



# TABLE OF CONTENTS



<b>ABOUT</b> .....	3
<b>HISTORY</b> .....	4
<b>PHILOSOPHY</b> .....	6
<b>STUDENT AFFAIRS MISSION AND VISION</b> .....	7
<b>IMPORTANT CONTACTS</b> .....	8
<b>CAMPUS AND RESIDENCE LIFE</b> .....	9
<b>STUDENT CLUBS &amp; ORGANIZATIONS</b> .....	10
<b>GREEK LIFE</b> .....	11
<b>CAREER SERVICES</b> .....	15
<b>COUNSELING CENTER</b> .....	17
<b>HEALTH SERVICES</b> .....	18
<b>COMMUNITY SERVICE</b> .....	21
<b>LEADERSHIP DEVELOPMENT &amp; CIVIC ENGAGEMENT</b> .....	22
<b>ACES</b> .....	25
<b>TRADITIONAL CEREMONIES</b> .....	27
<b>RELIGIOUS LIFE</b> .....	28
<b>ACADEMIC SUPPORT</b> .....	32
<b>ACCESSIBILITY SERVICES</b> .....	34
<b>CAMPUS SAFETY</b> .....	41
<b>STUDENT RECORDS AND PRIVACY RIGHTS</b> .....	46
<b>AUXILIARY SERVICES</b> .....	46

## ACCREDITATION

Bennett College is accredited by the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, GA 30033, 404-679-4500, [www.sacscoc.org](http://www.sacscoc.org); the National Council for the Accreditation of Teacher Education (NCATE); and the Council on Social Work Education (CSWE).

## DIVERSITY STATEMENT

Bennett College prohibits discrimination on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, genetic information, and all other classes of individuals protected from discrimination under state or federal law with respect to admission or treatment of students in its programs and activities, or in employment and application for employment. Furthermore, the College policy prohibits harassment of students and employees, including racial harassment, sexual harassment, and retaliation for filing complaints of discrimination.

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Bennett College will make reasonable adjustments in its policies and practices to ensure equal opportunity and access for qualified students, employees, and members of the public to applicable programs, services, activities and facilities.

## PURPOSE

The Student Handbook is an official publication of the Office of Student Affairs and the College. It is provided to assist each member of the Bennett community to realize the importance of mutual responsibility and support for the policies, traditions, and future growth of Bennett College. Additionally, it contains pertinent information and instructions regarding conduct, clubs and organizations, the residence halls, and other pertinent information. Please read it carefully to ensure that you understand the standards and code of conduct expected of a Bennett Belle.

## MISSION

Bennett College prepares women of color through a transformative liberal arts education to lead with purpose, integrity, and a strong sense of self-worth. Bennett provides educational access to students while promoting inquiry, civic

engagement, social justice, lifelong learning, and equity for all.

## **VISION**

Bennett College is renowned for its intimate, engaging learning community that produces phenomenal women scholars and global leaders.

## **BENNETT COLLEGE'S 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, Mr. Bennett died of pneumonia while seeking funds for the purchase of a school bell. The institution was named Bennett Seminary in memory of Mr. 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 ten college students. The College grew steadily and by 1930 enrolled 138 young women. David Dallas Jones became the president of the new Bennett College in 1927. He built the College into a 40-acre institution with 30 buildings. He attracted the attention of such educational foundations as the Pfeiffer Foundation, which made it possible to build Pfeiffer and Merner Residence Halls, the Chapel, the Heating Plant, the David D. Jones Student Union, Black Hall, and the Little Theatre. The Library was built in 1939 and named for a former trustee.

The College's first female president was Dr. Willa B. Player. She was named to the post in 1955 when Dr. Jones was seriously ill. It was during her presidency that, in 1957, Bennett became the only private, Black college that had full membership in the Southern Association. By the end of her term, Laura Cone Hall and Ida Goode Health and P.E. Buildings were built and a new science building was started. The next president was selected with the help of faculty. Under the leadership of Dr. Isaac H. Miller, Jr. the alumnae association became active, during his term from 1966 to 1987.

In 1967 the largest dormitory on campus, the Willa B. Player Residential Hall, was built. The Henry Pfeiffer Science Building came along the next year. In 1981 the Rose Catchings Complex was built to house the president's offices, Student Health Services, the Counseling Center, the Learning Center and the Belk Faculty Development Center



## 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 lifelong 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.

## BENNETT COLLEGE FOCUS AREAS



Leadership



Civic Engagement



Global Citizenship



Innovation/Entrepreneurship



Communication

## BENNETT'S COMPETITIVE ADVANTAGE

- 1) Cultivates confident women leaders who are fiscally and socially responsible and civically engaged.
- 2) Offers a unique culture where faculty, staff, and alumnae build rapport with students and participate in their development.

- 3) Meets students where they are academically and offers comprehensive support services.
- 4) Provides a broad-based liberal arts education that helps students flourish in a global, ever-changing economy.
- 5) Emphasizes the leadership development of women.

## **DIVISION OF STUDENT AFFAIRS**

### **MISSION**

The Division of Student of Affairs advances the mission of Bennett College by creating transformative student experiences through personal growth, leadership development, and civic engagement.

### **VISION**

The Division of Student Affairs strives to be the nucleus of the Bennett College campus community.

### **CORE VALUES**

- 1) **Partnership:** Students will collaborate with peers, faculty, staff, and civic leaders. Student Affairs staff will collaborate with these constituents to create and implement innovative programs to help students achieve their learning goals and expose them to diverse cultures and communities.
- 2) **Accountability:** Students will be responsible for their curricular and co-curricular learning and their community. Student Affairs staff will support student learning and contribute to maintaining a safe and healthy campus environment.
- 3) **Integrity:** Students are expected to engage in respectful, honest, and ethical behavior as members of the Bennett community. Student Affairs staff will model standards of ethics and integrity through our interactions, programs, and services.

<b>Department</b>	<b>Phone Number</b>
Admissions	800-413-5323
Alumnae Office	336-517-2248
Barge Hall	(336) 517-1200
Bookstore	336-517-2216
Business Office/Student Accounts	336-517-2121
Campus Safety	336-370-8621
Career Services	336-517-2358
Civic Engagement and Leadership	336-517-2298
Counseling Center	336-517-2229
Dining Services	336-517-2210
Accessibility Services	336-517-1501
Division of Student Affairs	336-517-2298
Financial Aid	336-517-2222
Global Studies	336-517-2179
Greek Life	336-517-1396
Holgate Library	336-517-2141
Honors Hall	(336) 517-1396
Jones Hall	(336) 517-1401
Office of Campus Life	336-517-2200
Office of Chaplin	336-517-2334
Office of Student Success and Retention	336-517-2183
Player Hall	(336) 517-1851
Post Office	(336) 517-2214
Provost	336-517-2154
Registrar Office	336-370-8620
Student Clubs and Organization	336-517-1396
Student Health Center	336-517-2230
Tutoring	336-517-2185

## **OFFICE OF CAMPUS LIFE**

### **MISSION**

The Office of Campus Life strives to provide an environment that is safe, secure, comfortable, and convenient and that promotes personal growth, social development, the celebration of individual differences and academic excellence.

### **VISION**

The Office of Campus Life will provide an experience that recruits, retains and supports students through graduation. We provide opportunities for students to gain the skills needed for personal, social and academic success. Our services, programs, and activities will enhance each person's individual efforts towards academic and social growth, involvement and citizenship in a compassionate and inclusive community.

The Office Campus Life is composed of the following sub-units:

### **RESIDENCE LIFE**

Bennett College is a residential college and encourages its students to live on campus during their enrollment. Students classified as freshmen and sophomores 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 Director of Campus Life on an individual basis. Residence Life provides the student with an important opportunity for learning and practicing the value of group living.

The policy of the College is for students to live on campus during their Freshwoman and Sophomore years to assure each student has contact with young women from a large geographical area and of varying backgrounds and experiences. This experience 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 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. Freshwomen are required to sign out of their residence halls when leaving the campus on weekends and after 6:00 pm during the weeknights and must sign in when they return. Failure to do so will result in disciplinary action as determined by the Director of Campus Life. Curfew hours for Freshwomen are 12:00am from Sunday-Thursday and 2:00am from Friday-Saturday.

The residence halls are closed during Thanksgiving and Winter Breaks. All buildings MUST be vacated. Please see the Academic Calendar for closing dates and times. During Spring Break, special consideration may be given to international students, student teachers, and others as necessary. Students requesting housing for Spring Break should notify Campus Life Officials at least fourteen business days before the starting date of Spring Break.

## **CAMPUS LIFE**

### **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 by participating in elections, attending meetings, involving themselves in committees and contributing ideas through their elected officials. A list of officers and committees and the SGA Constitution are on file in the SGA Office and the Office of Student Clubs and Organizations.

### **STUDENT CLUBS & ORGANIZATIONS**

The Office of Student Clubs and Organizations takes great pride in the development of student leaders through their participation in Student Clubs & Organizations. Students have the opportunity to participate and hold leadership positions in over 38 Student Clubs and Organizations. Those organizations include but are not limited to the Student Government Association (SGA and Royal Court) and the Campus Programming (Student Union Advisory Board).

## GREEK LIFE

All Greek-Letter organizations on the campus of Bennett College are members of the National Pan Hellenic Council (NPHC). At all times, NPHC chapters are required to strictly 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 all necessary steps in accordance with the Membership Intake Policy of the organization.
- Notify the Office of Greek Life of the application for membership intake at least seven days prior to sending the application to the regional and or (inter)national leadership for approval. The Office of Greek Life will keep this information confidential until membership intake is complete.
- Notify the Office of Greek Life of any changes to and results of the Membership Intake application by the designated deadlines.

The following procedures affect service Greek letter organizations:

- Any student who is enrolled at Bennett College for at least two semesters with an overall grade point average of 2.7 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 (S) in ACES the semester prior to your application for membership is required. Students earning a “U” in ACES the semester prior to their application will not be permitted to enter the process. Community service requirements must be met by all applicants. Students must have completed 50 hours of community service by February 1 of the spring semester. Finally, interested students must have attended a Greek Conversations session prior to the start intake and paid the \$20.00 session fee.
- All Pan Hellenic Organizations must submit a list of all prospective

members and receive approval from the Office of Greek Life 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 Greek Life.

- The Pan Hellenic Organizations must keep an active membership record on file in the Office of Greek Life. Pan Hellenic Organizations may have one membership intake period per academic year.
- Pan Hellenic Organizations are permitted to have membership activities as well as 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 (i.e., the amount owed to the College.)
- Prospective members must have completed a minimum of fifty community service hours (on record in the Office of Community Service) prior to the start of intake. Service hours will be verified by the Office of Greek Life.
- 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. Please see the Bennett College Code of Student Conduct and the Anti-Hazing Statement below for rules prohibiting hazing and similar activities.
- The Pan Hellenic Council Executive Board shall consist of one representative from each Greek lettered organization registered on the

campus. This policy making body shall convene at least once per month.

- Once intake has completed, all members in Greek Life must maintain at least a 2.7 GPA during their time at Bennett College to be considered an active collegiate member on campus.
- 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 Associate Provost for Student Affairs or designated designee.
- 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 ANTI-HAZING STATEMENT**

Bennett College will not tolerate or condone hazing in any form. Any practices, ceremonies, behaviors, or rites of induction which tend to allow mental or physical suffering are prohibited. It shall be a violation for any person to haze any student in connection with or as a condition of gaining acceptance, membership, office, or other status in a College organization.

The College defines hazing as any willful act by one or more students and directed against any other student(s) that:

- Subjects the student—intentionally or unintentionally, on- or off-campus—to mental or physical indignity, humiliation, discomfort, embarrassment, harassment or ridicule, violation of College rules and regulations, violation of laws or policies of the parent organization and/or violation of any local, state or national laws.
- Intimidates the student by publicly threatening or ostracizing her.
- Submits the student to shame or disgrace among fellow students.
- Discourages the student from remaining at Bennett College or causes her to leave rather than to submit to such acts.
- Constitutes a legal assault—including striking, beating, bruising, maiming or any other type of physical violence—or constitutes a threat

to do any of these acts.

Specifically forbidden hazing activities include, but are not limited to, paddling in any form, inducing another to be nude, tasks of personal servitude, any work sessions or meetings which interfere with scholastic activities or requirements, loud noises or activities that disturb the neighborhood, temporary or permanent disfigurements or cosmetic changes, calisthenics (push-ups, jogging, runs, etc.), activities or actions that require or include theft or other illegal practices, 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 or the code of Conduct, or any College, state or federal laws. All rites, ceremonies or practices of initiation or orientation into college life or into the life or membership of any college group or organization should be of an educational, historical, functional and inspirational nature.

Each and every organization has the responsibility to inform its membership, both old and new, of any important college policies including those on hazing. All Bennett College organizations are responsible for the actions of all visiting members, friends, and/or alumnae, who will be subject to the same behavior standards and policies as members of the organizations. Hazing is forbidden by the College and anyone suspected of hazing will be investigated and may face disciplinary and/or legal action.

### **RECREATION**

Recreation is an integral component of any higher education endeavor. The Office of Student Clubs and Organizations provides an array of activities and programs for the wellness and holistic development of the students of Bennett College. Open gym is available several times a week in order to play basketball and volleyball. Other activities are available upon request as well as a Fitness Room, which is located in the gym. Additionally, a walking track, outdoor basketball court, and tennis courts are available for the students and community members.

## **CAFETERIA TAKEOVERS**

All cafeteria takeovers must be coordinated with the Master calendar and cannot be scheduled in conflict with events that are happening in the Private Dining Room. No vulgar music will be permitted. All music must be radio version or the edited/clean version in order to be played in the cafeteria. All disc jockeys are to provide their own equipment. The College will not provide mics or speakers for disc jockeys. Please follow the event approval guidelines for approval of café takeovers.

## **GYM JAMS AND DANCES**

All parties/dances must begin no later than 10:00 pm and end by 2:00 am. Sufficient College employee chaperones must attend gym jams and parties. In gaining approval for parties and dances, the Director of Campus Life's signature is required. The club or organization sponsoring the party and/or dance must provide a list of four to eight chaperones that will assist with the event 14 business days before the date of the event. Chaperones are required to be present during the entire event.

The sponsoring organization must provide funds to cover the cost of an external security company that is selected at least 45 days in advance. Organizations planning to host a Gym Jam must contact the Director of Campus Life for the procedures to host the event at least 30 business days in advance. The capacity for the Gym is 500, the capacity for the Student Union Foyer is 285, and the capacity for the Coffeehouse is 200.

## **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 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.

## **OFFICE OF CAREER SERVICES**

Personal and Career Development services are offered on the first floor of the Student Union and support the mission, academic programs, and the advancement of the College. The Office of Career Services (OCS) guides and inspires Bennett College students to take the leadership role in their personal and career development. By creating a supportive “life after Bennett” for each student, the community of faculty, parents and advisors prepare students a purpose for leadership.

The Office of Career Services is designed to comprehensively prepare students for the world of work by providing a comprehensive knowledge of our students’ needs and correlating this need with opportunities for meaningful experiences. The Department assists the College in ensuring that students are prepared for the world after Bennett and provided programs that support a positive, open mind and motivated student in their transition.

Through the efforts of this office, students build skills through their ePortfolio that assist them in identifying, assessing and understanding their interests, personality traits, and capabilities about their career and continuing education choices. The Office of Career Services works in collaboration with academic departments, student services, other campus divisions and external constituencies to augment the student’s career development.

The OCS prepare students to reflect confidently on the skills they developed from classes, internships, and other college experiences to complement their new developed interpersonal and communication skills.

The Office of Career Services is a critical component of the undergraduate student experience. It is the students’ link between college and their future endeavors. OCS embraces its responsibility in the four years students learn about themselves and establish meaningful and satisfying plans for “life after Bennett.”

Services we offer that will assist all students to have meaningful and positive interaction with the Office of Career Services include:

- Career readiness workshops and seminars.
- Graduate and Professional School Day Fair
- Career and Internship Fair
- Campus recruitment visits by graduate schools and prospective employers
- Internship and jobsearch assistance

## **COUNSELING SERVICES**

The Counseling Center gives students a safe, relaxed, and confidential environment to work through individual challenges and stressors. The goal is to provide quality counseling and mental health services to enhance personal, social, academic, and intellectual growth. The Center works with students to help improve self-awareness and gain independence and skills to handle difficult situations.

## **SERVICES**

Services include assessment, individual counseling for short-term and long-term needs, support specialty groups (according to the interest and needs of students), crisis intervention, psychological consultation, outreach, peer education programs, and personal-growth workshops. Students may also be seen for emergency walk-in appointments. For needs beyond services that the Center provides, professional referrals and resources are available.

Individual counseling sessions are available for any Belle on a variety of topics listed below:

## **EMERGENCIES**

Bennett College has an established emergency protocol for any student that is in need of psychiatric evaluation or hospitalization. All faculty, Campus Safety, Chief Residence Hall Staff Members and staff are aware of this protocol. It is imperative that if a student is under psychiatric care before arriving to campus that the Director of Counseling is notified so we can ensure that the student has appropriate care while enrolled.

## **CONFIDENTIALITY**

The Counseling Center ensures confidentiality. This means that information shared between student and counselor cannot be released to anyone, including family or college, without the student's consent. The only time confidentiality may not be ensured is when a student is in danger of harming herself 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. The College Physician is available on Monday mornings from 9:00-10:30 am and Thursday mornings from 8:45-9:45 am. The Nurse Practitioners' hours are available at the Student Health Center.

## **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. The Center must have complete immunization records for each student prior to arriving to college including three Diphtheria Pertussis Tetanus (DTP Vaccines), one Tdap (Tetanus Booster) received within the last 10 years, three Hepatitis B immunizations, two MMR (Measles, Mumps, Rubella) vaccines, and three Polio vaccinations, and for students born after 1994. Please note beginning Fall 2019 the Meningococcal (Meningitis Vaccine) will be required prior to entering the college; each student

is required to submit a report of her medical history signed by a licensed physician.

### **AFTER-HOURS EMERGENCIES**

For residential students, urgent problems should be reported to either the Senior Campus Life Official in your building or the Resident Assistant. They will assess the situation and determine the next steps. In an extreme emergency, contact Campus Safety at 336-370-8621 and let them know the location and nature of the emergency. Campus Safety will contact 911. Students, faculty and staff should not call 911 directly, as this may negatively impact their response and possibly delay service.

### **STUDENT HEALTH INSURANCE**

The Affordable Care Act requires that all students have health insurance meeting a minimum standard, which will be charged to the student's account unless a waiver is received. The electronic waiver process can be accessed through [www.Bennett.edu](http://www.Bennett.edu) at Quicklinks.

### **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 circumstances should another student telephone the parents of a student who is ill without the request and/or permission of the ill student; contacting the parents of an ill student is the responsibility of the student or a College official. A cooperative effort between the Health Center, Campus Life, Campus Safety and the student is necessary to ensure immediate, efficient health care and safety for Bennett College students.

### **COMMUNICABLE AND INFECTIOUS DISEASES**

Students who are diagnosed with a communicable or infectious disease—including the flu, mononucleosis, chicken pox, measles, or hepatitis—by the College physician or another 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 exposure to a communicable or infectious disease, will be advised about the proper course of action for treatment and/or prevention.

### **CONFIDENTIALITY**

All student health records are kept confidential pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and state law. Health records may not be released without written permission from the student (if she is 18 years or older) or parent (if she is younger than 18 years old). Injuries sustained during a violation of a College policy, or injuries that endanger a student, will be communicated to the appropriate staff member (i.e. Vice President for Enrollment Management or Chief Student Affairs Officer, Counseling Services, or Campus Safety).

### **REFERRALS**

The College Physician or the Nurse Practitioner makes referrals to other physicians and health care facilities as necessary. Referrals may also be made at the request of the student. The Health Center staff or the student 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 older are responsible for notifying their parents of the referral.

All dental-related problems are referred to a dentist. 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.

### **COMMUNITY SERVICE**

The mission of Community Service at Bennett College is to serve as a liaison for students and community resources within the greater Greensboro, North Carolina area. Students are challenged to fulfill their civic responsibility by exploring various dimensions of entrepreneurship, global education, communication and social

justice.

Community Service is intentional volunteer work that benefits the local community. It is often done near the area where you live so your own community reaps the benefits of your work. You do not get paid to complete community engagement hours.

Volunteers seek meaningful relationships with a community agency or an approved work site to perform duties that are dedicated to problem-solving initiatives in education, campus safety, the environment, and other human needs. Through community engagement, student volunteers build networks and form partnerships that often lead to internship opportunities or full-time employment. Community service hours may be completed individually, as a student organization, or with a College department.

**The College has mandated that all students must complete a total of eighty hours of Community Engagement before graduation.** Transfer students must complete a minimum of twenty hours for each year of matriculation at the College. Credit will only be awarded for hours that are completed at off-campus agencies that are listed in the Community and Civic Engagement Resource Guide or for hours pre-approved by the Community and Civic Engagement Administrator. Each student must submit documentation supporting their community service hours. If you are completing community engagement hours at one of the sites listed in the Community Service Resource Guide, prior approval is not needed. Before beginning the project, please submit the Community Service Proposal Form at least 10 business days in advance to the community engagement administrator for approval.

The College's Community Service Resource Guide is an excellent resource to match your individual interests and skills with one of many agencies in need of assistance. This guide includes community organizations, descriptions of assistance needed, and hours of operation. Students should call one of the organizations listed in this guide if they are interested in fulfilling their Community Service requirements. Validated student community engagement hours can occur whenever a student is enrolled at Bennett College, which includes times when the school is not in session.

For additional questions, please contact the Director of Campus Life, Rachel Pridgen at 336-517-2200 or via email at [rpridgen@bennett.edu](mailto:rpridgen@bennett.edu).

## **OFFICE OF LEADERSHIP AND CIVIC ENGAGEMENT**

Leadership Development opportunities and Community Engagement initiatives can assist students in the development of their leadership abilities and capacities, as they seek to create positive social change in their external communities and in the world.

### **VISION**

The Office of Leadership Development & Civic Engagement envisions that students and alumnae will be active participants in society with a strong commitment and responsibility to work with others towards leadership for a better world: a future where active citizenship, civic engagement and social responsibility are continuously practiced.

### **MISSION**

The Office of Leadership & Civic Engagement provides transformative on-campus and community-based experiences to prepare students for leadership roles in the workplace, society, and the world. We do this by providing leadership development and civic engagement opportunities, which allows students to understand positive social change from the individual, group, and community/society perspectives.

### **STUDENT LEARNING OUTCOMES**

By participating in leadership development and civic engagement opportunities, students will:

- Develop and expand their understanding of and capacity for active participation in a community.
- Gain an understanding of identities and backgrounds different from their own.
- Connect and apply knowledge from their civic engagement experiences, using these experiences to comprehend, analyze, and/or challenge theories and frameworks.
- Increase their knowledge and understanding of leadership foundational

theories and models.

- Cultivate a sense of self-awareness through identifying leadership styles and values.

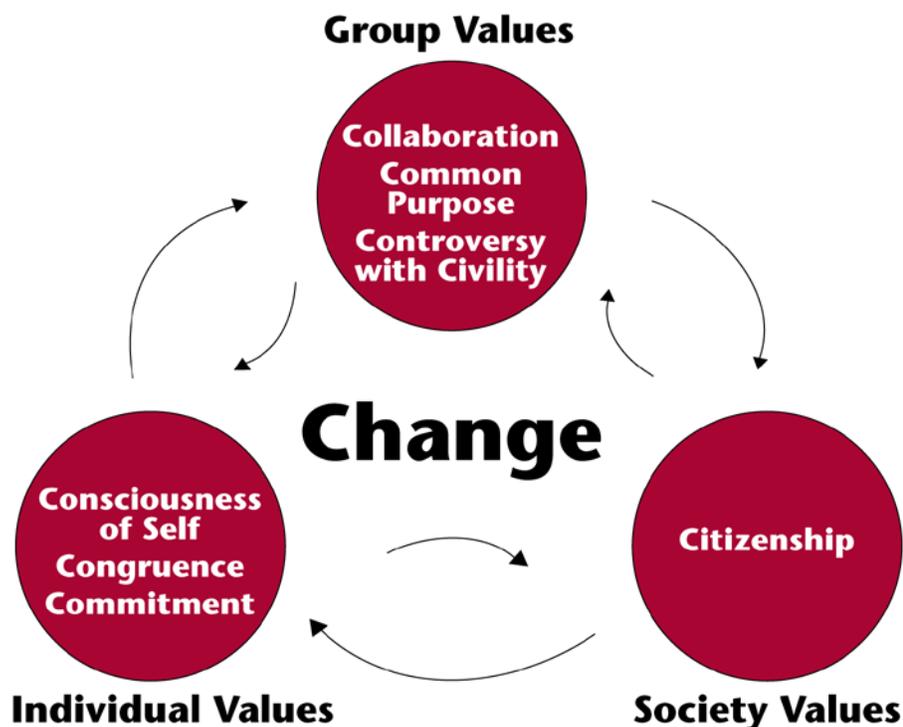
All leadership programs at Bennett College are based on the eight Cs of the Social Change Model of Leadership:

**Individual Values:**

1. Consciousness of Self
2. Congruence
3. Commitment

**Group Values:**

1. Collaboration
2. Common Purpose
3. Controversy with Civility
4. Community Values
5. Change



**Why should students participate in leadership training and civic engagement opportunities?**

1. Leadership skills are highly sought after by employers.
2. Our communities need leaders who will impact positive change.
3. Students develop a strong sense of who they are through engaging in self-awareness and personal empowerment activities.
4. Discovering your values and purpose through leadership development and civic engagement is a fulfilling and meaningful experience.

## **ACADEMIC CULTURAL ENRICHMENT SERIES**

### **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 (ACES), 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 encourage students to enhance their cultural and intellectual development, learn how to appreciate and accept ideas and beliefs different from theirs, learn how to listen, learn to dress in professional attire, and 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 skills that easily identify them as women of the 21st Century—Bennett women—who know what is appropriate.

### **PROCEDURES**

Students are to follow all written procedures to receive credit. Students must attend all events on time; late arrival of 15 minutes after the program will prohibit a student from entering the Chapel and receiving ACES credit for that program event. At the conclusion of each program, all students, marshals and program participants must present a valid ID card for scanning. It is the student's responsibility (not the scanner's) to confirm that the information is correctly displayed on the computer monitor. Credit will not be given for lost ID cards. 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 within

two 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 at Bennett. Each program is assigned a point value of one or three. A grade will be awarded during each semester based on the total points earned. To receive a grade of “S” (satisfactory), you must obtain 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 pantsuits. These items should be suitable for work, internships, presentations and participation in business and academic functions. Students wearing jeans, khakis of any color, corduroy pants, midriff-baring tops, ankle or drawstring pants or shower shoes will not be awarded credit or admitted into the Chapel. White dresses, skirt suits and blouses and skirts are required 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 pantsuits for formal convocations. For more information, please consult the Bennett College Dress Code in the Belle Handbook.

### CONFLICTS

If there are circumstances that prevent you from attaining the 75% quota of points for the semester, you must apply for an attendance waiver during the first six weeks of each semester by the deadline date. 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. Natalie McLean, Office of Religious Life located in the basement of the Annie Merner Pfeiffer Chapel Hall. ACES waiver requests are subject to approval or

disapproval each semester.

### ACES CONTINGENCIES

If you earn a grade of “U” in any semester, you may not receive academic honors during Honors Convocation or apply for membership in any national sorority sanctioned by the College. To run for a class office or SGA office and be accepted as a Resident Assistant candidate, 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 five business days after the date of the program to appeal a decision denying you credit. You will receive a response in writing within three business days. It is your responsibility to check with the ACES Coordinator after every program to verify your attendance.

### TRADITIONAL CEREMONIES

- 1) **“Convocatum Est,”** a Latin phrase for “first gathering,” is the College’s first formal assembly of the entering students who will make up the first-year class, including transfer and exchange students. Convocatum Est is typically the first ACES program for the fall and spring semester. During this event, all new students are formally introduced and welcomed into the Bennett community in a Ceremony of Matriculation.
- 2) **Founders’ Day Convocation** celebrates the selfless contributions of the institution’s founders. The celebration is generally scheduled during Family and Friends Weekend in which the entire Bennett Community is required to participate in this series of programs and celebrations. Student platform participants are required to wear black dresses/ black skirt suit or black skirt and blouse with flesh tone hose and black closed toe shoes.
- 3) **The Honors Convocation** is a ceremony that recognizes Bennett Belles who achieve academic excellence in their majors and in ACES attendance.

- 4) **Senior Day Convocation** is the ceremony in which each member of the senior class receives her cap and gown from her Little Sister(s). Seniors are allowed to wear her academic regalia for all formal convocations from the time she receives it until Commencement.
- 5) **Charter Day Convocation** is the convocation that celebrates the chartering of Bennett College as a four-year college by the State of North Carolina in 1889. It is held annually on the third Sunday of March following Senior Day. Seniors who received their robes during the Senior Day Convocation are allowed to wear their academic regalia along with traditional white dresses/ skirt suits/ blouses/skirts.
- 6) **The Casual White Breakfast** was begun to bring the College together to share a meal at the beginning of each academic year. One of the earliest and certainly the most everlasting traditions to be institutionalized at Bennett College is the White Breakfast. The tradition was established around 1930 by President David D. Jones, when he and Mrs. Susie Jones wanted to establish some lasting values and traditions.

\*Required attire: White dresses/skirt suits/blouses/skirts. Flesh-toned hose and closed toe black shoes are appropriate.

## OFFICE OF RELIGIOUS LIFE

### POSTING AND ADVERTISING

We greatly appreciate the support of all churches, worship centers and religious-affiliated organizations. If you have an announcement you wish to make, you may share information through your personal email or other social media such as Facebook, Twitter, etc. However, an email blast to the campus or printed advertisements on campus will not be endorsed by this office and is not permitted. The Office of the Chaplain cannot specifically endorse any church-sponsored events and activities beyond those related to the UMC.

### GUEST SPEAKER/MINISTRY REQUEST

If you are considering extending an invitation for a minister or other religious leader to speak on-campus, you must complete the Guest Speaker/ Ministry Form, which includes submission of a manuscript or video presentation of a message delivered

by the proposed speaker.

Additional information required includes: the name of the guest speaker; phone number; name of home church/ ministry; and the pastor's name and contact information. 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 to ensure sufficient time in case an alternate speaker must be secured.

The request must be approved by this office before the guest is confirmed to speak. If the information is not presented in a timely manner and approved, you will need to reschedule or restructure your event.

The Office of The Chaplain and Campus Ministry adheres to the policies of the Student Activities. A description of the event, participants, date and facility requested is required. A separate Facilities Reservation Form is to be completed and returned to the Student Activities Coordinator.

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

Fliers and posters for all approved activities and speakers must be reviewed by the Chaplain before they are submitted 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 ministry or ministry representatives may be invited to the campus to conduct or sponsor any type of Bible or religious study, worship service, support and/or discussion groups or hold any gathering without proper approval from the Office for the Chaplain.

This policy is in place to avoid any hint or the appearance of favoritism or discrimination and to avoid a contentious or competitive spirit. The guidelines will also provide opportunities for our students to develop their leadership abilities within the Bennett family and extend to the community at large by leading such groups.

## CAMPUS MINISTRY

- 1) **Student Christian Fellowship (SCF)** – The Student Christian Fellowship was organized to promote and enhance spiritual growth and development, unity and sisterhood. The ministry develops community projects and relationships with other young women on- and off-campus.
- 2) **United Methodist Students** – The United Methodist Students was organized to be a part of the United Methodist Women and to serve as a “community of women whose purpose is to know God and to experience freedom as whole persons through Jesus Christ; to develop a creative, supportive fellowship; and to expand the concept of mission through participation in the global ministries of the church.” Involvement with this group provides students with opportunities to attend conferences and to participate in worship and fellowship experiences. Young women will also have occasions to network with college students, helping to bridge cultural, socio-economic and ethnic boundaries. You do not have to be a member of the United Methodist Church to participate in this ministry.
- 3) **Spirit of David Praise Dance Ministry (SOD)** – This ministry’s mission is to share the Gospel of Christ through liturgical dance and mime.
- 4) **The Belles of Harmony Gospel Choir (BOH)** – The choir originated when Pfeiffer Hall residents of the class for 1973 formed the Belles of Harmony. Today, the choir sings in churches in Greensboro and other cities across the Eastern region of the United States.
- 5) **Campus Ministry (CM) Supporters** — If you cannot participate with Campus Ministry on a regular basis, CM Supporters offer their gifts as their time permits.
- 6) **Student Interfaith Council** – The Interfaith Council at Bennett College is a new initiative that will be comprised of students who represent the diversity of faith traditions on campus with the goal to build interfaith understanding, cooperation, and awareness on Bennett’s campus. The Council will organize events where individuals of different traditions can socialize, engage in dialogue, and serve their community together. Students will be instrumental

in inviting peers to collaborate on the details of each activity, implement programs and assess the outcomes as avenues for leadership development.

**Office location, contact information:**

Chaplain Natalie V. McLean '80

Annie Merner Pfeiffer Chapel Basement, B-10

[nmclean@bennett.edu](mailto:nmclean@bennett.edu) (Email)

336-517-2234 (Office Phone)

**OFFICE FOR STUDENT SUCCESS AND RETENTION (DSSR)**

The Division for Student Success and Retention (DSSR) is dedicated to enhancing retention and graduation rates through peer and professional tutoring, academic advising, mentoring, and supplemental instruction that will ensure success for all students in a Global Society. Our approach is informed by best practices and focused on providing exceptional service to all students.

**MISSION**

The mission of The Division for Student Success and Retention is to provide comprehensive tutoring services, supplemental instruction, mentoring, and advising to all students throughout their matriculation at Bennett College. Student success professionals are committed to providing an exceptional learning environment that enables individuals to develop their full potential, pursue their dreams and become enlightened leaders in local and global communities.

**CORE VALUES**

To increase retention and graduation rates by providing students with access to free tutoring in core courses, success skills seminars, mentoring, supplemental instruction, and academic advising, thus fostering the independent, critical thinking skills that all students need to succeed at Bennett College and beyond.

**PROGRAM GOALS**

To maximize every student's potential to achieve academic success and to adjust responsibly to the individual and interpersonal challenges presented by the

College.

To provide resources and support services that will ensure student success through the coordination and collaboration of all academic divisions on campus.

### **STUDENT RESPONSIBILITIES AND EXPECTATIONS**

Students are expected to take an active role in their education by participating in all available resources offered on campus that will enhance their learning.

Students must be prepared to learn and to be intellectually challenged. Students must strive for academic excellence in all of their courses

### **THE CURRICULUM LEARNING CENTER**

The Curriculum Learning Center (TCLC) is designed to provide students an opportunity to become proficient, active learners and develop the confidence needed to increase their skill levels and succeed in academic coursework at Bennett College. The TCLC helps students create learning strategies necessary for today's analytical and critical thinkers by providing instructional support services to all currently enrolled students. Group and individual tutoring sessions as well as supplemental instruction sessions and Success Seminars are provided for all students. There is no charge for any of the following services provided by the Curriculum Learning Center:

- Professional and Peer tutoring in gateway courses and various 100-200 level courses across all disciplines
- Supplemental Instruction Leaders in all LW102 and LW103 sections
- Specialized Academic Counseling Success Seminars and Workshops

### **ACADEMIC ADVISING**

The Academic Advising Coordinator assesses students' needs, goals, interests and prior academic experiences in order to guide students in the design and implementation of a successful academic plan. The Academic Advising Coordinator also collaborates with faculty members to address the academic advising needs of students and is also responsible for understanding and

interpreting the College's policies and academic degree programs to help facilitate academic success for all students.

### **EMERGING SCHOLARS**

Emerging Scholars (ES) are students who have been admitted to the College with a high school cumulative grade point average of 2.0-2.39. Students remain Emerging Scholars for their entire Freshwoman year (two semesters). Emerging Scholars are restricted to a maximum of 15 credit hours per semester while they are on Emerging Scholar status and have the opportunity to be paired with an on-campus mentor, who is a faculty/staff volunteer who is committed to providing additional support and guidance for the student. Emerging Scholars meet twice each month with the Academic Advising Coordinator. This monthly meeting is designed to check in with students, provide additional information and discuss any difficulties.

There are a series of monthly Success Seminars and Workshops which Emerging Scholars are required to attend. These seminars range in the content areas from test taking strategies, goal setting, time management, reading and understanding your syllabus and many more. Emerging Scholars are required to sign up for and attend tutoring.

### **MENTORING**

All Freshwomen are assigned a mentor during their first academic year at Bennett College. The goal of the Mentoring Program is to help retain the incoming Freshwomen class through guided mentorship, skill-building, and goal-setting. The mentors will serve in a variety of capacities with the students, including providing accurate information about navigating through college, college success tips, and building personal connections to the College and surrounding community. The mentors and mentees will complete training and be provided with group activities monthly to build their relationship.

### **SUPPLEMENTAL INSTRUCTION**

Supplemental Instruction (SI) leaders assist students with improving their academic experiences in designated gateway courses. This academic support model is a peer-assisted study session designed to improve student retention

and success in historically difficult courses. The Supplemental Instruction Leaders attend the class during the designated times and hold sessions after class to assist students with understanding concepts.

### **ORIENTATION 100 A&B**

Orientation 100-A, Part I of Orientation 100, is a required one-credit hour course designed to assist first-year and transfer students with less than 26 transferable credit hours with the positive integration into the academic community of Bennett College. Students must successfully complete Orientation 100-A and 100-B in order to meet Bennett College's graduation requirements. This class is designed to be interactive and dialogue-driven. Topics covered include the history, traditions and culture of the College, time management, study skills, understanding your learning style, test-taking skills, self- motivation, values, and preparing for student success.

### **THE OFFICE OF DISABILITY SERVICES (ODS)**

The Office of Disability Services (ODS) works with offices throughout Bennett College to assure that the programs and facilities of the College are accessible to every student in the College's community. Additionally, ODS provides reasonable accommodations to help students with disabilities who are otherwise qualified to be as independent as possible and meet the demands of College life. The following information is a general description of facilities, programs and accommodations available for students with disabilities.

Bennett College ensures that no qualified person shall by reason of a disability be denied access to, participation in, or the benefits of, any program or activity operated by the College. Each qualified person shall receive reasonable accommodations to ensure equal access to educational opportunities, programs, and activities in the most integrated setting appropriate.

The mission of ODS is to maximize the academic success, autonomy, social integration, and participation of each student and to ensure suitable working conditions for its faculty and staff. The Office of Disability Services will work persistently to assist students with emotional, physical, developmental, cognitive, and mental disabilities to achieve their academic or professional

goals as well as advocate for its clientele (i.e. students, faculty, & staff) by eradicating attitudinal & institutional barriers.

ODS will also provide ongoing, comprehensive support to students in the form of academic advisement, coaching, peer mentoring, and tutoring. Additionally, the staff will serve as advocates for students with disabilities and promote awareness of accessibility issues campus-wide. The following services are offered:

- Peer Tutoring
- Supplemental Instruction Alternative Testing
- Accessibility Management Counseling Priority Registration
- Advocacy Assistance
- Referrals to External Resources
- Individual academic coaching and consultation services
- Workshops, seminars, and instruction in study skills, time management and transition to campus life
- Referral for additional testing services
- Academic consultation for course selection
- Development and implementation of an individual accommodation plan outlining classroom accommodation needs

### **DOCUMENTATION GUIDELINES**

Bennett College works to protect the rights of its students, faculty, and staff. In order to assure that every individual is protected under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, documentation must be submitted that indicates the disability substantially limits some major life activity, including learning. It is the responsibility of each student to obtain the documentation and present a copy to the Office of Disability Services.

Any correspondence regarding the adequacy of the submitted documentation will be sent to the student. It is the student's responsibility to obtain additional information or clarification. Qualifications of the examiner's documentation must be submitted by a professional who is licensed or certified in the area for which the diagnosis is made. The examiner's name, title, and license or certification

credentials must be stated in the document. The documentation should be on office or practice letterhead, dated, signed, and specifically addressed to:

Lucheia Graves, Ed.S., Ed.D.

Accessibility Services Coordinator - Division for Student Success and Retention

Merner Hall

First Floor

336-517-1501 (Office)

[lgraves@bennett.edu](mailto:lgraves@bennett.edu) (Email)

\*The evaluating professional should not be related to the student in any way other than professionally\*

### **GENERAL DOCUMENTATION REQUIREMENTS**

The following information should be included in the documentation submitted to the Office of Disability Services.

- History Personal - Psycho-social, medical, developmental, and/or education history relevant to the cause for evaluation should be included.
- Specific Diagnosis - The documentation submitted to the Office of Disability Services should include a diagnostic statement that lucidly identifies the disability. The ICD and/or DSM classification must be included.

All documentation submitted to the Office of Disability Services will be stored for at least five years after the most recent date of contact or graduation from Bennett College. A student's file will be placed in an inactive status if there has been no communication with the ODS after four consecutive months.

### **DISCLOSURE PROCESS AND STUDENT RESPONSIBILITIES**

Once documentation has been provided to the Office of Disability Services, it is the responsibility of the student to make an appointment to review the documentation. The student must qualify for and then assist in the development of the accommodation plan. Student input is a critical part of the process in promoting

self-awareness and self- advocacy skills necessary for success at the postsecondary level.

Once the accommodation plan has been completed, it remains the responsibility of the student to provide each instructor with a copy of the plan, and to arrange a meeting time with each instructor to discuss the plan and any accommodations that the student will need in that course. However, at the student's request, ODS may be called in to assist the student in explaining her individual needs to an instructor. Instructors may consult with ODS on any general concerns about accommodations for disabled students. However, student confidentiality must be honored absent the written consent of the student.

## **FREQUENTLY ASKED QUESTIONS**

1) Does Bennett College have a Learning Accessibility Program?

Bennett College has comprehensive support services for students with learning, physical, mental, emotional, and developmental disabilities. In addition to classroom accommodations, the Office of Disability Services can provide or refer the services listed in the section titled Highlight of Services.

2) To whom can I send or give my documentation?

Documentation should be sent to: Lucheia Graves, Ed. S. , Ed. D.; Accessibility Services Coordinator, Division for Student Success and Retention, Merner Hall First Floor, (336) 517 – 1501, lgraves@bennett.edu

3) Do professors give untimed tests?

The student and ODS review existing documentation and determine what accommodations are warranted. In some cases, accommodations may include untimed tests. This service is provided in the Office of Disability Services and not by professors.

4) Will professors allow me to tape their classes?

Yes, but only if that accommodation is stated in the accommodation plan. You also must request permission of the faculty member before recording any lectures.

While this accommodation should not be denied by individual faculty members, they might ask students to either destroy or forfeit tapes after the end of a semester in an effort to protect intellectual property.

5) Does Bennett College provide tutors?

Yes, peer tutors in general education courses are available through Academic Services. These students are upper-class-women usually majoring in the area in which they tutor, and are recommended by faculty members. In addition, professional tutoring services are available in some skill areas. These services are available to any Bennett College student, not just to students with disabilities.

6) Does Bennett College provide note-takers?

If “peer notes” are identified on the accommodation plan, the student, professor, and the Office of Disability Services will identify an appropriate classmate to serve as a note taker. Copies of notes are provided electronically to the student by the ODS. If the student receiving notes wishes to remain anonymous, she can make these arrangements through the office.

7) Does Bennett College waive course requirements?

No, course waivers are not granted for students with disabilities. At Bennett College, we believe in all students’ ability to succeed. Peer tutors and learning specialists are provided free of charge to assist in your journey to academic success.

8) What are my responsibilities as a student?

Once documentation has been provided to the Office of Disability Services, it is the responsibility of the student to make an appointment to review the documentation. Students must qualify for and assist in the development of the accommodation plan. Student input is a critical part of the process in promoting self-awareness and self-advocacy skills necessary to success at the post-secondary level.

9) If I had a 504 Plan or an IEP in High School, am I guaranteed services and

accommodations in college?

No, not necessarily. Services for high school aged students are governed by the IDEA (Individuals with Disabilities Education Act). Students with a federally-recognized disability are guaranteed services. Colleges and Universities are held to the standards outlined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. These laws are anti-discrimination laws requiring that institutions make provisions and accommodations to ensure full participation and nondiscrimination regardless of disability.

In this instance, the need for a given accommodation is determined by demonstrated functional disability, not merely by diagnosis. However, it is the intention of Bennett College to meet or exceed federal guidelines and provide the support services that all students need in order to gain full access and opportunity. If you have any concerns about eligibility for accommodations or services at Bennett College, please feel free to contact our staff at any time.

10) Once I have decided to attend Bennett College, what should I do before school begins?

If you have not already done so, make arrangements to visit the campus and request a personal meeting with the Office of Disability Services. You should come prepared to do the following:

- Provide your documentation to the Office of Disability Services as soon as possible. Early action will allow plenty of time to address any discrepancies or issues that may arise concerning eligibility for services or completeness of documentation.
- Make sure that the student is familiar with the contents of her documentation and the nature and extent of the disability, and is able to discuss the accommodations being requested.
- Fill out and return the Request for Accommodations form once you are accepted into the College.
- Participate in Belle Beginnings or early placement testing. If accommodations are necessary when taking math, English, or reading

classes, be sure to notify the Office of Disability Services in advance as soon as you know when you plan to take them. Accommodations may not be available without prior notice.

11) Who is responsible for requesting an interpreter?

Students requiring an interpreter for class must make the request to the Office of Disability Services. For outside class requirements such as field trips or other assigned activities, as well as office hours, students should make a request for an interpreter at least two weeks ahead of time or more, depending on the event. The Office of Disability Services cannot guarantee an interpreter when requests are made sooner than two weeks before the event.

### **NON-DISCRIMINATION POLICY**

Bennett College prohibits discrimination on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, genetic information, and any other class of individuals protected from discrimination under state or federal law governing access to, admission to, or treatment of students in its programs and activities, or in employment and application for employment.

Furthermore, the College's policy includes prohibition of harassment of students and employees (i.e. racial harassment, sexual harassment, and retaliation for filing complaints of discrimination). In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act of 1990, Bennett College will make reasonable adjustments in its policies and practices to ensure equal opportunity and access for qualified students, employees, and members of the public to applicable programs, services, activities and facilities.

Inquiries regarding the College's compliance with state and federal nondiscrimination laws or filing a complaint should be directed to: Lucheia Graves, Ed. S. , Ed. D.; Accessibility Services Coordinator Division for Student Success and Retention, Merner Hall First Floor, (336) 517 – 1501, lgraves@bennett.edu.

For more information concerning the College's anti-discrimination policies and procedures, please see the College's Sexual and Relationship Misconduct Policy and Student Complaint Policy.

## **OFFICE OF CAMPUS SAFETY**

The administrative responsibility for the Department of Campus Safety at Bennett College rests with the Associate Vice President for Administrative Services. All staff members receive training consistent with the policies of the department.

### **CAMPUS SAFETY SERVICES**

The Department of Campus Safety provides the following services to the members of the Bennett College community:

- 24-hour Campus Safety protection and awareness: the patrolling of campus areas with primary concern for personal safety of all students, staff, faculty and visitors 24-hour base dispatch with Department of Campus Safety;
- Crime prevention programming to provide all community members heightened awareness of safety issues;
- On-campus escorts upon request;
- Liaison services to all local law enforcement agencies;
- Property identification to minimize theft;
- Monitoring safety conditions and filing safety-related work requests;
- Enforcement of campus vehicle registration and parking regulations;
- Campus facilities access control; and
- Fire, health, safety and risk management responsibilities.

### **SAFETY AND CRIME PREVENTION PROGRAMS**

The Department of Campus Safety presents safety awareness and crime prevention programs each year during orientation and at special events. The Department of Campus Safety staff also works in close cooperation with the Residence Life staff to conduct relevant and useful programming in Bennett College residence halls. Safety awareness and crime prevention programming is also a part of new employee orientation, in cooperation with Bennett College. Some features of this programming include:

### **CAMPUS SAFETY ALERT BULLETINS**

The Department of Campus Safety quickly notifies the community of any serious incident that may be a threat to other community members. Bulletins outlining the

incident, describing any suspects involved, and precautions that should be taken are disseminated in a timely manner to help prevent a similar incident from occurring.

### **RAPE AGGRESSION DEFENSE PROGRAMS**

The R.A.D. System offers a basic education of confrontation principles and personal defense. Our program ranges from awareness, risk reduction and avoidance, to basic physical defense, aerosol defense options and advanced self-defense methods.

### **NORTH CAROLINA SEX OFFENDER REGISTRY**

The Department of Campus Safety provides a monthly updated registry of sex offenders that reside within a one-mile radius of Bennett College's Campus.

### **CAMPUS SAFETY TIPS**

- Keep your room locked at all times.
- Never copy your room keys.
- Report lost keys to Residence Hall staff immediately.
- Do not prop open exterior residence hall doors.
- When walking across campus at night, walk with a friend or in a group.
- Report suspicious persons or activities to the Department of Campus Safety.
- Report theft or other crimes to the Department of Campus Safety immediately.
- Lock your vehicle and do not leave valuables unattended.
- Maintain accurate records of your belongings and their serial numbers.
- Do not let strangers into your residence hall or room.

### **EMERGENCIES AND CRIMES ON CAMPUS: DIAL 911**

For routine non-emergency information and assistance, call the Department of Campus Safety at **336-370-8261**. The base dispatcher at the Department of Campus Safety is trained to handle emergencies. Remember to give your name, location and phone number, and be prepared to respond to the operator's questions or instructions.

In response to your call, the base dispatcher will dispatch Campus Safety personnel and the appropriate local police, fire or emergency medical teams to your location immediately. The Department of Campus Safety Officers are in direct communication with the base dispatcher in the Campus Safety Office. The

Department of Campus Safety is available 24 hours a day, seven days a week, 365 days a year.

### **Responsibility of Students**

- Students should not fraternize with Campus Safety Officers. When on-duty, officers should remain focused. Idle conversation could prove distracting.
- Students should report any nuisance or badgering immediately to a Campus 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 Campus Safety escort is available by calling 336-370-8621. 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. Please refer to the Bennett College Parking and Traffic Handbook for more information.

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 Campus Safety. (The student parking permit is \$60.00 per year and \$60.00 for additional permit.) Bennett College employees are required to secure permits from Campus 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 Campus Safety Office.

## **MOTOR VEHICLE REGISTRATION REQUIREMENTS**

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

- Valid driver's license and Bennett College ID
- Registration Card
- 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 campus.

## **PERMIT DISPLAY**

The Official College Permit (decal) must be displayed in the designated location, preferably the rear window driver's side at the bottom. 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**

At no time should the speed limit on campus exceed 5 m.p.h. Pedestrians always have the right-of-way. The following are traffic violations:

- a. Excessive noise by vehicles
- b. Driving while under the influence of alcohol
- c. Reckless driving
- d. Faulty lights
- e. Faulty mufflers
- f. Speeding
- g. Driving on lawns not specifically designated parking areas.

## **MOVING MOTOR VEHICLES INFRACTIONS**

As authorized by the Director, the Department of Campus Safety Officers is authorized to stop vehicles on Bennett College campus for moving civil and criminal infractions. Citations issued are not state citations and therefore do not

affect one’s insurance. Excessive moving violations may result in having a motor vehicle permit on campus revoked. The operator of that vehicle is responsible for the issued citation. All citations issued to a vehicle count towards that particular vehicle’s “total citations” received for the season. Examples of moving civil infractions include, but are not limited to: excessive speed driving thru campus and operating a vehicle where it is not intended for vehicle travel (fields, grass, sidewalks and etc.)

**FINES**

Penalties for parking violations range from \$25 to \$100 depending on the violation. Basic parking violations are \$25, moving violations are \$50 and handicapped violations are \$250. The following are examples of parking violations and associated fines:

- |                           |                                     |
|---------------------------|-------------------------------------|
| Handicap Violation: \$250 | Unauthorized Parking: \$25          |
| Reserved Parking: \$25    | Speeding and Reckless Driving: \$50 |
| Double Parked: \$25       | Unregistered Vehicle: \$25          |
| Fire Lane: \$25           | Failure to Comply: \$25             |
| Immobilized Vehicle: \$25 | Invalid License Plate: \$25         |
| Littering: \$25           | Parked on Grass: \$25               |

**Consortium Students**  
Any Bennett College student who has a registered vehicle and is taking courses on another campus may obtain the consortium decal from the Campus Safety Office. The sticker is to be displayed inside the left rear window behind the driver.

Fines must be received by the Office of Fiscal Affairs within fourteen days of the citation. Appeals must be received by the Director of Campus Safety within seven days.

**PENALTIES FOR VIOLATION OF PARKING REGULATIONS**

- Tickets for violations vary depending on the violation and fines are payable within fourteen days.
- Student fines not paid within that time period will be automatically billed to the student’s account with an additional penalty for failure to pay within fourteen days.

- Cars parked in restricted or prohibited areas are subject to towing at the owner's expense.

**Note:** If you loan your vehicle to someone and it is parked illegally, it is the registered owner's responsibility to pay and/or appeal the citation. The owner is determined by the displayed current year parking permit.

## STUDENT RECORDS AND PRIVACY RIGHTS

Bennett College complies with the Family Educational Rights and Privacy Act ("FERPA") in ensuring privacy protections and procedures with respect student records. For detailed information concerning the College's FERPA policies, please see that policy available at <http://www.bennett.edu/academics/registration/ferpa-information/>.

## OFFICE OF AUXILIARY SERVICES

### FOOD SERVICES

All campus events that include the serving of food must have that food provided by Sodexo, unless Sodexo prefers not to cater the event or has given the approval for an outside vendor. All outside food vendors must be approved by Sodexo Food Services, and a copy of the vendor's license and food service certificate presented to the Office of Student Activities at least one week prior to the event. In the event of selling food to the campus community (such as bake sales), food should be pre-wrapped prior to sale. No individual will be permitted to sell food or baked items not pre-wrapped. 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 meals Monday-Friday and two meals on weekends (cafeteria style), which are available to all resident students. Non-residents can purchase meals for a nominal fee. Dining Hall hours are as follows:

#### **Monday-Friday:**

Breakfast 7:00am–9:00am

Lunch 11:30am–1:30pm\*

Dinner 4:30pm–6:00pm

**Saturday and Sunday:**

Brunch 10:00am–1:00pm

Dinner 4:30pm – 6:30pm

\*Tuesdays and Thursdays 12:00pm – 1:30pm on ACES days

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.

**MAIL CENTER HOURS AND LOCATION**

**Hours of operation:** Monday-Friday, 8:00am –5:00pm

**Service Window Hours of Operation:** Monday – Friday, 9:30am – 12:30pm and 2:00pm – 5:00pm

**Location:** basement of the David Dallas Jones Student Union.

**Phone Number:** (336) 517-2214

**Fax number:** (336) 517-221.

**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.

### **TRANSPORTATION**

While enrolled as a Bennett College student you will be able to ride the Higher Education Area Transit (H.E.A.T.) bus with your student ID card. This card will allow you to use routes connecting the Greensboro college campuses with each other and downtown Greensboro and Friendly Center. Your 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 Campus Safety Office. Bus stops for this service are located on Washington Street (near the Office of Campus Safety) on the South and North side of Washington.

Lost ID cards should be reported immediately to the Director of Campus Life. Replacement cards will be provided for a fee of \$75.00

### **VENDING SERVICES**

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

- Call the Auxiliary Services Office at 336-517-2168 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); and Building name and floor
- You may obtain a refund of money lost in the beverage or snack vending machines from Tonya Gibson in the Office of Business & Finance, located on the first floor of Race Hall.
- You will need to indicate your name, amount of money lost, date and location of machine.

### **BEVERAGE AND/OR SNACK MACHINE LOCATIONS:**

- 1) Campus Safety Office

- 2) David Dallas Jones Student Union
- 3) Ethel Black Hall
- 4) Global Learning Center
- 5) Henry Pfeiffer Science Building Honors Hall
- 6) Ida Goode Gym
- 7) Johnetta B. Cole Honors Hall
- 8) Willa Player Hall

## **OTHER SERVICES**

### **Lost and Found**

Items found on campus are to be turned into Campus Safety. These items will be held for one month. When identification is possible, the owner will be notified. The College does not assume responsibility for lost items.

Approved by Board of Trustees – November 23, 2019