thursday	Honors Convocation
October 29	Monday	Academic Advising & Pre-registration for Spring 2007 Begins

NOVEMBER 2007

November 2	Friday	Academic Advising & Pre-registration Ends
November 5-9	Monday-Friday	R.E.A.L. Registration
November 13	Tuesday	MAPP for Juniors (8:00 a.m. -12:00 Noon)
November 21	Wednesday	Thanksgiving Holiday Begins 12:00 Noon
November 22-25	Thursday-Sunday	Residence Halls close 3:00 p.m.
November 25	Sunday	Thanksgiving Holiday
November 26	Monday	Residence Halls Re-open (12:00 Noon)
		Classes Resume (8:00 a.m.)

DECEMBER 2007

December 6	Thursday	Last Day of Classes
December 7	Friday	Reading Day
December 10-13	Monday-Thursday	Fall Semester Final Examinations
December 13	Thursday	Fall Semester Ends
December 14	Friday	Deadline for Submission of Grades
December 14	Friday	Residence Halls Close (12:00 Noon)
December 17	Monday	College Closes for Faculty & Students

**ACADEMIC CALENDAR 2007-2008
SPRING SEMESTER 2008**

JANUARY 2008

January 2	Wednesday	College Re-opens / Staff Return
January 3	Thursday	Faculty Return
January 3	Thursday	Residence Halls Open (9:00 a.m.)
January 3	Thursday	Pre-Advising & Placement Tests for First Year & New Students (1 p.m.-5 p.m.)
January 3-6	Thursday-Sunday	First Year & New Student Orientation
January 3 -4	Thursday - Friday	Registration for All Students
January 4	Friday	Academic Advising & Registration for First Year & New Students (8 a.m.-5 p.m.)
January 7	Monday	Spring Semester Classes Begin (8:00 a.m.) Registration Closes (Fee imposed)
January 11	Friday	Add/Drop Deadline
January 17	Thursday	Convocatum Est
January 21	Monday	Martin Luther King Jr. Holiday (No Classes)

FEBRUARY 2008

February 8	Friday	Deadline: Removal of Incomplete Grades (Fall 2007)
February 18	Monday	Deadline: Dropping Courses with DP or DF grade
February 19	Tuesday	English Competency Examination Registration
February 21	Thursday	Honors Convocation
February 27-29	Wednesday - Friday	Mid-Term Examinations

MARCH 2008

March 1	Saturday	Residence Halls Close (12:00 Noon)
March 3	Monday	Deadline: Submission of Mid-Term Grades
March 3-7	Monday-Friday	Spring Break
March 9	Sunday	Residence Halls Open (12:00 Noon)
March 10	Monday	Classes Resume (8:00 a.m.)
March 11	Tuesday	MAPP for Juniors (8:00 a.m. -12:00 Noon)
March 13	Thursday	Senior Day
March 16	Sunday	Charter Day
March 17	Monday	Senior Major Field Achievements Tests (8:00 a.m.-12:00 Noon)
March 21-23	Friday-Sunday	Easter Break
March 24	Monday	Classes Resume (8:00am)
March 27	Thursday	Mathematics Competency Examination
March 27	Thursday	Academic Advising & Pre-registration for Fall 2008 Begins

APRIL 2008

April 9	Wednesday	Academic Advising & Pre-registration for Fall 2008 Ends
April 24	Thursday	Last Day of Classes
April 25	Friday	Reading Day
April 26-30	Saturday - Wednesday	Spring Semester Final Examinations

MAY 2008

May 1	Thursday	1) Senior Grades Due by 12 noon 2) Residence Halls Close (5:00 p.m.) for First Year Students, Sophomores & Juniors 3) Faculty Vote on Senior Degrees (5:00 p.m.)
May 2	Friday	Baccalaureate Ceremony
May 3	Saturday	Commencement Residence Halls Close (5:00 p.m.) for Seniors & Commencement Participants
May 5	Monday	Deadline for Submission of Grades

THE MISSION OF STUDENT AFFAIRS

The Division of Student Affairs supports the mission of Bennett College for Women and provides a co-curricular program of educational development for our students. The Division is committed to creating an environment that encourages the development of the whole student, intellectually, culturally, socially, and spiritually. As educators, we assist students in developing the life skills (integrity, responsibility, self-respect, trust, and accountability) necessary to make effective and informed choices, promoting their well being and preparing them for life beyond the college experience. The Division acknowledges the worth and value of all persons and strives to strengthen community through diversity.

PURPOSE OF THIS DOCUMENT

This document serves as the Student Handbook and is an official publication of the Office of Student Affairs and the College. It is provided to assist each member of the Bennett community in realizing the importance of mutual responsibility and support for the policies, traditions, and future growth of Bennett College for Women.

This information is also intended to help new students become integrated into the Bennett community. It contains pertinent information and instructions regarding conduct, clubs and organizations, the residence halls, and other pertinent information. It is important that it be read carefully to ensure that you understand the standards and conduct expected of a Bennett Belle.

BENNETT COLLEGE'S HISTORY, MISSION AND PURPOSE

History

Bennett College was founded in 1873 as a co-educational institution. Its first sessions were held in the basement of St. Matthews Methodist Episcopal Church in Greensboro, North Carolina. The school was founded through the inspiration of newly emancipated slaves.

The Freedman's Aid and Southern Society of the Methodist Episcopal Church assumed responsibility for the support of the school. Lyman Bennett gave the first ten thousand dollars for the purchase of land and the erection of a building large enough to house the classrooms and serve as a dormitory. Shortly thereafter, Bennett died of pneumonia while seeking funds for the purchase of a school bell. The institution was named Bennett Seminary in memory of Bennett, and the first building was named Bennett Hall.

Achieving college status in 1889, Bennett, as a coeducational institution, graduated men and women who assumed positions of leadership in all walks of life. Two of the first Black Bishops in the Methodist Episcopal Church were graduates of the school. Early in the twentieth century, the Women's Home Missionary Society decided to build a college for the education of Black women. The Board of Education of the Methodist Church offered the Bennett College site for the project. The college was to be operated jointly by the Missionary Society and the Board of Education.

The reorganization of Bennett College was effected in 1926, when it became a senior college for women. The physical plant consisted of nine buildings, occupying thirty-eight acres. There were

151 high school students and 10 college students. The College grew steadily and by 1930, had a population of 138 young women.

Mission Statement

Bennett College is a small, private, historically Black liberal arts college for women. The College offers women an education conducive to excellence in scholarly pursuits; preparation for leadership roles in the workplace, society, and the world; and life-long learning in a technologically advanced, complex global society. As a United Methodist Church-related institution, Bennett College promotes morally grounded maturation, intellectual honesty, purposeful public service, and responsible civic action.

The College welcomes students, faculty, and staff from diverse backgrounds, recognizing that the educational experience is enriched and strengthened when multiple voices are represented and heard. Operating in an interdisciplinary, learning-centered environment, students, working with faculty and staff, will learn to use sophisticated intellectual skills, think analytically, and solve problems in ways that respect a variety of viewpoints and deepen their understanding of different cultures.

At Bennett College, education takes place in an environment of open inquiry where teachers and students are immersed in educational processes that build community, foster authentic research, create knowledge, and advance scholarship and personal empowerment. Students will leave Bennett College prepared for success in the world of work and further studies, possessing a greater appreciation of the history and culture of Africa and the African Diaspora, the struggles and accomplishments of women, and a realization of their own ability and the possibilities to help change the world.

Philosophy

Bennett College's undergirding philosophy is that a high quality college experience should provide its women students with strong academic and co-curricular programs that encourage their personal development, endorse life-long learning, and prepare them to meet the needs of an ever-changing society.

Bennett College values and respects every member of its community. As a United Methodist Church-related institution, the College believes that education should be related to humanitarian ends.

DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs provides a co-curricular program of educational development for the Bennett College student. Extra-curricular activities, programs, and services are offered that meet the academic, social, spiritual and recreational needs and interests of the students. The Division consists of the following areas: Career Services, Counseling Services, Health Services, Recreation and Athletics, Residence Life, Religious Life, and Student Activities. The Code of Conduct is also administered through the Office of Student Affairs, and new student orientation and leadership development are a part of the division's function, as well as the Academic Cultural Enrichment Series (ACES).

STUDENT ACTIVITIES

The Office of Student Activities offers a variety of recreational, social, cultural, educational, developmental and experiential activities for the entire Bennett College community. Students at Bennett College are encouraged to participate in extracurricular activities. Activities are essential to the growth of the whole person. Participation in athletic, religious, and social activities, as well as organizations, positively impacts a student's overall personal and professional development.

The David Dallas Jones Student Union is open seven days a week. It is a multi-purpose center. Cultural, social, and recreational activities are held in the facility. Located on the lower level are the Mail Center, Bookstore, Game Room, Snack Shop, Coffee House and Student Lounge. The game room is equipped with a pool table, ping-pong table, air ice hockey game and television. The Offices of Residence Life and Financial Aid, along with the dining hall are on the first floor. The second floor houses the Offices of Career Services and Student Activities. The Office of the Vice President for Student Affairs is also on this level. The Jones Student Union is a relaxing environment where students can socialize, play cards, a game of pool, and relax in the student lounge.

Student Organization Registration Procedures

Bennett College for Women recognizes that groups of students may wish to form organizations intended to meet social, recreational, educational, political, and/or religious needs. When organizations are compatible with the mission of the College as stated in its *College Bulletin* and *Student Handbook*, the College welcomes and encourages the formation of such groups by its students.

The mission and resources of the College influence the curricula and degree programs offered at the institution, as well as the nature and extent of its extracurricular programs. Although a number and variety of organizations are active on the campus, the College does not have an obligation to register and provide support to all organizations that may seek to become active. The College is not responsible for the behavior and activities of students and student organizations, and is not liable for any debts incurred by individual students and registered student organizations.

The Office of Student Activities provides a systematic procedure for the establishment of student organizations, a variety of consultative and developmental services and resources, and within its capacity, meeting space for organizational meetings and activities. The following are the expectations of the College for student organizations, as well as those services and resources the College is prepared to make available to registered student groups.

Registration for Student Organizations

Students desiring to establish a new organization at the College must complete a New Club/Organization Intent Form obtainable in the Office of Student Activities. During the fall semester, all clubs and organizations must renew their registration with the Office of Student Activities by completing a Student Organization Application.

Conditions of Registration:

- The purpose of the proposed organization must be consistent with the mission of the College for student organizations.
- Registration does not imply College approval or disapproval of the organization or its goals.
- A student organization may not use the College's name, nor an abbreviation of the College's name, in the name of the student organization in such a manner as to suggest that the organization is sponsored by the College.
- The organization's representatives must file an application for registration with the Office of Student Activities, which shall contain, but is not limited to, the following information:
 - ✓ A statement of present or intended affiliation to any other local, state, national, or international organization.
 - ✓ A certification that there are, without question, no limitations on selection of members and customary rights and privileges of membership in the organization as a result of the race, creed, sexual orientation or national origin of the student, faculty, or staff member desiring membership.
 - ✓ The creation of a constitution and bylaws. If the organization is to be affiliated with a national organization, a copy of the national constitution and by-laws must also be submitted, however, the local group must create its own local constitution.

The purposes and activities of the proposed organization cannot be in violation of local, state or federal statutes or of College regulations or objectives as published by the College.

The membership of the organization must consist of currently enrolled students at Bennett College. A minimum of five (5) currently enrolled students is required to form an organization.

- Officers of student organizations must have and maintain a cumulative 2.5 GPA in order to hold office. Exceptions must be discussed and approved by the Director of Student Activities.
- Each semester, all officers must be registered for a minimum of twelve (12) credit hours.
- Officers who fail to meet these academic standards are no longer eligible to hold any office in the organization. Exceptions must be approved by the Director of Student Activities.
- Advisors must be full-time faculty, staff or administrators at Bennett College for Women and must have been employed with the College for six (6) months. Each organization must have one (1) advisor. If, at any time during the academic year, an advisor finds that he/she cannot continue in this role, he/she should immediately notify the Office of Student Activities in writing.

The organization is required to make provisions for the businesslike management of its funds by establishing an organizational account with the College. Accounts for student organizations should

be established in the Business Office and monitored by the organization's advisor(s). Financial obligations of an organization must be met promptly. Forms for deposit and withdrawal of funds are secured from the Business Office. Withdrawals are made when the organization's advisor, and/or president, or treasurer has approved requests. Withdrawal requests must be submitted **ten (10) business days** prior to the date funds are needed.

Approval of an application grants the organization provisional status for a period of five (5) months (August-December/January-May). At the end of each month, each organization must submit a Student Organization Report to the Office of Student Activities. This report should contain information about the organization's activities and any changes in purpose that may have occurred during the semester.

Registered student organizations are eligible to reserve space for meetings and activities according to the guidelines of the Facility Reservation Request Form.

No promotion of the organization or its activities can contain references to "alcoholic beverages," "cocktails," "kegs" or other terms or illustrations descriptive of alcoholic beverages, drugs and/or their consumption or use.

Motor Vehicle Use

Motor vehicles rented or owned by Bennett College may be used only when the appropriate paperwork (requisitions) has been submitted to the authorized College officials. All paperwork must be submitted by the organization's advisor. Motor vehicles owned or rented by Bennett may be operated by the advisor or responsible college official only. Advisors must travel in vehicles being used for organizational purposes. A student cannot drive any college vehicle.

Event Approval Guidelines

Facility Reservation Request Forms should be obtained from the Office of Student Activities. While you are in the Office of Student Activities, it is recommended that you check the date to make sure that your event does not conflict with another event that is already on the calendar. (Dates for concerts, lectures, and traditional events that are of interest to the entire College take precedence over all other activities). The Facility Reservation Request Form must be completed/submitted to the Office of Auxiliary Services ten (10) working days prior to any event. Activities are not scheduled during official **READING** and **EXAMINATION** periods or holiday breaks. The signature of the Director of Student Activities on the Facility Reservation Form indicates the date is available.

The **Facility Reservation Request Form** must be filled out completely and signed by the student and the advisor. The student should then bring the form to the Office of Student Activities for approval. Upon acquiring the signature of the Director of Student Activities, students must get approval from the Director of Auxiliary Services to reserve the desired location for the event. In order to hold an event on campus, it is essential that you contact Auxiliary Services to reserve the desired location for your event. The Director's signature on the Facility Reservation Request Form simply states that the location is available on that date.

In order for further approval for the event, the form must be returned to the Office of Student Activities ten (10) business days prior to the event. Keep in mind that the event must be approved prior to any advertising materials being posted or any type of advertising of the program.

In order to hold an event on campus, it is essential that you contact Auxiliary Services to reserve the desired location for your event. The Director's signature on the Facility Reservation Request Form simply states that the location is available on that date.

All activities are to be supervised at all times by the organization's advisor. There may be cases when the Director of Student Activities, and/or a Student Affairs staff person may assist with this supervision. There are events that require the presence of Public Safety Officers and members of the Guilford County Sheriff Department. The Office of Student Activities will inform you when this is necessary. In those situations, advisors and Public Safety must remain throughout the entire activity. The hours designated for activities should comply with regular residence hall closing hours, unless the Vice President for Student Affairs has granted an extended curfew. The room or area used must be cleaned and ready for use by 8:00 am the next morning. **THE SPONSORING GROUP IS RESPONSIBLE FOR CLEAN UP.**

Off Campus Activities

Off campus activities must follow the same procedures as above. All rules, regulations and The Code of Conduct governing students on campus apply to students off campus. Infractions of the Belle Code of Conduct while off campus will be brought before the appropriate authority. Any vehicle transporting Bennett College students must be driven by a certified Bennett College staff person, whether the vehicle is owned by Bennett College or rented. If a bus is chartered, the company should provide its own licensed driver with liability coverage. Appropriate waivers should be signed as well.

Rights and Responsibilities of Registered Student Organizations

The purpose of this section is to outline the rights and responsibilities of registered student organizations and the process for handling misconduct by members of these groups. Behavior that is unbecoming of a Bennett College student as an individual member of a group or as a group will be investigated. Students and student organizations have a right to expect that the rules and regulations, as put forth in this document, will be enforced. The College expects that students will abide by all guidelines expressed in this document and any other handbooks expressly written for Bennett College for Women. Students are encouraged to get to know the rules and regulations set forth by the College. Unfamiliarity with College policies will not suffice as an excuse for misbehavior. All students are accountable.

This applies to all student organizations at Bennett College. North Carolina state laws, city and county laws, and federal laws apply on the College campus. Violators of any and all of these laws will be subject to various sanctions. If off campus misconduct becomes detrimental to the activity of the College, the stipulations in this document will apply to off campus behavior as well.

Members of student organizations violating local, state and federal laws are subject to prosecution by those authorities and may subject the organization to College disciplinary action.

Rights and Prohibited Conduct

When the Office of Student Activities receives a complaint against an organization, the president and the advisor of the organization will be contacted. The organization will be given the opportunity to identify the members involved in the incident and to show that the organization attempted to prevent the incident from occurring or that the organization had no knowledge of the misconduct. Failure to do any of the above will result in an investigation and disciplinary action against the organization if justified. Organizations will be held collectively liable for the behavior of one or more of its members. All members should understand that their misconduct will result in the sanctioning of the entire organization, as well as the individuals involved. All registered organizations are subject to the requirements of the following:

1. Posting Materials Policies
2. Guidelines for demonstrations on the College campus.
3. Policies on the possession and consumption of alcohol or other illegal substance on the campus.
4. Non-instructional use of space.
5. Facility reservations procedures and the use of that space.
6. Hazing Policy.
7. Student sexual misconduct policy.
8. The College's Code of Conduct.

Registered student organizations shall not willfully:

1. Disrupt or prevent classes, lectures, meetings or other College functions, or interfere with the lawful freedom of other persons, including invited speakers.
2. Falsify or forge official College records or documents; or file documents with the College with the intent to mislead.
3. Incite others to commit any act which is prohibited.
4. Bring charges against another member or organization that are false or are intended to harass or defame.
5. Act in violation of the reasonable and lawful requests of College officials attempting to perform their duties.
6. Unreasonably stop the free movement of any person or vehicle or passageway, entrance or exit.
7. Refuse to leave any College premise after being directed to do so by a College official.
8. Destroy or damage land, buildings, equipment owned or controlled by the College, the personal possessions of an individual or without proper authorization use, remove or fail to return property of the College.
9. Enter any office of an administrator, faculty member, staff member or student's office or room without the permission of that individual.
10. Without permission enter into, or remain in, any College facility for other than an authorized purpose, or remain beyond the prescribed hours without permission from a College official authorized to give such permission.

Procedures: Complaints Regarding Student Organizations

Any member of the College community may file a complaint about a student organization. Complaints must be made in writing to the Director of Student Activities. Complaints by non-

College community members against student organizations must also be made in writing to the Director of Student Activities and will be considered if policy violations are evident.

The Director of Student Activities shall conduct a confidential investigation by interviewing the individuals bringing the complaint and the individuals accused in the complaint. When necessary, the Director of Student Activities may also interview other individuals who have direct and specific information regarding the behavior alleged in the complaint.

The President of the accused student organization in question will have the opportunity to decide if the organization wants to have an administrative hearing or a hearing board made up of representatives from the Community Standard Board. The chair of the hearing board will be determined at the beginning of the hearing.

Once the investigation is complete, the Director of Student Activities will proceed based upon the option chosen by the president of the accused student organization. If the president of the student organization has chosen the administrative action process, as soon as possible after the conclusion of the interviews, the Director of Student Activities will notify the persons filing the complaint and the organization accused in the complaint of the action to be taken. If the president of the organization has chosen to have the charges reviewed by a hearing board, she will be notified of the next available meeting time. The person filing the complaint and the president of the student organization will be asked to attend the meeting. The investigative reports will be copied and distributed to the members of the hearing board. At the hearing, the board will have the opportunity to ask questions of the person filing the complaint and of the president of the accused student organization. Each member of the hearing board, including the chair, will have one vote as to the outcome. The decision will be determined by the majority. If found guilty, the hearing board shall determine the sanction by a majority vote, based on what is outlined in the *Bennett College Student Handbook*.

- **Censure:** A letter of warning shall be sent to the current president of the organization and a copy placed in the permanent file of the organization. If the organization is affiliated with a national organization, that national organization may be copied.
- **Probation:** The organization may lose certain privileges and may be required to perform community service and/or assigned some educational experience which bears some relationship to the offense. While on probation, the student organization will be reviewed and observed. Continual violations of College policies will result in more severe sanctions.
- **Suspension:** Suspension means denial of rights and privileges of a registered student organization for a period of no more than two years. The organization shall lose the privilege of using College space for social and fundraising activities. Once the organization has satisfactorily completed the terms of the suspension, they will be placed on probation for a minimum of one academic year.
- **Cancellation:** The organization shall lose the privilege of being registered with the College. All organizational activities must cease immediately. Members of the cancelled student organization must surrender keys to offices and any other materials associated with being in good standing.

The College recognizes approximately **50** clubs and organizations, including four national Greek letter sororities, which govern themselves through the Pan Hellenic Council. Below is a partial listing.

Departmental Clubs

Association of Black Psychologists
Association for Women in Communications
Belles Business Club
Biology Club
Chemistry Club
Computer Science and Math Club
National Society of Black Engineers
Political Pacesetters
Psychology Club
SNCAE (Student North Carolina Association of Educators)
Social Work Club
Students in Free Enterprise
WITS (Women in True Scholarship)

*Most academic departments have disciplined focused organizations. For more information, contact the department chair of each area.

Music Organizations

Belles of Harmony Gospel Choir
Bennett College Instrumental Ensemble
Bennett College Choir
Handbell Choir
String Ensemble

Publications

The Bennett Banner

Religious Organizations

Belles of Harmony Gospel Choir
Spirit of David
Student Christian Fellowship
United Methodist Women

Service Organizations

NAACP
Student Ambassadors
Student Union Advisory Board
Student Government Association
Queens Association

Honor Societies

Alpha Kappa Mu
Alpha Lambda Delta
Beta Kappa Chi
Lambda Pi Eta
Psi Chi
Pi Gamma Mu
Sigma Tau Delta

Special Interest Groups

Bennett Players
Bennett College Cheerleaders
B.R.I.D.E.
Caribbean Connection
Ecentrique Modeling Troupe
International Club
Ladies of Essence Dance Troupe
Pre-Alumnae Council
Residence Hall Councils
Spanish and Latino Students Association (SALSA)
Rate of Exchange Full Figured Modeling Troupe

Greek Letter Organizations

National Pan Hellenic Council
Alpha Kappa Alpha Sorority, Inc.
Delta Sigma Theta Sorority, Inc.
Zeta Phi Beta Sorority, Inc.

Student Government Association

SGA Executive Board
Senior Class Executive Board
Junior Class Executive Board
Sophomore Class Executive Board
Freshwomen Class Executive Board

POSTING POLICY

Bennett College recognizes the rights of all individuals including freedom of expression. This policy establishes procedures for the posting of advertisements and all other types of printed materials on the campus.

All printed materials are to be posted on bulletin boards. **All printed materials must be reviewed by the Office of Student Activities and stamped with an approval date prior to being posted.** Please bring the original copy to get stamped prior to making copies. All printed materials must be removed from bulletin boards within 36 hours of the event ending. Any material found to be posted in a manner conflicting with the posting policy will be removed and that club, organization or office will be subject to a \$5.00 fine per document. There are two basic types of bulletin boards on the campus.

DEPARTMENT BULLETIN BOARDS

Department bulletin boards include boards that are specifically marked as belonging to a Bennett College department or office. All College departments and offices who maintain bulletin boards should label the bulletin board with a prominent sign indicating "Official Notices Only-Department of _____ (office)."

No printed materials of any type may be posted on departmental bulletin boards without the permission of the department or office that controls the board. The department or office will be responsible for posting appropriate materials on the bulletin board and for removing outdated materials on a regular basis.

COMMUNITY BULLETIN BOARDS:

These include all bulletin boards not specifically identified and marked as belonging to a College department or office. Community bulletin boards are open for the posting of printed materials by any member of the College and the general public with approval from the Office of Student Activities. All printed materials must be reviewed by the Office of Student Activities, and time dated prior to being posted. The organization sponsoring the event will clear all community bulletin boards following the date of the program or activity.

No posters, flyers or printed materials of any type may be posted on walls (interior or exterior), windows, doors, or stairwells of any campus buildings. Community bulletin boards are the only locations for the posting of materials in campus buildings. All improperly posted materials will be immediately removed and destroyed.

No posting of any type of printed materials is permitted on trees, utility poles, signs, building exteriors, or any structure on the campus. Any materials posted in such areas will be immediately removed and destroyed. Those groups may also be penalized.

GREEK LIFE PROGRAMS

Membership Intake Policy

All Greek-Letter organizations on the campus of Bennett College for Women are members of the National Pan Hellenic Council. At all times, NPHC chapters are required to explicitly follow the Membership Intake Process developed by their respective regional and (inter) national leadership. All NPHC chapters are responsible for educating their membership on all membership intake policies and practices. Initiation of the Membership Intake Process will be held during the spring semester of each academic year if eligible organizations elect to participate. When a chapter enters the Membership Intake Process, the following must be done:

- ✓ Complete any and all necessary steps in accordance with the respective Membership Intake Policy of the organization.
- ✓ Notify the Office of Student Activities of the application for membership intake seven (7) days prior to sending the application to the regional and or (inter) national leadership for approval. The Office of Student Activities will keep this information confidential until membership intake is complete.
- ✓ Notify the Office of Student Activities of any changes in and results of the Membership Intake application by the designated deadlines.

The following policies affect service Greek letter organizations:

- All Service Greek-Letter Organizations are members of the Pan Hellenic Council and governed by the policies of the Council, Bennett College for Women and their national organizations. In addition, all groups are members of the Pan Hellenic Council.
- Any student who is enrolled at Bennett College for at least two semesters with an overall grade point average of 2.5 or better and has accumulated (30) semester hours may be considered for membership into a Pan Hellenic Organization. Interested students must be in good financial and community standing. A satisfactory grade in ACES for the previous semester and at least 15 hours of community service are required.
- All Pan Hellenic Organizations must submit a list of all prospective members and receive approval from the Office of Student Activities prior to the membership intake process and prior to submission of any names to national headquarters. Verification of eligibility must be obtained from the Office of the Registrar through the Office of Student Activities.
- The Pan Hellenic Organizations must keep an active membership record on file in the Office of Student Activities.
- Pan Hellenic Organizations may have one membership intake period per academic year during the spring semester.
- Pan Hellenic Organizations are permitted to have membership activities, educational, religious and cultural programs.
- The intake period for Pan Hellenic Organizations shall be a time of service to the College, community, organization and the nation.
- Prospective members must have met all financial obligations to the College in order to be considered for membership. The Office of Student Accounts provides this approval based on a zero balance as reflected through the student balance (amount owed to the College.)

- Prospective members must have a satisfactory ACES grade the semester prior to the intake period.
- Prospective members must have completed a minimum of fifteen (15) community service hours (on record with the College) in order to be initiated into the organization. Service will be verified by the Office of Student Activities.
- The membership intake process shall be a maximum of four weeks. The time of the membership intake period shall be set forth by the administration of the College with due consideration of the requirements set by the National organization.
- There shall be no hazing, inhumane treatment, walking in line, or “Hell Week” for prospective members of Pan Hellenic Organizations. Any violation will result in disciplinary action by the College and the national organizations.
- The Pan Hellenic Council shall consist of at least three (3) representatives from each member organization and their advisors. This policy making body shall convene at least once per month.
- Failure to abide by all rules and regulations of the institution and the Pan Hellenic Council will result in disciplinary action, which may include suspension.
- No off campus sorority or fraternity may carry on business on Bennett’s campus without prior approval of the Vice President for Student Affairs.
- Advisors should be aware of all phases of sorority activities and must know what is going on at all times.
- **The Code of Conduct is extended to off campus activities.**

Bennett College for Women Anti-Hazing Statement

Bennett College for Women will not tolerate or condone hazing in any form.

The College defines hazing as any willful act by one student alone or acting with others, directed against any other student(s) that:

- Subjects the student to indignity or humiliation
- Intimidates the student by threatening or ostracizing her, in public
- Submits the student to shame or disgrace among fellow students
- Discourages the student from remaining at Bennett College for Women or causes her to leave rather than to submit to such acts
- Constitutes a legal assault, by striking, beating, bruising, maiming or any other type of physical violence, which includes threatening to do these acts.

Specifically forbidden hazing activities include, but are not limited to, paddling in any form, creating excessive fatigue, physical and psychological shocks, publicly wearing apparel that is bizarre and not in good taste, engaging in public stunts, morally degrading or humiliating activities, depriving persons of the opportunity for sufficient sleep, forcing or coercing persons to consume alcohol or unusual substances as unprepared food, blindfold trips, inhumane treatment, walking in line or “Hell Week” activities and any requirement that may cause a student to violate the Bennett Honor Code of Conduct, or any College, state or federal laws.

Hazing is forbidden by the College and anyone suspected of hazing will be investigated and may face disciplinary action and legal action.

North Carolina Hazing Law:

14.35 – It shall be unlawful for any student in any college or school in this state to engage in what is known as hazing, or to aid or abet any other student in the commission of this offense. For purposes of this section, hazing is defined as follows: “to annoy any student by playing abusive or ridiculous tricks upon him, to frighten, scold, beat or harass him, or to subject him to personal indignity.” Any violation of this section shall constitute a misdemeanor punishable by a fine not to exceed five hundred dollars (\$500.00), imprisonment for not more than six months, or both.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is responsible for addressing student concerns, planning activities, and supervising various student committees. Executive officers are elected each year, but all currently enrolled students are considered members of the organization. Every student is encouraged to become active in student government through participating in elections, attending meetings, involving themselves on committees and contributing ideas through their elected officials.

A list of officers, committees and the SGA Constitution are on file in the SGA Office and the Office of Student Activities.

STUDENT LEADERSHIP

The Office of Student Activities takes great pride in the development of student leaders. This focus is seen in the College’s mission statement, which reads “The College offers women an education conducive to excellence in scholarly pursuits, preparation for leadership roles in the workplace, society and the world.” The Division of Student Affairs is committed to leadership development. Leadership development is a key component of the Office of Student Activities plan for student development. It is the goal of the Office of Student Activities to achieve national recognition for our leadership programs. Plans include enhancing leadership development in all student organizations and establishing an innovative leadership institute.

The Office of Student Activities offers opportunities to develop and strengthen personal leadership skills. Opportunities offered include training programs and workshops based on nationally recognized books such as *7 Habits of Highly Effective People* and *Who Moved My Cheese*. Team building, programming planning, and fiscal management are also stressed.

All students are encouraged to enhance their leadership skills through experiential learning by taking an active role in student organizations.

POLICY ON SEXUAL HARASSMENT

It is the policy of Bennett College that employees and students regardless of race, color, religion, sex, disability or national origin, be free from sexual harassment.

Sexual harassment is defined as any unsolicited and unwelcomed verbal, or non-verbal expression, and/or physical behavior of a sexual nature, made explicitly or implicitly to an employee or a student. Sexual harassment includes, but is not limited to the following:

- Submission to or rejection of behavior by an individual that is used to make academic, employment or other institutional decisions affecting that individual.
- Behavior that interferes with an individual's work performance, academic activities, student activities, or creates an intimidating, hostile, demeaning, or offensive working and/or educational environment.
- Behavior that suggests disgust or disdain for a different life style or different cultural values.

Disciplinary action will be taken against individuals found by the College to have committed an act of sexual harassment. In other instances, the adjudicating body shall determine whether or not the student or faculty/staff member has violated the Bennett Code of Conduct and/or other community standards. If a violation is found, appropriate action will be taken.

POLICY ON FRATERNIZATION

The expectation of the College is that there be no questionable personal relationships between faculty, staff, and/or students except in the case of those acknowledged by law (e.g. marriage). Such relationships between faculty/staff and students are considered unprofessional conduct and may be grounds for termination of employment for the faculty/staff person involved.

BENNETT COLLEGE SUBSTANCE ABUSE POLICY STATEMENT – GOVERNING STUDENTS

It is the policy of Bennett College that a drug-free educational and work environment be maintained. The College therefore prohibits the manufacture, sale, distribution, possession, or use and misuse of any controlled substance, including alcoholic beverages, as defined in Schedule I through VI of Section 202 of the Controlled Substances Act (21 U.S.C. 812), and further defined by regulation in 21 CFR 1300.11 through 1300.15, or by the North Carolina General Statutes. This policy will govern each student while on any property owned by or under control of the College. In addition, this policy shall apply at anytime during which an individual acts in the course and scope of her enrollment with the College.

It is a condition of enrollment at the College, that each individual shall comply with this **POLICY STATEMENT**, and that she will notify the Office of Student Affairs of her convictions of any criminal drug statute no later than five (5) days after such conviction.

Violation of this **POLICY STATEMENT** will subject a student to disciplinary action by the College up to and including expulsion. Students may be referred for mandatory evaluation and treatment if substance abuse is suspected.

NO-SMOKING POLICY

It is the goal of the College to protect the public health and environment of its students and employees. This is reflected in objective one of the Institution’s Fourth Strategic Goal which states that the College will “provide and maintain a safe and healthy environment.” As an initial step in working toward the attainment of this objective, the College Administration has declared the Bennett College campus a smoke-free workplace. The policy covers the smoking of any tobacco product and the use of smokeless tobacco and applies to students, employees and visitors to the College. All students and employees of the College share in the responsibility of adhering to and enforcing this Policy. They also have the responsibility for bringing the policy to the attention of fellow students, employees and visitors.

The College also supports and encourages individual efforts that will support the achievement of this and other College goals and objectives.

RESIDENCE LIFE

Residency Policy

Bennett College for Women is a residential college and encourages its students to live on campus during their enrollment. Students classified as freshmen and sophomores who do not live within a 50 mile radius of the campus with a parent or guardian **must** reside on campus, regardless of the number of years enrolled. However, the College recognizes that certain circumstances may prevent on-campus living. Such cases will be considered by the administration on an individual basis.

Residence Life provides the student with an important opportunity for learning and practicing the value of group living. Six (6) residence halls house approximately 80% of the Bennett students. The remaining 15% commute and reside off campus. The policy of the College is to encourage students to live on campus at least one (1) year before graduation to assure each student a measure of contact with young women from a large geographical area, and of varying backgrounds and experiences. This fosters an understanding of regional and cultural diversity, and enhances the educational process.

Residents are expected to live by the general academic and social standards of the College as contained in the *Guide to Residential Living*, and all other institutional publications. The privilege of residing in the residence halls can be withdrawn by administrative action, pending investigation and hearing if students fail to adhere to and support residence hall and/or college regulations.

All freshmen are required to sign out of their residence halls when leaving the campus. They must sign in upon their return. Failure to do so will result in disciplinary action.

Residence Hall Policies

Freshwomen Hall Closing and Curfew Hours

Sunday-Thursday	12 midnight
Friday-Saturday	No Curfew

Upperclass residence halls will close nightly at midnight.

Side doors of the residence halls will be locked at all times except the beginning of school and the closing of school, to facilitate moving in and out of the residence halls. Only the main entrance is to be used during other times.

Freshwomen are not allowed to spend the night in halls that house upperclass students and should not be signed out by their Bennett big sisters to reside in Cone or Player Halls. They should not be in these facilities after curfew.

After-Hours Admission to Residence Halls

Students returning to the campus after their residence hall closes are admitted to their residence hall by a public safety officer upon presentation of proper identification. Failure of students to present their Bennett ID to Public Safety or any college official upon request is a violation of the Code of Conduct and may result in disciplinary action.

Holiday Closings

The residence halls are closed during Thanksgiving Break, Christmas Break and Spring Break. Special consideration may be given to international students, student teachers, and others as necessary. All buildings **MUST** be vacated by the Saturdays before Christmas and Spring Breaks by 12 noon.

Policy on Male Guests

All students may receive male guests in the parlors and reception areas of the residence halls. Under no circumstances should men be any place other than the public areas of the residence halls without appropriate authorization from a college official. **Male guests do not have access to recreational areas or to student rooms without authorization.** Any student who invites or accompanies a member of the opposite sex to any assigned room in the residence hall, bathrooms, basement, or any area other than the parlor will be in violation of College regulations and subject to disciplinary action.

NOTE: Male visitors are required to leave the residence halls 15 minutes before the facilities close.

Residence Hall Dues

During the year, each residence hall sponsors academic, social, and cultural programs. To defray expenses, each student is assessed a fee (dues) which is payable at registration. The college reserves the right to change residence hall dues at anytime. Residence hall dues are used to enhance the quality of life for residents.

Overnight Guests

Resident students may have overnight guests with prior approval from the Director of Residence Life and/or Resident Director. The fee for each guest is \$5.00 per night not to exceed three (3) days including weekends. Any residence hall student who fails to register an overnight guest will be liable for the assessment of \$5.00 for each night the unregistered guest is in the residence hall. Overnight guests must observe all residence hall policies and procedures outlined in the *Guide to Residential Living* and other institutional publications. While the College does not encourage overnight guests during the week, permission will be considered by the Director of Residence Life for special occasions. Inter-residence overnight visitation by students is discouraged, but may be

granted if approved by resident directors. Students may not permit **UNAUTHORIZED** guests in their rooms.

Procedures for Room Occupancy

Room assignments for returning students are made in the Office of Residence Life during the spring semester. Assignments are guaranteed as long as all financial obligations to the college are met. Assignments will not be mailed or guaranteed after July 30. If a student does not have an assignment by July 30, she should report for the new term to the fiscal registration arena. The Office of Residence Life, as a part of the registration process, will make assignments if space is available.

Room Changes

Students are not permitted to move from room to room or from building to building without the permission of the Director of Residence Life or her designee. The room change period is determined by the Director of Residence Life each semester. Notices will be posted in each residence hall.

Single Rooms

Single rooms will be assigned based on availability and approval by the Director of Residence Life for an additional charge. Preference will be given to students with documented medical needs. Availability is generally determined after registration.

Vacating Rooms

Seniors should vacate their rooms by 12 noon on the day after commencement. According to the academic calendar, the residence halls will close at 5pm on May 5, 2007 for graduating seniors and other commencement/reunion activity participants. If additional accommodations are needed, prior approval must be received at least 24 hours in advance from the Director of Residence Life.

Room Inspection/Search Policy

College officials, including the residence life staff, reserve the right at any time to enter, inspect, and search college premises, including residence hall students' rooms. The college official conducting the inspection/search will enter with a passkey if permission is not granted, or if the room is not occupied. The staff member has no obligation to delay entry and inspection/search until the student(s) assigned to the room is (are) present. A complete inventory of all items removed, if any, will be made by the person conducting the inspection/search. Any unauthorized items discovered on College property will be confiscated immediately. If necessary, the College will report violations or suspected violations of local, state, or federal laws to the proper authorities.

Housing Configuration

Freshwomen are housed together in three residence halls, Barge, Pfeiffer, and Reynolds. This configuration fosters a sense of unity, cohesiveness, and sisterhood. We also anticipate that this housing pattern will result in a collective class spirit that fosters respect and support. Upperclass women are housed in Cone and Player. Jones Hall, which reopened this year, houses freshmen and upperclass students.

Room Deposit/Breakage Fee

A room deposit/breakage fee of \$100.00 and key rental fee of \$25.00 are charged at registration. The former is a deposit for any damages that may occur during matriculation and is refundable

upon a student's separation from the College (graduation or withdrawal) with the approval of the Director of Residence Life. The College reserves the right to change these fees at anytime.

Room Keys

Room keys are issued by the Resident Director or her designee as a part of the check in process in the residence hall. Returning students must present a valid ID as proof of their completion of the fiscal registration process to obtain a room key.

Key Replacement Fee

Lost keys should be reported to the Resident Director immediately. An additional fee of \$25.00 is required for key replacement. Failure to return the key in person at the end of the term will mean automatic forfeiture of the key deposit of \$25.00.

Common Interest Rooms

All students have access to the kitchenettes, recreation rooms, parlors, and laundry rooms. Parlors are for entertaining guests, television viewing, small gatherings, lectures, and faculty/student discussions. Recreation rooms are for games and other activities. All rooms are to be left in proper condition after use.

Care of Room and Furniture

Student rooms are furnished with beds, desks, and chest of drawers to accommodate all student occupants. Occupants are expected to keep their rooms clean and orderly. Each student is responsible for and shares in the care and protection of the furnishings in her room. Students are not to move furniture from one room to another without permission from Resident Director. Adhesive tape supports are to be used for hanging pictures. No nails or tacks are to be used on walls or woodwork. **STUDENTS WILL BE CHARGED FOR DAMAGE TO WALLS AND/OR FURNITURE BEYOND THAT INCIDENTAL TO REASONABLE WEAR.**

To maintain the outer beauty of the residence halls, students are asked not to place articles on the window sills. Window screens are placed at windows as a deterrent to bugs and prowlers and must not be removed. Violators will be charged the cost of replacement. At no time is any item to be thrown or shaken from a window. Talking, yelling, or leaning out of windows is not permitted.

Conduct in Residence Halls

One of the most important units within a college community is the residence hall. Students are responsible for establishing and maintaining a spirit of cooperation, mutual understanding, and conditions conducive to health, happiness, and effective work. Each individual is responsible for working toward these goals.

Quiet Hours

Reasonable quietness is to be observed in the residence halls at all times. Quiet hours are from 8:00 pm to 8:00 am Sunday through Thursday. Quiet hours for the weekend are 9:00 pm – 9:00 am. Radios, stereos, and televisions are to be played at room volume 24 hours a day, seven days a week. Students are responsible for what goes on in their rooms and are held accountable for noise, misuse of electronics, and abuse of the privilege to reside in the residence halls.

Office Telephones

Residence Hall offices and office phones are for general office business **ONLY. FRAUDULENT USE OF THE TELEPHONES MAY RESULT IN CRIMINAL PROSECUTION AND EXPULSION FROM THE COLLEGE.**

Personal Telephones

Each student will have her own computer line, phone jack and telephone line. Students must supply the actual phone. The fee for the phone line is built into the room charge. While we understand that many of you have cellular phones, please be sure to use the land lines in your rooms.

Pets

Students are not allowed to keep pets in the residence halls or on campus. Local and college health codes prohibit bringing animals into any building. The only exception is guide dogs assisting the blind.

Children

Students will not be allowed to reside in the residence halls with their children. In addition, overnight visits and babysitting in the residence halls is prohibited. If infants, toddlers, and underage relatives are visiting the buildings, their stay should be limited, and they should be accompanied by their legal parent or guardian. Siblings visiting residents must be signed in with the resident director, who has the discretion to approve or disapprove the request.

Electrical Appliances

Safety regulations and sanitary standards require that cooking not be permitted in residence hall rooms. Each room is equipped with a microfridge. To that end, personal refrigerators are NOT necessary.

The following electrical appliances **are not to be used** in the residence hall rooms: non-automatic coffee pots, immersion type heating elements, hot plates, George Forman Grills, toaster ovens, and skillets. Electrical appliances not approved for room use may be used in the kitchens. A fee will be assessed for non-compliance and confiscation may occur for continual violations.

Cooking

Kitchenettes are provided in each residence hall for limited cooking. Cooking is prohibited in the rooms. Food, which is kept in rooms, should be stored in plastic containers with airtight lids.

Fire Safety

The potential for fire is always present in an institutional environment. Each member of the College community is responsible for knowing and adhering to fire safety policies and procedures, including fire drills.

Residence Hall Procedures for Fire Drills

Each residence hall is to select a fire captain and lieutenant. End leaders also function during drills. The captain checks rooms to see that every student is out and that instructions have been followed.

Failure to comply with fire safety measures may endanger the lives of others. Disciplinary action will occur against those in violation of fire safety policies and procedures.

Fire Alarms and Fire Extinguishers

A fire alarm is located on every floor of every building on campus. The fire alarm may be activated manually by pulling an alarm switch. When activated, the alarm will make a loud sound.

WHENEVER you hear the emergency alarm, assume there is a fire and **EXIT THE BUILDING AT ONCE**. Fire extinguishers are also located on each floor of all campus buildings.

If you detect a fire in your vicinity, pull the nearest fire alarm and leave the building. Once outside call Public Safety at 370-8621 and report the exact location of the emergency.

If you are trapped or isolated by a fire, follow these safety measures:

- Contain the fire by closing nearby doors.
- Place rags, paper, or any other available material at door seams to reduce entry of smoke.
- Remain low to the floor.
- Open windows (from top if possible).
- Hang light-colored or other material out of the window or on an exterior doorknob to signal fire fighters for help.
- Do not jump from windows unless instructed to do so by fire officials.
- Remain calm, help will arrive shortly.
- Never attempt to use elevators to escape from a fire.

Evacuation Procedures

When responding to a fire emergency, remember, **“REMAIN CALM, PANIC KILLS.”** Follow these procedures when evacuating a building on campus:

- If feasible, alert anyone else in the immediate area that may not have heard the alarm.
- Proceed immediately to the nearest exit; do not attempt to locate the emergency.
- Make a mental picture of the route you intend to follow to reach the exit. If possible, join with others who are heading toward the same exit.
- Move quickly, but remember: **Stay calm, panic kills.**
- Once outside, move away from the building and go directly to the evacuation assembly area. Remain there until instructions are received from a staff person.

Housekeeping

Housekeeping services are provided for bathrooms, public rooms and hallways . Students are responsible for the upkeep and cleanliness of the rooms and the buildings. Student trash should not be deposited in halls or in bathroom containers for disposal. Outside dumpsters are provided for this purpose.

RECREATION AND ATHLETICS

Recreation and athletics are integral components of any higher education endeavor. The department of recreation and athletics provides an array of activities and programs for the wellness and holistic development of the students of Bennett College for Women. Fitness activities such as aerobics and the Spring into Fitness program have been implemented to assist each student with her nutritional and fitness goals.

Basketball is offered as the only intercollegiate sport currently and Bennett is a member of the United States Collegiate Athletic Association (USCAA). Future additions to the athletic program will include volleyball, track, and cross-country.

OFFICE OF CAREER SERVICES

The Office of Career Services supports the mission, academic programs, and the advancement of the College. It is designed to stimulate the professional growth of each student by providing assistance with career planning and placement options, career development, and experiential opportunities to address the issues of career selection and preparation. The department assists the College in ensuring that students are prepared for the world of work after graduation and provides programs that implement skills and tools that will assist with their transition.

Through the efforts of this office, students develop an awareness of identifying, assessing and understanding their interests, personality traits, and capabilities in relation to their career choices and work performance. Career Services will work in collaboration with academic departments, student services, other campus divisions and external constituencies to augment the student's career development.

Services include recent graduate and alumnae placement, general career development programs, and special career planning workshops and seminars. Providing and arranging internships and other cooperative arrangements with area employers is also a service. The department plans and conducts the annual Graduate and Professional School Day, a Fall Job Fair, in collaboration with the North Carolina Career Consortium, Alumnae Career Forums and oversees the Academic Cultural Enrichment Series schedule. Hosting campus recruitment visits by graduate schools and prospective employers, and maintaining and posting current listings of summer, part-time, permanent and seasonal employment opportunities assist students who are seeking to supplement their income while enrolled.

Students who desire to rise above the competition during their career search would be wise to develop qualities most sought by employers. Businesses, industries and government agencies have been consistent in what they consider top skills such as energy, drive, enthusiasm, initiative, communication and leadership skills, to name a few. Regardless of the job market, employers hire candidates who can complement their work-related skills and experience with the interpersonal and communication skills that are essential to workplace success.

The Office of Career Services is one of the student's fundamental links between college and their future endeavors. The department embraces its responsibility to target their needs so that the student may establish meaningful and satisfying career plans that are in-line with their education, experiences, personal principles, beliefs and aspirations.

ACADEMIC CULTURAL ENRICHMENT SERIES (ACES)

History

When Bennett College was co-ed, long before it became a women's college, it was felt that graduates of Bennett College needed more than "book learning" and intellectual discourse to be successful. Bennett College graduates needed to be well-rounded; the whole person needed to be prepared to deal with the ever-changing world. Therefore, as students, they needed to have

opportunities to come together as a community and have common cultural and spiritual experiences. Thus, special convocations, lectures and seminars, now called Academic Cultural Enrichment Series became a part of the Bennett Way of Life.

Throughout her existence, Bennett College has always afforded her students with opportunities to interact with well-known personalities and dignitaries. Female “movers and shakers”, artists, performers, political figures and spiritual leaders have graced our campus and impacted the lives of faculty, students and members of the local community. These experiences afford students the opportunity to enhance their cultural and intellectual development, learn how to appreciate and accept ideas and beliefs different from theirs, learn how to listen and in general, acquire behaviors that often make a significant difference in how one is perceived and accepted by others. Bennett students, by way of ACES, in a community setting, learn those things that easily identify them a woman—a Bennett woman— who knows what is appropriate.

Procedures

Students are to follow all procedures as written to receive credit. You are to attend all events on time and if you arrive later than 15 minutes after the program begins, you may not enter the Chapel and will not receive ACES credit. At the conclusion of the program, all student attendees, marshals and program participants must present an ID card with the current semester sticker for scanning. It is the student’s responsibility (not the scanner’s) to confirm that your information is correctly displayed on the computer monitor. If your ID card is lost, damaged or is invalid, please see Ms. Odessa Oglesby as soon after the program as possible, but no later than 2 business days after the program. You may not present an ID card for another student. It is the responsibility of the student to confirm attendance and to follow up on ID issues or concerns by two (2) business days. You will not be allowed to go to your room or off-campus residence to retrieve your ID card to receive credit.

Grading

The ACES attendance requirement is applicable to all full-time students for each semester you are enrolled. Each program is assigned a point value of 1 or 3. A grade will be awarded during a semester based on the total points earned. To receive a grade of “S” (satisfactory), you must attain seventy-five percent (75%) of the ACES program points in keeping with the College’s class attendance policy. If you fail to achieve the 75% total, a grade of “U” (unsatisfactory) will be earned.

Attire

Standard attire for ACES programs includes dresses, skirts, business dress pants and pant suits. These items should be suitable for work, internships, presentations and participation in business and academic functions. Students wearing jeans, khakis of any color or corduroy pants, midriff-baring tops, ankle or drawstring pants or shower shoes will not be awarded credit. Dresses, skirts and skirt suits are required attire for formal convocations which include *Convocatum Est*, Founder’s Day, Honors Convocation, Senior Day and Charter Day. Credit will not be awarded for pants or pant suits.

Conflicts

If there are circumstances which prevent you from attaining the seventy-five percent (75%) quota of points for the semester, you must apply for an attendance waiver during the first six (6) weeks of each semester by the deadline. If you are granted an ACES waiver, you must earn 50% of the total

points required. **FAILURE TO COMPLETE THIS REQUIREMENT WILL RESULT IN AN UNSATISFACTORY GRADE FOR THE SEMESTER.** To apply for an ACES waiver or to discuss extenuating circumstances, see Ms. Yolande Johnson, second floor - Student Union by the deadline. ACES waiver requests are subject to approval and must be requested each semester.

ACES Contingencies

You may not receive academic honors during Honors Convocation or apply for membership in any national sorority sanctioned by the College, if you earn a grade of “U” in the prior semester. To run for a class office or SGA office, your ACES grade must be “S” for one semester prior to your application. In addition, students who receive a “U” in ACES during their last semester will not graduate with honors.

Appeals

If you have a concern about receiving credit for attendance, you have 2 business days after the date of the program to complete an appeal form in the Office of Career Services for review. You should receive a response within 3 business days, if applicable. It is your responsibility to check with the Office of Student Affairs or Career Services if you have questions about receiving credit. .

COUNSELING SERVICES

The Counseling Center gives students a safe, relaxed and confidential place to work through individual challenges and stressors. The goal is to provide quality counseling and mental health services to enhance success and intellectual, social and personal growth. The department works with students to help improve self-awareness, understanding and skills for handling difficult situations.

Services include individual, short-term counseling; support groups; crisis intervention; psychological consultation; outreach and training; peer education programs; resources and referrals. These services are available to all Bennett College students. Students who require extensive counseling are referred to off-campus mental health agencies. Fees for consultation and referrals are the responsibility of the students and/or their parents.

Bennett College sponsors a comprehensive program to support all Freshwomen as they make the transition to college life. The Counseling staff provides special assistance in addressing issues and concerns that may be unique to new students.

The Counseling Center hours are 8:30am to 5:30pm, Monday through Friday. Later appointments may be arranged. The Center is located on the upper level of the Catchings Complex in the Student Health Center.

**Note: In circumstances concerning threat or danger to self or others, confidentiality may be superseded by a concern for the welfare of the individual and/or others.*

HEALTH SERVICES

Bennett College recognizes the importance of physical and mental health. Each student has the privilege of using these services and the responsibility of familiarizing herself with the general operating procedures of this department.

Alsie Trammell Student Health Center

The Alsie Trammell Student Health Center's mission is to enhance the educational process by modifying and/or removing health-related barriers. Located in the Catchings Complex, the center promotes an optimal level of wellness; enables individuals to make informed decisions about health-related concerns, and empowers individuals to be self-directed consumers of health services. There is no charge for services received at the center. The College Physician is available in the Center four days a week, and a registered nurse is available Monday through Friday.

Health Requirements

Prior to entering the college, each student is required to submit a report of her medical history, which must include a physical examination by a licensed physician and proof of required immunizations in accordance with the North Carolina Immunization Law, G.S. Article 6, Part 2 which states the following: Every child present in this state shall be immunized against diphtheria, tetanus, whooping cough, poliomyelitis, red measles and rubella.

If a new student does not submit record of her physical examination and a **complete record** of immunizations signed by a licensed physician during the registration process at the beginning of the semester, she has thirty (30) days from the time of enrollment to submit these records. Failure to submit these documents within this thirty (30) day grace period may result in suspension from classes until all requirements are met. Students who reside on campus will also be required to move out of the residence hall. The Center must have complete immunization records on each student including three (3) Tetanus -Diphtheria (TD) (the last one within 10 years), 2 MMR (Measles, Mumps, Rubella) vaccines, 3 Polio vaccinations, Meningococcal immunization, and a TB skin test with results done during the year of College admission. ***Note: A PPD is the only acceptable tuberculin test in the state of North Carolina.***

Emergencies After Hours

Report urgent problems to the Resident Director or Resident Assistant. She will assess the situation and determine the next steps. In an extreme emergency, contact Public Safety at 370-8621. They will contact 911. **Students, faculty and staff should not call 911 directly.** This may negatively impact their response and possibly delay service.

Student Insurance

It is highly recommended that each student have medical insurance and provide documentation of policy coverage in her health records. The College provides a policy for all full-time students, but it is designed to be a limited supplemental plan to one's primary policy.

What To Do When You're Sick

Students should not remain in the residence halls while seriously ill without being in contact with the Health Center. **Under no circumstance should another student telephone the parents of a student who is ill.** This is the responsibility of the student or a College official. A cooperative

effort between the Health Center, Residence Life, Public Safety and the student is necessary to ensure immediate and efficient health care and safety for Bennett College students.

Communicable and Infectious Diseases

Students that are diagnosed as having a communicable or infectious disease by the College Physician or other healthcare provider will be sent home until the incubation period is over, or as directed by the College Physician. The College Physician will clear the student to return to the residence hall and class. Students suspected of having a communicable or infectious disease who have not been seen by the doctor will be isolated in their rooms. Students having a communicable or infectious disease or exposed to a communicable or infectious disease will be advised as to proper courses of action for treatment and/or prevention. Examples of such conditions include chicken pox, measles, hepatitis, etc.

Confidentiality

All student health records are kept confidential, according to HIPAA Compliance Law & The Security and Privacy Regulations in North Carolina. Health records may not be released without written permission from the student if she is 18 years or older, or the parent, if the student is under 18 years. Injuries sustained during a violation of college policy or that endanger the welfare of the community, including the student involved, will be communicated to the appropriate staff member (i.e. Vice President for Student Affairs).

Excuses

Excuses are granted on request for legitimate illnesses. Students are encouraged to come to the Health Center for any illness that may cause her to miss class. If the student feels that she is too ill to come to the Health Center, she should notify the Center by telephone (336) 517-2230 or through the Resident Director or Resident Assistant. **Students are required to call on the day of the actual missed class.** Excuses will not be granted if appropriate documentation is not on record.

An excuse may be granted if class is missed due to a visit to the College Physician during regular clinic hours. If a student becomes ill at home and is unable to attend classes, the student, parent, or her guardian should notify the Health Center and the Office of Student Affairs as soon as possible. Excuses for family emergencies or illnesses are obtained from the Office of Student Affairs.

Referrals

Referrals to other physicians and health care facilities are made as necessary by the College Physician or in the case of an urgent or emergency situation, the Director of Health Services if the physician cannot be reached. Referrals may also be made at the request of the student. The Health Center staff may make the initial contact to the referral resource. Parents of students under the age of 18 are notified before the referral is made. Students 18 years old and over are responsible for notifying their parents about the referral.

All dental-related problems are referred. A choice of dentists is given to the student, who will make her own appointment. In some cases, the nurse may facilitate the contact.

Fees for consultation and referrals are the responsibility of the students and/or their parents.

Pregnancy Policy

Pregnant women who live in the residence halls must arrange for off-campus housing at the end of the fifth month of pregnancy. The College may consider allowing a student to remain on a case-by-case basis. In addition, appropriate documentation must be on file in the Health Center to assure that the student is not at risk. Students living off-campus need to report to the Health Center on a regular basis.

Failure to comply with the policy for expectant mothers will result in disciplinary action, which may include removal from the residence hall.

RELIGIOUS SERVICES

Campus Ministry Policies and Procedures

The Office of The Chaplain (Campus Ministry) adheres to the policies of the Office of Student Activities. In scheduling events, the On-Campus Student Activity Approval Form must be completed and returned 10 calendar days prior to a proposed scheduled event. A description of the event, participants, date and facility requested is required. A separate Facilities Request Form is to be filled out and turned in to the Director of Student Activities along with the Student Activity Approval Form. Scheduling of facilities also applies to meetings and/or rehearsals for upcoming events.

For events not sponsored by the religious based student organizations, the Office of the Chaplain also requires additional information in order to schedule an event. When inviting speakers to campus, the office will need the following: the name of the guest speaker, phone number, name of home church/ ministry, pastor and contact information, and a sample of their sermon (audio or videotape). In order to facilitate this process, please do not wait until the last minute to make preparations. All information must be submitted 30 days prior to the proposed activity, in the event an alternate speaker must be secured.

In planning events, please let us be mindful of our sisters and other Bennett Community members. We will, as best as possible, attempt not schedule services, programs and events when other activities have been planned.

Fliers for all activities to be posted must be reviewed by the Chaplain before taking to the Student Activities Office. The fliers/posters must be approved and stamped by Student Activities before they can be officially posted. Announcements without proper authorization will be removed from display.

No off-campus ministries and/or ministry representatives are to be invited to the campus to conduct or participate in any type of Bible study, worship services, support and discussion groups or hold any gathering without prior timely and appropriate notice of intent for consideration and proper approval from the Office for the Chaplain.

NOTE: The Chaplain, in conjunction with the Vice President of Student Affairs and/or the President, reserves the right to cancel or to close out any event which goes beyond the scope of the intended program.



**Office of the Chaplain
Bennett College
Guest Speaker Request Form**

The Office of Campus Ministry is excited about your interest in bringing outstanding speakers to share with the Bennett College community. In order to facilitate their coming, the following information will be needed prior to the scheduling of the event featuring them.

Academic Year: _____

Date requested: _____ Date of Event: _____

Name of guest to be considered: _____

Contact phone number: _____

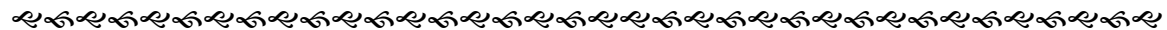
Name of home church or ministry: _____

Name of pastor: _____

Contact information: _____

Please provide a sample of a message delivered by the speaker. This may include audio-tape, videotape or written manuscript. _____

Name of person making the request: _____



I understand it is the responsibility of this organization to provide all requested information. I further understand that an event will not be scheduled if this information is not secured.

If the approved activity is not held or the date is changed, I must notify the Office of Campus Ministry within three days prior to the event and the Office of Student Activities. I recognize it is also my responsibility to contact all the participants in the event and to notify the community of the change.

Responsible Officer's Signature: _____ Phone: _____

Office/ Position: _____ Email: _____

On Campus Faculty/Staff Advisor: _____

Phone: _____ Email: _____

FOOD SERVICES

The College's Dining Services provider is Sodexo Campus Services. A variety of meals are planned daily to address the dietary needs of students.

The College Dining Hall serves three (3) meals Monday-Friday and two (2) meals on weekends (cafeteria style), which are available to all resident students. Non-residents can purchase meals at a nominal fee. Dining Hall hours are as follows:

Monday-Friday:

Breakfast – 7:00am – 9:00am
Lunch 11:30am – 1:30pm
Dinner 4:30pm – 7:00pm

Saturday and Sunday:

Brunch – 9:00am – 1:00pm
Dinner 4:30pm – 6:00pm

All resident students are required to be on the meal plan and are to present a valid student identification card to gain access and eat meals. Those with special dietary needs should consult the staff in the Dining Hall regarding this matter.

PUBLIC SAFETY

To ensure the safety and security of the Bennett College community, the College employs individuals as Public Safety officers. The Department of Public Safety operates 24 hours a day, 7 days per week, and can be contacted by calling extension 8621. Off campus callers must dial 370-8621.

To carry out its protective role, Public Safety is responsible for the following:

- ◆ Securing all campus buildings and property and for presenting to the administration of the College a plan for effectively implementing their services;
- ◆ Responding to emergency situations in an expeditious manner. Knowledge of such situations may be witnessed by campus Public Safety during patrol or in field contacts. They may also be reported by the Resident Directors if an emergency occurs in residence halls, or by faculty, staff, or students if an emergency occurs on the campus grounds or in classroom buildings.
- ◆ Escorting students safely to residence halls after doors have been locked and maintaining records of the names of those students. These records are available to appropriate college officials upon request.
- ◆ Addressing students who have been disrespectful by use of profane and abusive language, disruptive behavior, or failure to respond to admonition when caught in an act of violation of the Bennett Honor Code of the Code of Conduct.
- ◆ Maintaining accurate records of visitors to the campus by implementing a sign-in/sign-out procedure with name and location of person(s) to be visited. These records should be available to appropriate college officials upon request.
- ◆ Maintaining a professional relationship with students.
- ◆ Responding to medical emergencies as communicated by the College Physician, Director of Health Services, or other college officials.

Responsibility of Students

- ◆ Students should **not** fraternize with Public Safety Officers. When on duty, officers should remain focused. Idle conversation could prove distracting.
- ◆ Students should report any nuisance or badgering immediately to a Public Safety Officer, who will report any violations of College regulations to the appropriate College official.
- ◆ Students should not bring weapons of any kind on the campus. It is a criminal offense for anyone other than authorized on-duty law enforcement personnel to have weapons on any college property.
- ◆ Students should not walk alone in isolated areas of the campus. A Public Safety escort is available by calling 370-8621. Understand that the response for escort may not always be immediate.

MOTOR VEHICLE REGULATIONS

General Regulations

The operation of a motor vehicle on the Bennett College campus is a privilege granted by the College to juniors and seniors. Violations of this campus policy may result in the loss of parking privileges.

Bennett College assumes no responsibility for the care and/or protection of any vehicle (or the contents of the vehicle) while parked on the campus. Vehicles owned and/or operated by Bennett College employees or students are required to be registered with a current parking permit properly displayed. Students must secure parking permits from Public Safety. **(The student parking permit fee is \$60.00.)** Bennett College employees are to secure permits from Public Safety between 8:00am – 5:00pm, Monday – Friday. **Motor vehicles must be registered within 72 hours after the official beginning of classes for the academic year.** Motor vehicles acquired during any part of any semester must be properly registered within 72 hours. Visitors may secure visitor passes in the Public Safety Office.

Motor Vehicle Registration Requirements

In order to register motor vehicles, an applicant must present:

1. Valid Driver's License
2. Registration Card
3. Name, address & policy number of the insurance company (North Carolina law requires collision and liability insurance).

Individuals with outstanding parking tickets are not able to register their vehicles on campus.

Permit Display

1. The Official College Permit (decal) must be displayed hanging from the rear view mirror.
2. Permits are not transferable and must be removed from the vehicle immediately upon change of ownership, or as soon as the registrant is no longer connected with the College.

Regulations for Moving Vehicles

1. At no time should the speed limit on campus exceed 15 m.p.h.
2. Pedestrians always have the right-of-way.
3. The following are traffic violations:

of Auxiliary Services at least 72 hours prior to the event. Event cancellations can be submitted electronically or telephonically. The Office of Student Activities must also be notified. Failure to cancel a reservation may result in suspension and/or termination of the right to request or reserve space.

MAIL CENTER

Mail Center Hours

Monday - Friday
8:00 a.m. – 5:00 p.m.

Service Window
Monday – Friday
9:00 a.m. – 12:30 p.m.
2:00 p.m. – 5:00 p.m.

Mail Center Location

We are located in the basement of the David Dallas Jones Student Union.

Staff

Mail Services Specialist
Phone Number: (336) 517-2214
Fax number: (336) 517-2211

Mailboxes

Each student is provided with an exclusive mailbox. You should remember your combination and keep it confidential.

Mail Delivery

Mail is distributed to students' mailboxes daily. All packages are treated with the utmost care and consideration. If you receive a Package Notification Slip in your mailbox, you must present your College ID to receive your delivery. To avoid any delays in the receipt of your mail please ask that your mail be addressed in the following manner:

(Your Name)
(Your Box Number)
Bennett College
900 E. Washington Street
Greensboro, NC 27401

Services Provided

A postal service drop box is located near the service window for all stamped mail. Stamps and envelopes may be purchased from the Mail Service Specialist. UPS, copying and faxing services are also available.

TELECOMMUNICATION & CABLE TELEVISION

Residence Hall rooms are equipped with two telephone jacks and one cable connector. Report problems with your telephone or cable service to your Residence Director. Please

provide name of residence hall, room number, telephone number (if applicable) and nature of problem i.e. no dial tone. The majority of the problems with telephone features or voicemail can be resolved by Auxiliary Services staff and will be corrected as quickly as possible. Service calls to telecommunications or cable vendors may take 1-3 days.

To access your Voice Mail follow these simple instructions.

From your campus telephone: (1) Dial 8686, (2) Enter your 4 digit pass code which has been set as the last four of your residence hall telephone number, i.e. 1234 You will now need to set up your personal message and pass code. Use your new pass code when accessing your voice mail in the future.

From off campus: (1) Dial 370-8686, (2) Enter your 7-digit telephone number, i.e. 517-1234, (3) Enter * and your pass code

TRANSPORTATION

Each semester you will be issued a Higher Education Area Transit (H.E.A.T.) card. This card will allow you to use routes connecting the Greensboro college campuses with each other and downtown Greensboro and Friendly Center. Your H.E.A.T. card will also allow you to use other services provided by the Greensboro Transit Authority.

Bus schedules and routes will be posted at the Mail Center and in the Public Safety Office. Bus stops for this service are located on Washington Street (near Office of Public Safety) South and North side of Washington.

Lost cards should be reported immediately to the Director of Auxiliary Services. Replacement cards will be provided for a fee of \$10.00.

VENDING SERVICES

Bennett strives to maintain a balance of nutritional and healthy snack and beverages in our vending machines. Greensboro Vending and Coffee Company maintains all the snack machines. Coca-Cola Bottling Company provides soda and soda vending machines for the campus.

Call the College Operator at 517-2100 to report malfunctioning equipment or machines that are out of product by indicating:

- Problem (i.e. need product, taking money)
- Type of vending (i.e. soda: bottle/can, snack, juice)
- Building name and floor

You may obtain a refund for money lost in the beverage or snack vending machines from the Office of Public Safety, the College Operator located on the first floor of Race Administration Building or your Resident Director. You will need to indicate your name, amount of money lost, date and location of machine.

Beverage and/or Snack Machine Locations

Robert Jones Hall	David Dallas Jones Student Union
John Race Administration Building	Laura Cone Hall
Public Safety Office	Ida Goode Gym
Pfeiffer Hall	Willa Player Hall
Ethel Black Hall	Henry Pfeiffer Science Building
Annie Merner Hall	Carrie Barge Hall
Jessie Reynolds Hall	

ACADEMIC INFORMATION

Class Attendance Policy

Bennett College recognizes the positive effect of class attendance and participation on academic success. Regular and punctual class attendance is expected of all students. An instructor will drop a student from a course for excessive absences, which is defined as failing to attend 80% of scheduled class meetings. A student dropped from a course for excessive absences will receive a failing grade. For more details on this policy, please see the *College Catalog*.

Procedure for Resolution of Academic Problems

Students having academic problems and concerns are advised to follow these steps:

1. Discuss the problem(s) with your instructor(s) and with your academic advisor.
2. Talk with the chairperson of the department, or have your advisor contact the chairperson.
3. If necessary, talk with the chairperson of the division offering the course(s).
4. If the issue is still unresolved, consult the Associate Vice President for Academic Affairs.
5. If the issue is still unresolved, appeal to the Vice President for Academic Affairs.

Withdrawal from the College

All withdrawals from the College in any semester must be made through the Office of the Registrar. Students must have exit interviews with Academic Affairs and Student Affairs to complete the withdrawal process. The signatures of the vice presidents (or designee) in these areas must be on the official withdrawal form if it is to be honored. There are also a number of other signatures that must be obtained in the process. Once the form is completed, the student must take it to the College Registrar. The date that the form is signed by this office is the official date of withdrawal.

A student in good standing whose medical, psychological, and/or health condition is interfering with her academic progress may be granted a medical withdrawal. In these cases, the procedure as outlined above may be modified.

The College also has the authority to administratively withdraw a student whose medical, psychological, and/or health condition is life threatening and poses a risk to the health and safety of the individual and/or college community. This type of leave may also be granted if the actions of this individual significantly disrupt college programs or operations, which includes violations of the College's Code of Conduct. In these cases, the student may be required to meet specific conditions before reinstatement can be considered.

Please consult the *College Catalog* for other academic policies.

ACADEMIC SUPPORT PROGRAM

Center for Teaching Learning and Technology (CTLT)

CTLT is a unit within the division of Academic Affairs that provides leadership to four academic support programs: Academic Development Services, Academic Advising/Assessment, Learning Communities, and Academic Computing Technology. Community Service hours are also coordinated through CTLT.

Academic Development Services (ADS)

The ADS Program provides assistance to students with perceived conditions that could impede their access to academic success. ADS offers the following services for students: ASSURES, Plato Lab, Peer Tutoring, and Services for Students with Disabilities.

Services for Students with Disabilities (SSD)

The Office of Services for Students with Disabilities (SSD) exists to assist the college with its mission of creating an inclusive and welcoming community for all students. SSD works to ensure that students with disabilities receive equal access to education and opportunities in this academic community.

If you are a student with a diagnosed disability, we are asking that you complete a Student Disabilities Form and bring a current (no more than 3 years old) evaluation performed by a licensed school psychologist. The form can be found online <http://www.bennett.edu/ctltd/forms.html>.

Academic Advising/Assessment (AAA)

The AAA Program assists students in their pursuit of meaningful programs which will assist in fulfilling their life and career goals. The program includes the following components: Academic Advising, Assessment, Mentoring, and Referrals.

Academic Advising

Students admitted to Bennett College for Women are assigned a major advisor and a CTLT advisor. Both advisers assist the student in making appropriate choices that will lead to successful completion of graduation requirements. Students should meet with their major advisor prior to meeting with their CTLT adviser, when registering for courses.

Assessment

Bennett College for Women provides a comprehensive assessment program that includes the following tests: placement tests for new students, academic profile for freshmen and juniors, English competency exam, mathematics competency exam, and major field achievement tests for seniors.

Mentoring

The Academic Mentoring Program is available to all students. While promoting academic excellence and knowledge, the program helps students get the most out of their education in a friendly learning environment, surrounded by warmth and encouragement. The purpose of this program is to provide friendship, guidance, and support to students through a mentoring relationship with members from the college community (faculty, staff, administrators, and alumna).

Referrals

Faculty may refer students to CTLT for matters related to academic success. Students may also seek assistance from CTLT for all academic matters.

Learning Communities (LC)

The LC Program will provide opportunities for Emerging Scholars to expand their information literacy through linked courses that promote active learning and intellectual inquiry. The LC Program at Bennett College is funded through a grant from the Fund for the Improvement of Post-Secondary Education.

Academic Computing Technology (ACT)

The ACT Program provides computing and communication services, support, and innovation of Bennett's instructional, research, and administrative programs. ACT works closely with many other units on campus to provide a wide range of services for students, faculty, and staff.

Community Service Hours

All students enrolled at Bennett College for Women must complete a minimum of forty (40) community service hours or ten hours per year, prior to graduation. Students seeking membership to Greek-letter organizations are required to have completed 15 hours of community service approved by CTLT.

FINANCIAL AID

One of Bennett College's major objectives is to provide an accessible and affordable educational experience by offering a variety of financial aid opportunities.

The purpose of the Financial Aid Office is to assist students and their families in locating the resources necessary for financing their pursuit of higher education. The Financial Aid Office administers need-based and non-need-based funds, in the form of grants, scholarships, loans and work-study. These funds originate from federal, private, institutional, and outside sources. The primary goal of the office is to ensure that no qualified student will be denied the opportunity to attend Bennett College because of a lack of financial resources.

The following financial assistance programs may be used to meet the financial needs of enrolled students. **All students must submit a Free Application for Federal Student Aid (FAFSA) and an institutional application before consideration for any financial aid.**

Federal Student Aid Programs

Bennett College participates in the following Federal Student Aid Programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal College Work-Study (FCWS), Federal Perkins Loan, Federal Stafford Loans (subsidized, unsubsidized and parent plus loans).

Federal Pell Grants

The Federal Pell Grant is an entitlement grant of the federal government. Therefore, the federal government determines eligibility. These funds do not have to be repaid. The maximum Pell Grant award is \$4,050 annually.

To be eligible for the Federal Pell Grant, the student must have an eligible Expected Family Contribution listed on the SAR or ISIR. The student must complete a FAFSA in order to apply for the Federal Pell Grant. The Financial Aid Office accepts results of the Pell Grant through electronic transmission known as ISIR. The Financial Aid Office must have an official EFC before eligibility for any fund may be determined. Students are notified of the amount of their Federal Pell Grant eligibility through an award offer letter.

Federal Supplemental Educational Opportunity Grants (SEOG)

The Federal Supplemental Educational Opportunity Grant (FSEOG) is a federal gift program for undergraduate students who demonstrate exceptional financial need. These funds are administered by the Financial Aid Office. The FSEOG program was established to assist in making the benefits of post-secondary education available to qualified students who, for the lack of financial means of their own or of their families, would be unable to obtain an education without the grant. In order to receive an FSEOG award, a student must meet the relevant eligibility requirements. FSEOG awards are made to undergraduate students with the greatest need, with preference given to students who receive a Federal Pell Grant. If funds are available after following the above procedure, then the FSEOG grant can be awarded to students who are not eligible for the Pell Grant.

The FSEOG grant can range from \$200 to \$4000 per academic year, depending on the student's unmet need and the availability of funds. The Financial Aid Office awards FSEOG funds to students who meet the priority deadline of March 15th for processing of the FAFSA. The Director and Assistant Director of Financial Aid determines a minimum and maximum amount to ensure that the greatest number of students have an opportunity to receive a portion of the FSEOG allocation. Students with extreme hardships may be awarded larger amounts not to exceed \$4000 per academic year. The FAFSA is used as the application to apply for FSEOG. If FSEOG funds remains after the initial batch of awarding begins, then the Financial Aid Office may award FSEOG funds to non Pell recipients.

Federal College Work-Study

Federal College Work-Study (FCWS) is a campus-based program based on financial need, the amount available at the institution, and the institution's student aid packaging policies. The Federal Work Study program provides part-time employment to eligible undergraduate students who are enrolled at Bennett College. This program allows students to earn an income that may be used to help defray educational expenses. Students apply annually by completing the FAFSA. Students who qualify for need-based aid are eligible to receive Federal Work Study; however, fund availability determines the number of Work Study recipients. The Director of Financial Aid & Federal Work Study Coordinator determines the award amount and pay rate. Students must undergo a perspective employer interview process in order to obtain a job assignment. Students earn \$7.00 per hour if employment placement is on campus and \$8.00 per hour if employment placement is off campus. Students and supervisors must complete a Work Study Contract which outlines the placement, the rate of pay and the amount per semester. Earnings are limited to the amount indicated on the student's award notification which is \$1800 annually. Students are expected to perform the work that is agreed upon when accepting the Federal Work Study assignment.

Students are awarded Work-Study based on need and the packaging formula. The award represents the amount of money a student may expect to earn during a semester or academic year. Federal Work Study gives the student a chance to earn money to help meet their educational expenses. Employment is offered to students on campus by a variety of departments and offices. The number

of hours a student can work are limited due to the amount of funds assigned annually. Students must work a minimum of 8 hours per week and not more than 20 hours per week. Students are not allowed to work more than twenty (20) hours per week during periods of enrollment. Students employed during non-enrollment periods may earn forty (40) hours per week. The minimum Work-Study awarded to a student is \$900 and the maximum during the academic year is \$1,800. Students are placed throughout the College for their work study assignment. Reasonable effort is made to place students in positions which complements and/or reinforces their educational and career goals.

Time sheets are due in the Office of Financial aid at least once a month, preferably on the 1st of each month. If a time sheet is submitted late, the supervisor is sent a letter of reprimand.

Students are allowed to work during the summer period provided sufficient work study funds are available.

Students are awarded FWS as long as the student still has financial need. If additional resources are received after FWS wages are paid, the over-award is the amount which exceeds the student's need. To determine if an over-award has occurred, the counselor should determine if there is additional need or revise the award to prevent the over-award. A Bennett College Federal Work-Study manual is prepared and distributed to all supervisors and employed Federal Work Study students each semester at a scheduled work study orientation.

Federal College Work Study provides the following opportunities:

1. It provides a source of financial aid to undergraduate and graduate students who demonstrate financial need.
2. It provides work experience which enhances the participants' education.
3. It provides a student employment pool to the Bennett College for Women.

SUMMER EMPLOYMENT

The Financial Aid Office may have funds available to hire a limited number of students during periods of non-enrollment, such as Summer. Full-time summer employment is offered to students who were eligible for federal funds during the academic year. Students are placed on campus and work forty (40) hours per week. Students are paid for only the hours worked. Students working full-time through summer employment are not paid for vacation or time taken off.

Federal Perkins Loan

The Federal Perkins Loan is a low-interest 5% loan. It is determined by the institution based on student's need, the availability of loan funds at the institution, the institution's student aid packaging policies, and the Federal Perkins Loan Program annual and aggregate loan limits. The maximum loan award available is \$4,000 annually.

Federal Stafford Subsidized Loan

The Federal Stafford Subsidized Loan is based on financial need. The maximum awards are \$2,625 for freshmen; \$3,500 for sophomores; and \$5,500 for juniors and seniors, depending on the proportion of academic credits completed.

Federal Stafford Unsubsidized Loan

The Federal Stafford Unsubsidized Loan is for those students who may not be eligible for the full or partial amount of their eligibility in a subsidized loan. However, the parents of a dependent student must make application for a **PARENT PLUS LOAN** and be denied before the student is eligible. The maximum unsubsidized amount for freshmen and sophomores is \$4,000, and for juniors and seniors \$5000.

Federal Parent PLUS Loan

The Federal Parent PLUS Loan is a loan for parents of dependent students. They may apply for these funds to finance their children's education if the student is enrolled at least half-time. **Funds received from a PLUS Loan may only be used for educational purposes.**

Entrance/ Exit Loan Counseling

Entrance Counseling:

Entrance loan counseling sessions are required by the Department of Education for first time Borrower's before the loan is disbursed on the student's account. A letter is mailed to each recipient informing them of the counseling session schedule dates, the optional steps to complete entrance counseling electronically or one on one with a counselor. It is required that first time students wait 30 days before loans disburse to their account.

Students may complete loan entrance electronically online by logging onto the campus gateway of the Bennett College website, then they should click financial aid, then loan entrance counseling. At the end of the counseling session, the student receives a confirmation page. The Financial Aid Office then receives an electronic notification that an entrance counseling session has been completed.

Exit Counseling:

Exit loan counseling sessions are required by the Department of Education before the borrower is granted clearance for withdrawal and/or graduation from the College. A letter is mailed to each recipient informing them of the counseling session schedules dates, the optional steps to complete exit counseling electronically or one on one with a counselor.

Students may complete loan exit counseling electronically online by logging onto the campus gateway of the Bennett College website, then they should click financial aid, then loan exit counseling. At the end of the counseling session, the student receives a confirmation page. The Financial Aid Office then receives an electronic notification that an exit counseling session has been completed.

STATE ASSISTANCE PROGRAMS

North Carolina Legislative Tuition Grant

The North Carolina Legislative Tuition Grant is awarded to residents of North Carolina who are enrolled as full time students at a private institution. Grants are valued at approximately \$1,800 per year and are renewable annually. All applicants must complete a North Carolina Legislative Tuition Grant form.

North Carolina Incentive Grant

The North Carolina Incentive Grant is awarded to full-time students who are legal residents of North Carolina. Funds are awarded in amounts up to \$1500 per year to students who demonstrate financial need. The program is funded through the state of North Carolina and administered through the College Foundation, Inc. located in Raleigh, NC. A FAFSA should also be completed by March 15 in order for a student to receive full consideration.

North Carolina Contractual Grant

The North Carolina Contractual Grant is a State grant awarded to North Carolina students on the basis of financial need. Awarding is based on fund availability.

College Scholarships, Awards, and Grants

A limited number of Bennett College scholarships, awards, and grants are offered to students through private donors, foundations, patrons of the College, and Bennett College funds.

FINANCIAL AID PROCEDURES

In order to become a recipient of financial aid, all applicants must complete the following steps:

1. Complete the Free Application for Federal Student Aid (FAFSA) and submit to the Processing Center of the Federal Student Aid Programs listing Bennett College as the school of choice. Our school code is 002911.
2. Submit the Bennett College Institutional Financial Aid Application to the Financial Aid Office.
3. If selected for verification, provide previous year household income documents (ex: tax forms, verification worksheet, income documentation etc.)

A student who follows the above steps on or before March 15 will receive priority consideration for financial assistance available at the College, based on eligibility.

The Financial Aid Award “Offer” Letter

The Financial Aid Award “Offer” Letter is a statement of all financial aid available to a particular student, provided all information on your FAFSA is accurate. Students may formally accept financial aid awards by signing the document and returning it to the Financial Aid Office within two (2) weeks of the date of the letter. Please note that Financial Aid will not cover the total cost of attendance.

Verification

Verification indicates that the Department of Education requires the Financial Aid Office to collect income documentation and verify the information submitted on the Free Application for Federal Student Aid (FAFSA) by the student. After collecting documentation, if any discrepancies are located, corrections are made on the student’s behalf to ensure that she is awarded the correct amount of federal funds. Students attending Bennett College who are selected for a process called verification are required to provide all information requested by the Financial Aid Office.

Students who are selected for verification are first notified by the Department of Education after completion of the FAFSA. The Financial Aid Office then tracks the student by sending written and/or electronic tracking letter notifications of the required documents (signed tax forms, verification worksheets, income verification, etc.) to submit to the financial aid counselor for finalization of their financial aid package. Applicants have 14 days after being notified to submit all required documentation.

Failure to provide the required documentation shall result in cancellation of the Financial Aid package. The student is contacted frequently via telephone and the student also receives written notification of the cancellation of their aid.

If the students EFC (Expected Family Contribution) changes as a result of completing verification, the student is sent an award adjustment letter from their counselor explaining the change and a revised financial aid award offer letter. If selected, verification is a required procedure before any disbursements are placed on the students account. Students should be advised that awards may change as a result of verification.

FINANCIAL AID SATISFACTORY PROGRESS POLICY

I. SATISFACTORY PROGRESS REQUIREMENTS:

Federal regulations require that all schools participating in Title IV Federal Financial Aid Programs have a standard of satisfactory progress. The standard must be applied to all applicants and recipients of financial aid as a determination of eligibility.

- Parameters:**
- 1. Utilizes a five year total time period for acquisition of the baccalaureate degree.**
 - 2. Utilizes a one year review cycle for eligibility.**
 - 3. Utilizes quantitative and qualitative measures of progress.**

These requirements apply to the following programs: The Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant, Federal College Work Study, Subsidized Stafford Loans, Unsubsidized Stafford Loans, Perkins Loans, Parent PLUS Loans, North Carolina Legislative Tuition Grants, North Carolina Contractual Grants, North Carolina Student Incentive Grants, and all Institutional Aid.

Students are cautioned against repeating too many courses. The number of hours students are required to pass are listed in the Table in Section II.

II. Qualitative and Quantitative Minimum Academic Standards

Bennett College students' cumulative GPA must meet the academic standards established by the college as stated in the Bennett College Catalog.

<u>Year</u>	<u>Attempted Cr. Hrs.</u>	<u>Minimum</u>	<u>CUM. GPA</u>	<u>Completed Cr. Hrs.</u>
1	30	24	1.75	

2	60	48	2.00	3
	90	72	2.00	4
	120	96	2.00	5
	150	120	2.00	

1. Students must earn the minimum number of hours each academic year depending on their enrollment status i.e. full time= 24, three-fourth time= 18, half-time =12.
2. Students should be aware that withdrawals, repeated courses and incomplete grades may have a negative impact on the total hours completed.

III. Penalty for Failure to Meet Financial Aid Satisfactory Progress Standards

Students failing to meet the standards described in Section II for minimum hours completed and /or minimum grade point average will be placed on Financial Aid Probations for one year. At the end of that year, if the student has not met the minimum requirements, the student will be placed on Financial Aid Suspension.

Students on Financial Aid Suspension will be denied aid for a period of at least one academic year. Reinstatement will be contingent upon attainment of satisfactory progress standards described in Section II by using your own resources. Once you meet the standard, you will be required to submit a request for an appeal of your Satisfactory Progress. Students will be notified in writing when they are placed on both Financial Aid Probation and Suspension. Where unusual circumstances exist, students may appeal the suspension as described in Section IV.

3. Appeal of Financial Aid Suspension

The Financial Aid Satisfactory Progress requirements may be waived under certain conditions, such as injury to the student, illness of the student, death or illness of a relative of the student, or other special circumstances. If these circumstances exist, the student should appeals the Financial Aid Suspension.

A student wishing to appeal Financial Aid Suspension should submit a completed Financial Aid Appeal Form, and any other supporting documents (letters, and /or invoices from doctors and /or hospitals, affidavits) to the Office of Financial Aid. Given the importance of such an appeal, original materials must be sent by regular mail. Faxed forms will not be accepted. Students may also bring original documents to the Office of Financial Aid. All appeals materials must be received by the Office of Financial Aid by the close of business fifteen working days, after receipt of the notice of suspension. The Office of Financial Aid will then present the appeals to the Financial Aid Committee. Should the appeal be denied, the student has the right to make an appearance before the committee if she desires.

IV. Reinstatement of Financial Aid

A student on Financial Aid Suspension may apply for reinstatement of financial aid when one of the following conditions prevails:

- 1) The suspension has been successfully appealed as outlined in Section III; or

The student has earned the minimum GPA and hours needed to meet the Satisfactory Progress of requirements as described in Section II

STUDENT IDENTIFICATION CARDS

An identification card bearing the photograph of the student is issued during the student's first semester by the Office of Student Affairs, and is validated at the beginning of each semester of matriculation during registration. The ID card is the official college identification and should be carried at all times. It is not transferable and is for the student's exclusive use.

Replacement of lost or stolen ID cards may be requested at the Office for Student Affairs after a \$50.00 fee has been paid in the Business Office.

ID cards must be shown to receive credit for ACES, borrow library materials, cash checks, vote in student elections, enter the dining hall, use the student health center, and enter student activities. After closing hours, students must show their identification to Public Safety to be admitted to the residence halls.

Failure to show ID cards to college officials upon request is a violation of the Code of Conduct and will subject the student to disciplinary action.

OTHER SERVICES

Lost and Found

Lost and found articles are to be turned into the Office of Student Affairs on the second floor of Jones Student Union (Office E). Articles are held for one month. When identification is possible, the owner will be notified. The College does not assume responsibility for lost articles.

Bulletin Boards

Bulletin boards are in various locations on the campus. Students should read all bulletins daily because information of importance may be placed there. **Before posting signs and posters, students must obtain permission from proper sources.** Permission to place notices and signs in residence halls is obtained from the Director of Residence Life or the Resident Directors. Permission to place notices in the Student Union and other campus buildings is obtained from the Director of Student Activities unless otherwise designated in the Posting Policy. **Signs may not be put on walls, doors, windows, or trees. Notices and signs not properly posted will be removed.**

Request for Excuse

Unfortunately, students may miss classes due to family emergencies, illness, court or other legitimate reasons. The Vice President for Student Affairs reviews these requests and determines their validity and communicates this information to the Office of the Vice President for Academic Affairs or appropriate offices on a weekly basis. To ensure consideration, excuse requests must be submitted to the Office of Student Affairs within 10 business days of the student's return to campus. Failure to comply may deem your request void.

**Bennett
Honor Code**

and

Code of Conduct

Bennett Honor Code

It shall be the responsibility of every student at Bennett College to obey, uphold and support the enforcement of the institution's values and the Code of Conduct. In signing the Honor Code, I fully recognize that Bennett College embraces the values of academic, personal and professional excellence; worth of the individual; integrity; self-discipline and holistic development; respect for property and respect of community authority. My signature indicates that I too, accept these values and understand that it is my responsibility to honor them as long as I am a part of this educational community. I submit and agree to abide by all policies and procedures outlined in the *Bennett College Catalog* and other official institutional publications, understanding that failure to do so may result in action that may include dismissal from the Bennett community on a temporary or permanent basis. To that end, it is my personal commitment to be a person of integrity in my attitude, behavior and academic pursuits.

1. **I commit** to apply myself wholeheartedly to my academic pursuits, doing my best to insure my academic and personal success.
2. **I commit** to not engage in behavior that is illegal (e.g. underage drinking, drug use) and contrary to the Code of Conduct.
3. **I commit** to fostering positive relationships and respecting the rights of others to include roommates, classmates, instructors, administrators, and all members of the Bennett community. I will not lie, steal, cheat, fight, instigate or perpetuate discord within the College. I will not plagiarize, forge or falsify any information. I will do my own academic work and will not inappropriately collaborate with other students on assignments.
4. **I commit** to attend classes and all required activities as outlined by my instructors or designated administrators (e.g. orientation).
5. **I commit** to abide by all rules and regulations that may from time to time be adopted by the College administration.
6. **I commit** to respect the fact that Bennett College is a private institution affiliated with the United Methodist Church and to respect the rich tradition associated with that affiliation.

I accept my attendance at Bennett as a privilege and not a right, and understand that the College reserves the right to require withdrawal of a student at any time if in the judgment of the President, her designee or the Conduct Board such action is deemed necessary to safeguard Bennett's values and the members of the environment.

I will fully honor the Bennett Honor Code. I understand that my signature is my acceptance of the entire Code and completes a contract between Bennett College and me, which is a prerequisite for my matriculation or continued association with the College and becomes a part of my permanent file.

Signature of Student

Date

Print Name

BENNETT COLLEGE CODE OF CONDUCT

The Bennett College Code of Conduct is based on promoting academic achievement and excellence regarding student behavior and citizenship.

The basic philosophy underlying the Bennett Honor Code and the Code of Conduct is respect for each person, the general community and the property of others. Learning to cooperate with the required standards of conduct is a key component of each student's education. While holistic growth and civic responsibility are promoted, the College also strives to ensure that acceptable standards are communicated to and understood and upheld by Bennett students.

A. General Policy

The conduct of students and student organizations on College premises, at College sponsored events or when using the College's name is subject to disciplinary action. The College may enforce disciplinary procedures when any student or student organization directly or adversely interferes with or disrupts the mission, programs or other functions of the College. This may include negatively impacting the College's image or reputation.

Disciplinary proceedings may be constituted when students or student organizations have allegedly violated the Bennett College Code of Conduct and/or other policies or procedures outlined in the *Student Handbook*, *College Catalog* or any other official College publication. The process is conducted in a manner that ensures fairness and is not restricted by the rules of evidence governing criminal and civil procedures. Bennett, as a private institution, is not required to maintain "due process" as defined for public colleges and universities; however, the process must be fair and reasonable.

In this section, we will outline what is considered prohibited conduct and the process Bennett will use to review alleged acts of misconduct.

The disciplinary process is designed to be developmental, but punitive action may be a part of the process. The College reserves the right, at its discretion, to choose to investigate and settle violations of policies in a manner not specified in the *Student Handbook*.

Possible sanctions that may be imposed for violations of the Bennett's core values and community standards or any other college policy, procedure or regulation are described below. Each infraction is handled on a case-by-case basis and the action taken will depend on the severity of the violation, the extent of the student's involvement, his/her intentions, his/her disciplinary record, his/her attitude and other factors relevant to the situation.

Students and student organizations in violation of the code of conduct, rules, regulations and/or policies of the College face sanctions ranging from a reprimand to expulsion. Bennett students and student organizations are also expected to comply with all federal, state and local laws and may be subject to both College and criminal penalties if found in violation.

B. Prohibited Conduct

The following conduct is prohibited on college premises or at college sponsored events. Misconduct includes, but is not limited to the following:

1. Alcohol Beverages and Drugs/Narcotics
 - a. Use, possession, sale, delivery, manufacturing, consumption, or distribution of alcoholic beverages on college property or at any College sponsored function. Bennett College for Women is a dry campus, and alcohol is not permitted by students or their guests.
 - b. Public intoxication or the state of being drunk in any college facility or sponsored event.
 - c. Use, possession, sale, delivery, consumption, or distribution of any narcotic, drug, medicine prescribed to someone else, chemical compound or other controlled substance or drug-related paraphernalia on college premises.
 - d. The state of being under the influence of illegal drugs and/or being intoxicated in public and/or in the residence halls and/or college facility or sponsored event.
2. Firearms, Weapons, Fire and Explosives
 - a. Use or possession of weapons, including handguns, firearms, knives, ammunitions, fire works, explosives, noxious materials, incendiary devices or other dangerous substances on college premises or at college sponsored events. (Possession of weapons, including guns, is prohibited, even for licensed handlers.)
 - b. Attempting to ignite and/or igniting college and/or personal property, and /or property of others intentionally or as a result of reckless behavior that results in damage to persons or property.
3. Fire Alarms, Emergencies and Fire Safety
 - a. Tampering with fire alarms, fire extinguishers or fire signs and prevention equipment.
 - b. Failing to exit or evacuate the building during a fire alarm or fire drill.
 - c. Making false emergency calls and destroying emergency signs.
 - d. Issuing bomb threats.
4. Actions Against Members of the College Community
 - a. Physically or verbally abusing or threatening any member of the College community including hazing.
 - b. Violating Bennett's sexual harassment policy or harassing any person or group of persons.
 - c. Fighting, regardless of the level of responsibility. The College has a no tolerance to violence policy.
 - d. Disruptive behavior or disorderly conduct.
 - e. Engaging in obscene, lewd or other behavior that disrupts any program or activity on campus.

- f. Displaying behavior that could endanger oneself.
 - g. Sexual misconduct or unwanted sexual behavior that involves actual or attempted advances. This includes explicit behavior in common areas (bathrooms, classrooms, etc.)
 - h. Any conduct that may create a hostile environment for another member of the college community based on race, gender, religion, disability or age.
 - i. Disruptive conduct in classes, lectures, meetings that interfere with the lawful freedom of other persons, including invited guests.
5. Theft, Damage/Vandalism, Forgery, Falsification of Information or Unauthorized Use and Entry.
- a. Stealing or possessing stolen property, or extortion of money or property from any member of the College community.
 - b. Intentionally damaging property of the College or any member of the College community.
 - c. Unauthorized entry into, use or occupancy of College facilities. This includes unassigned residence hall rooms.
 - d. Unauthorized possession or use of keys to College offices or residential spaces.
 - e. Forgery, unauthorized alteration or unauthorized use of college documents. This includes academic, non-academic and financial records.
 - f. Fraud, including the unauthorized use of checks, credit cards and/or calling cards. This also includes computer data, time, programs, and network equipment (e-mail, resources, etc.)
 - g. Knowingly providing false information, verbal or written, to staff and/or faculty.
6. Academic Dishonesty
- a. Cheating
 - b. Plagiarism
 - c. Fabrication
 - d. Forging academic documents
 - e. Attempting to bribe an individual to alter a grade or grades.
 - f. Unlawfully accessing tests

Refer to the *College Catalog* for more information regarding procedures and policies regarding Academic Dishonesty. Also note that violations will be referred to the Office of the Vice President for Academic Affairs in these cases.

7. Failure to Comply
- a. Failure to comply with rules and/or directions imposed by any college official, including resident assistants and public safety officers in the performance of their duties.
 - b. Failure to comply with the sanction(s), condition(s) and/or restrictions imposed under the Bennett College Code of Conduct.
 - c. Failure to comply with reasonable directives from College officials.

- d. Failure to respond to written and/or verbal communication from College officials acting in an official capacity.

8. Abuse of the Disciplinary Process

- a. Failure to respond to notification to appear before a college official.
- b. Filing a false complaint or allegation.
- c. Falsification or misrepresentation of information in a conduct and disciplinary process.
- d. Discouraging or attempting to discourage the participation of individuals in disciplinary proceedings.
- e. Retaliation against any person or group who files grievances or complaints in accordance with college policy.

9. Residence Life

Violating any policy, procedure, notification, regulation, or condition established in the residence halls, including published and non-published materials. This also includes rules established by resident directors and/or building leadership.

C. General Procedures

When a report is received alleging that a student or student organization may have violated the Code of Conduct, the student or group is notified that a meeting will be held with a College official. Bennett strives to insure a reasonable and fair process that reflects the College's mission and student development philosophy. The process is as follows:

1. The student or representatives from the student group in question receive(s) notification that there may be a violation of the College's policy, procedures and/or regulations.
2. Student or student organization meets with the Vice President for Student Affairs or the appropriate administrator for an administrative hearing or to prepare for a hearing with the Community Standards Board. The College may employ an administration or board hearing to determine sanctions.
3. The actual hearing or preparation session takes place.
4. A final decision is made as to who will determine the consequences in this situation. Decision will be based on documents, student and/or organization statements and/or witnesses to the behavior in question.
5. If a student or student organization is found responsible for a violation, there may be sanctions, conditions and/or restrictions imposed along with a deadline for completion.

D. Sanctions, Conditions, and Restrictions

When a student or student organization has been found responsible for misconduct, sanctions, conditions and/or restrictions may be imposed through an administrative hearing or a recommendation by the Community Standards Board for a hearing panel. The range of sanctions include:

- Formal Reprimand – official written notification that behavior in question was misconduct. This may be with or without conditions or restrictions.
- Probation – a designated period of time in which conduct will be observed and reviewed. Any additional misconduct during the probationary period may result in further disciplinary action. This may be with or without conditions or restrictions.
- Campus Access Limitation – banned from specific campus buildings, events or residence halls for a period of time.
- Interim Suspension – when further presence of a student presents a danger to others of the College, a temporary suspension may be imposed. Students are responsible for any costs incurred for living arrangements during interim suspension. Guardians are generally notified.
- Suspension – a period of time where the student may not attend classes or participate in college activities. Students are not allowed on campus without prior permission. After the specified period, the student may apply for readmission. Tuition and fees, as well as room and board are forfeited in the case of suspension. Students will also lose academic credit if they are suspended during the semester. Suspended student organizations may not use college facilities or funds and all privileges are suspended. Student organizations affiliated with national or international organizations are responsible to both bodies. The College respects action taken by the national organizations.
- Expulsion – The student or student organization is permanently withdrawn and separated from the College. Readmission to the College will not be considered.

The College reserves the right to institute additional or alternate sanctions, conditions and/or restrictions as deemed appropriate.

E. Appeal Process

Bennett will allow one appeal for a sanction, condition and/or restriction. Appeals must be written and submitted to the Office of Student Affairs or appropriate appeals officer within five business days of the date on the letter outlining the action. Appeals must be detailed and must state the grounds for the appeal. They are not designed to be a rehearing of the case and serve as a review of the written evidence. They must be based on one of the following:

1. Procedural error
2. Inappropriateness of the sanction based on the infraction
3. New evidence regarding the incident

Understand that appeals are only accepted from the student(s) involved in the case. Appeals from any other individual will not be accepted.

F. Boards and Committees

The Community Standards Board (or appointed hearing panel) will conduct disciplinary hearings in cases referred by the Vice President for Student Affairs. The committee will be composed of faculty members, staff members, and students. Members will be trained and prepared to review cases when called upon. There will be no more than five members at each actual hearing. A quorum for the board will be three with at least one member from each category. Committee members will be appointed by the Vice President for Student Affairs, who will receive faculty recommendations from the Faculty Senate, student recommendations from the Student Government Association, and staff recommendations from the Office of Human Resources.

A Student Handbook Committee representing units throughout the College, along with students, will review the *Bennett Belle Book* and the Code of Conduct. This committee is appointed by the Vice President for Student Affairs.

The Office of Student Affairs reserves the option to include additional members of the community or change the composition of these committees.

G. Campus Resource and Administration

The Office of Student Affairs administers the Bennett College Code of Conduct and is the primary source for information on the Student Handbook, the Community Standards Board and the Code. The Office also makes an effort toward alternative dispute resolution for students in order to resolve conflicts within the College community.

BENNETT COLLEGE NON-ACADEMIC GRIEVANCE PROCEDURE

Every student is encouraged to manage and resolve disputes with the individuals involved or when necessary, through a mediation process. The Division of Student Affairs has information that may be helpful in dispute resolution and can recommend alternative methods for resolving issues and effective communication techniques.

Students who wish to file a formal complaint regarding an individual, group of individuals or department should follow the procedure outlined below. Student Complaint Forms are available in the Office of Student Affairs. Non-academic issues include, but are not limited to, student disputes, sexual harassment, discrimination, student services, records and confidentiality, policy violations and general grievances.

Once the proper documentation is received, the Vice President or her designee will review the information. The staff member reviewing the form will determine if additional information is needed to pursue the complaint.

Bennett College takes seriously all allegations, especially those of sexual harassment. Students are encouraged to report any conduct that is considered sexually harassing in a timely manner. Complaints of this nature should be reported to the Vice President for Student Affairs for review. Grievances involving a faculty and/or staff member may be referred to the Office of the Vice President, but that office will most often forward them to the Office of Human Resources for review. The Vice President for Student Affairs will not review matters on sexual harassment involving faculty and/or staff, but only act as a referral to Human Resources.

The procedures outlined below do not apply to applicants for employment or academic issues.

1. The Student Complaint Form should specify the following:
 - Nature of the Complaint
 - Reason for the Complaint
 - Pertinent Information to include name(s), date(s), witness(es), address(es)
 - Proposed Resolution
2. The written complaint must be signed by the student and filed with the Office of Student Affairs as close to the actual incident as possible, usually within three days. Complaints not filed in a reasonable amount of time will be considered on a case-by-case basis.
3. Complaints will be assigned to an administrator for resolution. Involved parties will have an opportunity to provide additional information in an effort to address the matter.
4. Written determination as to the validity of the complaint and a description of the resolution (if appropriate) will be prepared by the Office with a copy forwarded to the complainant.
5. In some cases, an investigation may be necessary and conducted by the Office of Student Affairs. The investigation is usually conducted within 30 days of the date that the written complaint is filed.

Complaints regarding student services, non-academic departments, and other grievances will generally be forwarded to the appropriate office or administrator for resolution. The Office of Student Affairs will forward the information and maintain copies of all pertinent information related to the complaint in the office.

All other complaints will be addressed case by case. If the complaint relates to a department that is not under the purview of the Vice President for Student Affairs, the appropriate College representative and department head will be contacted.