Bennett Belle Book
2013–2014
Student Handbook
Bennett College is accredited by the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, GA 30033, 404-679-4500, www.sacscoc.org; the National Council for the Accreditation of Teacher Education (NCATE); and the Council on Social Work Education (CSWE).

Bennett College is a United Methodist Church-related institution.

“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 in any aspect of the access to, admission, or treatment of students in its programs and activities, or in employment and application for employment. Furthermore, the College 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.”

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

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Academic Calendar 2013-2014 - FALL SEMESTER

7 August  General Assembly (am) Faculty/Staff Institute (pm)
8-9 August  Faculty Institute/New Faculty Orientation
9-10 August  NEW STUDENTS ONLY Residence Halls Open (Friday-Saturday)
10-18 August  New Student Orientation TBA (pm)
12-13 August  NEW STUDENT -Placement Test and Pre-Advising
12-16 August  NEW STUDENT ONLY -Academic Advising and Course Registration
15 August  Residence Halls Open for Upperclass Students
15-16 August  Returning Students -Academic Advising and Course Registration
16 August  CASUAL WHITE BREAKFAST (8:00 AM-10:00 AM)
16 August  Registration Ends (5:00 pm)
18 August  ST. MATTHEWS UNITED METHODIST CHURCH DAY
19 August  First Day of Classes (Monday)
19 August  ADD/DROP Period Begins (Late Registration fee imposed)
22 August  CONVOCATUM EST
30 August  ADD/DROP Period Ends (After this date a student who withdraws from a course will receive a grade of “WP” - Withdrawal without Penalty)
2 September  Holiday | Labor Day – Campus Closed/No Classes
13 September  DEADLINE: Last day to convert “I” -Incomplete grade (Spring 2013) to a Permanent Grade
26 September  Summer School Transcripts Due
26-29 September  Family and Friends Weekend
29 September  Founder’s Day
8 October  Academic Advisors Meeting
9-11 October  Mid-semester Examinations
14-15 October  Fall Break – No Bennett Classes
16 October  Classes Resume at 8:00 A.M. (Wednesday)
16 October  Mid-Semester Grades Due Spring 2013
17 October  HONORS CONVOCATION
17 October  Spring 2014 schedule revisions due from Division/Department Chairs
18 October  DEADLINE: Last Day to Withdraw from a course with “WP” – Withdraw without Penalty (After this date a student who withdraws will receive earned grade)
22-23 October  Early Spring 2014 Course Registration (RISING SENIOR ONLY – CLASS OF 2014)
28 October – November 1  Academic Advising & Course Registration for Spring 2014 begins
27 November  Thanksgiving Holiday (Classes end at Noon) Residence Halls close 3 pm (Wednesday)
28 November – December 1  Holiday | Thanksgiving – College Closed/No Classes
1 December  Residence Halls Re-Open (Noon)
2 December  Classes Resume at 8:00 A.M.
5 December  Last day of classes (Thursday)
6 December  Reading Period (Friday)
9-12 December  FINAL EXAMINATIONS
13 December  Residence Halls Close (Noon)
15 December  All grades due in Registrar’s Office
13 December  COLLEGE CLOSED until 2 January 2014
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>2 January</td>
<td>College Opens</td>
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<td>2 January</td>
<td>Residence Hall Opens for ALL students (9:00 am) (Thursday)</td>
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<td>2-5 January</td>
<td>New Student Orientation Days</td>
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<td>3 January</td>
<td>Pre-Advising &amp; Placement Tests for New Students (8:00 am – 12:00 Noon)</td>
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<tr>
<td>3 January</td>
<td>Academic Advising and Registration (8:00 am – 5:00 pm)</td>
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<td>5 January</td>
<td>ST. MATTHEWS UNITED METHODIST CHURCH DAY</td>
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<td>6 January</td>
<td>Spring Semester Classes Begin (Monday)</td>
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<tr>
<td>6 January</td>
<td>ADD/DROP Period Begins (Late Registration fee imposed)</td>
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<td>9 January</td>
<td>CONVOCATUM EST</td>
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<td>17 January</td>
<td>Last Day to ADD/DROP courses (After this date a student who withdraws from a course will receive a grade of “WP” - Withdrawal without Penalty)</td>
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<tr>
<td>20 January</td>
<td>Holiday</td>
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<td>7 February</td>
<td>DEADLINE: Last day to convert “I” - Incomplete grade (Fall 2013) to a Permanent Grade</td>
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<td>13 February</td>
<td>HONORS CONVOCATION (Thursday)</td>
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<td>19-21 February</td>
<td>Mid-Semester Examinations (Wednesday-Friday)</td>
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<td>26 February</td>
<td>Mid-Semester Grades due (Wednesday)</td>
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<td>1 March</td>
<td>Residence Halls Close (Saturday)</td>
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<td>3-7 March</td>
<td>Spring Break: College Open – No Classes (Monday-Friday)</td>
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<td>9 March</td>
<td>Residence Halls Open</td>
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<td>10 March</td>
<td>Classes Resume at 8:00 A.M. (Monday)</td>
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<tr>
<td>11 March</td>
<td>Last Day to Withdraw from a course with “WP” (After this date a student who withdraws will receive earned grade)</td>
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<td>12 March</td>
<td>Mathematics Competency Examination</td>
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<td>13 March</td>
<td>SENIOR DAY (Thursday)</td>
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<tr>
<td>20 March</td>
<td>CHARTER DAY (Thursday)</td>
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<tr>
<td>21 March</td>
<td>FALL 2014 schedule revisions due from Division/Department Chairs</td>
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<tr>
<td>28 March</td>
<td>Deadline for May Graduation Candidates to have Incompletes and other deficiencies corrected</td>
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<tr>
<td>25-26 March</td>
<td>Early Fall 2014 Course Registration (RISING SENIOR ONLY – CLASS OF 2015)</td>
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<td>31 March – April 4</td>
<td>Academic Advising &amp; Course Registration for Fall 2014 begins</td>
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<td>11 April</td>
<td>INTERDISCIPLINARY RESEARCH DAY</td>
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<td>15 April</td>
<td>Recognition Day</td>
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<td>18-20 April</td>
<td>Holiday</td>
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<td>21 April</td>
<td>Classes Resume at 8:00 A.M. (Monday)</td>
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<tr>
<td>21 April</td>
<td>Graduation Application available for December 2014 and May 2015 graduates</td>
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<td>23 April</td>
<td>SENIOR Reading Day (Wednesday)</td>
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<td>24 April</td>
<td>Last day of classes (Thursday)</td>
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<td>24-26 April</td>
<td>Senior Final Examinations (Thursday – Saturday)</td>
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<tr>
<td>25 April</td>
<td>Reading Day (Friday)</td>
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<td>28 April</td>
<td>Senior Grades Due by 5:00 PM (Monday)</td>
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<td>28 April – May 1</td>
<td>Final Examinations (Monday – Thursday)</td>
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<tr>
<td>2 May</td>
<td>Residence Halls Close 5:00 PM for First Year Students; Sophomores &amp; Juniors (Friday)</td>
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<td>2 May</td>
<td>Faculty Vote on Senior Degrees (5:00 PM – Friday)</td>
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<tr>
<td>3 May</td>
<td>BACCALAUREATE SERVICES (Saturday)</td>
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<td>4 May</td>
<td>COMMENCEMENT SERVICES (Sunday)</td>
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<tr>
<td>5 May</td>
<td>Final Grades due by 5:00 PM (Monday)</td>
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</tbody>
</table>
IMPORTANT TELEPHONE NUMBERS

Admissions (336) 370-8624
Bennett College (336) 273-4431
Bookstore (336) 517-2215
Dining Hall (336) 517-2210
Career Services (336) 517-2201
Cashier’s Office (336) 517-2110
Chaplain’s Office (336) 517-2334
Counseling Center (336) 517-2229
Financial Aid (336) 370-8677
Health Center (336) 517-2230
Mail Center (336) 517-2214
Public Safety (336) 370-8621
Registrar (336) 517-2160
Student Accounts (336) 517-2121
Student Activities (336) 517-2200
Student Affairs (336) 517-2196

Taxi Cabs:
Airport Express (336) 668-3606
Ambassador (336) 273-5566
Daniel Keck (336) 275-6337
United Yellow (336) 273-9421

Bus Line: Greensboro Transit Authority (336) 335-6499

BENNETT COLLEGE
COLLEGE IS A
SMOKE FREE
CAMPUS!

Residence Halls:
Barge Hall (336) 517-1200
Honors Hall (336) 517-1395
Jones Hall (336) 517-1401
Pfeiffer Hall (336) 517-1601
Player Hall (336) 517-1851
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.

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 Freedmen’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. David Dallas Jones became the president of the new Bennett College in 1927. He built it 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 first woman 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.

The 12th President was Dr. Gloria Scott and for nine years there was growth in enrollment and capital. The Shell Hall was erected in 1991. Dr. Scott’s successor was Dr. Althia Collins who led the campus during 2001-
2001. For 6 months Dr. Charles Fuget was Interim President and served as Special Assistant for a year to Dr. Johnnetta B. Cole who came out of retirement to become the 14th president of Bennett in 2002 until 2007.

Dr. Julianne Malveaux became the 15th president and proceeded with a vision of Bennett as an oasis where women are educated and celebrated and transformed into 21st century leaders and global thinkers in communication, entrepreneurship, global awareness and leadership. Dr. Malveaux served as president from 2007 until 2012.

Dr. Esther Terry ’61 was appointed to the position of Interim President of Bennett College by the Board of Trustees, making her the first alumna to ever lead the College.

Dr. Terry's appointment follows her three year stint as the College's provost and vice president for academic affairs. During those three years, she is credited with having led in the redesigning of the General Education Curriculum, and for establishing the Honors Program that in its first year saw one of Bennett's students become a finalist as a Rhodes Scholar. Her strong emphasis on strengthening the College's offerings in mathematics and the sciences that undergird the STEM professions, and on encouraging faculty to advocate and support student interest in those professions led her to successfully apply to the National Organization of Delta Sigma Theta for a two-year $200,000.00 grant. Graduation rates, as well as graduate school matriculation, increased under her tenure as provost.

As interim president, in addition to guiding the day-to-day operations of the College, Dr. Terry hopes to build stronger external relationships - particularly with the Triad community, emphasizing Bennett College’s influence on Greensboro’s history.

Dr. Rosalind Fuse-Hall became the 17th president of Bennett College on July 1, 2013. Born in Atlanta, Georgia, she grew up in Fayetteville, North Carolina on the campus of Fayetteville State University, where her father was on the faculty. A 1980 graduate of the University of North Carolina at Chapel Hill, Fuse-Hall earned a Bachelor of Science degree in administration of criminal justice. In 1983, she earned her Juris Doctor from Rutgers School of Law, Newark, New Jersey. Dr. Fuse-Hall also studied at Harvard Graduate School of Education in the Institute of Educational Management.

Although she began her career in law, Dr. Fuse-Hall soon gravitated to higher education. She comes from a family of educators. Her mother and five aunts were teachers. She is married to Dr. Jarvis Hall, a political science professor at North Carolina Central University, and her daughter, Ifetoya Hall, who is a 2013 graduate of the University of North Carolina at Chapel Hill, is a teacher with Teach for America, working in Texas.

Dr. Fuse-Hall started her legal career as a judicial law clerk with the Honorable William H. Walls, Essex County Superior Court in Newark, and then as a staff attorney in the Enforcement Division of the U.S. Securities and Exchange Commission in New York City.

Her first position in higher education was at St. Lawrence University, where she was assistant director for minority affairs. Most recently, she served as chief of staff to the president at Florida A&M University and interim executive director of Title III Programs. She has served as executive assistant to the chancellor at North Carolina Central University and corporate secretary to the Board of Governors of the University of North Carolina system, comprising 17 campuses.

While at Florida A&M University, Dr. Fuse-Hall managed $10 million dollars in special programs to enhance institutional strengths and student outcomes. She is especially proud of a grant that she drafted with several colleagues that was funded for an additional $10 million over five years. At North Carolina Central University, she worked on two special initiatives that brought nearly $44 million to the University. One was the Biomanufacturing Research Institute and Technology Enterprise or “BRITE” Center for Excellence. This was a research institute that brought together the biotech industry, governmental officials, community colleges and a major research university to secure $19.1 million in capital funds to build the institute and an additional $7
million in annual operating funds from the state legislature. The second project resulted from a public-private partnership that built a 408-bed residence hall on the newly created West Campus of the University. Dr. Fuse-Hall also has worked as associate dean in the College of Arts and Sciences at UNC Chapel Hill.

In 2004, Dr. Fuse-Hall traveled to Southeast Asia on an Eisenhower Fellowship. She was in the charter class of BRIDGES, a UNC Academic Leadership Program, and was a participant in Leadership America, a national leadership development program, both in 1993. She serves on numerous boards and advisory panels, and her professional affiliations include the Association of Black Women in Higher Education. Dr. Fuse-Hall is a member of the Links, Inc. an international, not-for-profit corporation with a membership of 12,000 professional women of color devoted to voluntary public service. She is a frequent presenter and public speaker.

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.

THE MISSION OF STUDENT AFFAIRS

The Division of Student Affairs supports the mission of Bennett College 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.
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: Professional & Personal Development Center (Career Services), Counseling Services, Health Services, Recreation and Athletics, Campus Life, Religious Life, and Student Activities. The Code of Conduct is 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 offered 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 Commuter Student Lounge, the Mail Center, Campus Store, Snack Shop and Coffee House. The Offices of Student Activities and Personal and Professional Development Center, along with the Sallie Walker Brown Dining Hall are on the first floor. The second floor houses the offices of the Student Government Association and Dean of Students. The Jones Student Union is a relaxing environment where students can socialize, play cards and games, have meetings and social events and entertain guests.

Student Organization Registration Procedures

Bennett College 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 Catalog 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 student 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, or 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. All student leaders must be in good financial standing with the College. Officers must meet all financial obligations to the College in order to be considered for leadership positions. The Office of Student Accounts provides this approval based on a zero balance as reflected through the student balance (amount owed to the 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 and must have been employed with the College for six (6) months. All advisors must be approved by the Office of Student Activities or the Office of Student Affairs. Each organization must have one (1) primary advisor and are encouraged to select at least one (1) co-advisor. Because advising is both
beneficial and time consuming, organizations should attempt to find advisors who are not already working with two or more student groups. This will assure the group more attention from its advisor. If your organization meets frequently, which can be inconvenient to a single advisor, it is possible for an organization to have more than one advisor. If, at any time during the academic year, an advisor finds that he/she cannot continue in this role, he/she must 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.

**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 Student Activities ten (10) working days prior to any event. Activities are not scheduled during official **READING** and **EXAMINATION** periods or holiday breaks.

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 to reserve the desired location for your event.

All activities are to be supervised at all times by the organization’s advisor(s). 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. The Office of Student Activities will inform you when this is necessary. The Campus Public Safety Department will arrange for additional personnel from Public Safety. In those situations, advisors and Public Safety must remain throughout the entire activity. 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.**

**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 editions of 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.

**Pre-Dawns and Gym Jams**

There will be no “Pre-Dawn” events. Gym Jams cannot be scheduled two (2) per weekend. All parties/dances will be held in the Gym and must begin at 9 or 10pm and end at 2am. Sufficient College employee chaperones must attend gym jams. In gaining approval for gym jams the Department of Public Safety’s signature is required. The Department of Public Safety is responsible for providing coverage for all gym jams. The club or organization sponsoring the gym jam must provide a list of four (4) chaperones that will assist with the event. Chaperones are required to be present the entire time of the event.

The capacity for the Gym is 500; Student Union Foyer is 285 and 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 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. 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 or 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.

**Recognized Student Organizations @ Bennett College**

**Alpha Kappa Alpha Sorority, Incorporated (Zeta Xi Chapter)**
Purpose: to cultivate and encourage high scholastic and ethical standards; to promote unity and friendship among college women; to study and help alleviate problems concerning girls and women; to maintain a progressive interest in college life and to be of service to all mankind.

**Alpha Kappa Mu Honor Society**
Purpose: to promote high scholarship; to encourage sincere and zealous endeavors in all fields of knowledge and service; to cultivate a high order of personal living; and to develop an appreciation for scholarly work.

**Alpha Lambda Delta Honor Society**
Purpose: to encourage superior academic achievement among students their first year in institutions of higher learning; to promote intelligent living and a continued high standard of learning; and to assist women and men in recognizing and developing meaningful goals for their roles in society.

**American Civil Liberties Club**
Purpose: to educate Belles about civil liberty issues and the American Civil Liberties Union.

**Barge Hall Council**
Purpose: to provide quality programming and events for the residents of Barge Hall and to build community, promote a safe, clean and responsible living environment.
Belle Business Club
Purpose: to provide developmental activities for Business Administration majors; to promote communication and networking; and to provide a forum for students to transform classroom knowledge into real work experience.

Belles Against Domestic Violence
Purpose: to provide awareness of domestic violence issues and to offer ways to prevent domestic violence on college campuses and communities.

Belles in Media
Purpose: to create and promote academic and community services through journalism and media studies.

Belles of Harmony Gospel Choir
Purpose: to minister to others through song and praise.

Belles of Peace
Purpose: to encourage unity among members and the campus community; to encourage personal growth and the upholding of high moral and ethical standards within the college community.

Belles Recognizing Individuality, Diversity and Empowering (B.R.I.D.E.)
Purpose: to encourage students to express themselves without fear of judgment from peers and others; to empower students regardless of their sexual orientation to become involved in community and outreach programs.

Bennett College Ambassadors Association
Purpose: to assist the Office of Admission with recruiting students and recruitment activities in order to increase enrollment.

Bennett College Cheerleaders
Purpose: to support the athletic program and other organizations; to provide opportunities for recreational, leisure and sports development.

Bennett College Choir
Purpose: to establish a group of students who are disciplined through music that represents the College as ambassadors.

Beta Kappa Chi Honor Society
Purpose: to foster high academic excellence and research in the sciences and to recognize student achievement in the sciences.

Biology Club
Purpose: to join all majors together to raise awareness of biological science and to promote career awareness for students interested in biology.

Campus Ministry
Purpose: to inspire students to walk in God’s light and shine a light of their own.

Chemistry Club
Purpose: to assemble students with any interest in chemistry and inform them of the many opportunities, scholarships and careers available in the field of chemistry and to encourage community service and create partnerships and sisterhood on the campus.
Class Governments (Freshwoman, Sophomore, Junior and Senior classes)
Purpose: to plan and execute all related traditions to its specific class; to plan social events for the specific class and to initiate and complete community service projects.

Cone Hall Council
Purpose: to provide quality programming and events for the residents of Cone Hall and to build community, promote safe, clean and responsible living environments.

Delta Sigma Theta, Sorority, Incorporated (Omicron Delta Chapter)
Purpose: a private nonprofit organization whose purpose is to provide assistance and support through established programs to young women; to provide programming in the areas of economic development, educational development, international awareness and involvement, physical and mental health, and political awareness and involvement.

District of Columbia and Maryland Association (DCMA)
Purpose: to stimulate friendship, positivity and growth among members; to provide awareness about the DC Maryland area and to promote unity among the DC/MA Belles.

Ecentrique Modeling Troupe
Purpose: to express, through fashion, the significance of confidence, self esteem and change.

Foster Friends Club
Purpose: to provide mentors to local foster children by providing community service opportunities and tutoring.

HBCU-Up Club
Purpose: to increase the number of underrepresented women in science by raising awareness of careers in science.

HIV/AIDS Prevention Taskforce
Purpose: to educate students and the community on issues concerning HIV/AIDS and to promote self-care.

Iota Iota Iota Honor Society (Alpha Chi Chapter)
Purpose: to encourage and support scholarship and excellence in Women’s Studies and to maintain feminist values central to women’s studies.

Jones Hall Council
Purpose: to provide quality programming and events for the residents of Jones Hall and to build community and promote safe, clean and responsible living environments.

Ladies of Essence Dance Team
Purpose: to allow ladies interested in dance the opportunity to develop or enhance their skills as dancers and share her gifts with the community.

Liberty Belles New York Connection
Purpose: to promote harmony and sisterhood with the Bennett community among ladies from the New York area.

Mathematics and Computer Science Club
Purpose: to provide a network for students interested in mathematics and computer science.
Mid West Belles Club  
Purpose: a social organization that provides awareness of the mid western United States regions.

Minority Association for Pre-Med Students (MAPS)  
Purpose: to promote assistance to students seeking medical school entrance or careers in medicine.

National Association for the Advancement of Colored People (NAACP)  
Purpose: ensures the political, educational, social and economic equality of the rights of all people and eliminates race based discrimination.

Native Sisters  
Purpose: to foster diversity among Belles through collaborative appreciation and the study of Native American tribes and cultures.

Pan Hellenic Council  
Purpose: to provide direction and focus for the campus sororities.

Pfeiffer Hall Council  
Purpose: to provide quality programming and events for the residents of Pfeiffer Hall and to build community, and promote safe, clean, responsible living environments.

Player Hall Council  
Purpose: to provide quality programming and events for the residents of Player Hall and to build community, and promote safe, clean, responsible living environments.

Political Pacesetters  
Purpose: to foster political awareness and community service and supplement the Political Science curriculum.

Pre Alumnae Council (PAC)/UNCF  
Purpose: to stimulate interest and participation of students in the progress of the UNCF; to preserve and further loyalty and fellowship among the member institutions of the UNCF, their faculty, staff, students and alumni.

Psi Chi National Honor Society  
Purpose: to produce well educated, ethically sound and socially responsible students committed to contributing to the science and profession of psychology.

Psychology Club  
Purpose: to discuss psychology as a field and provide learning opportunities regarding career options.

Queens Association  
Purpose: to promote community service through class governments and organization queens.

Reynolds Hall Council  
Purpose: to provide quality programming and events for the residents of Reynolds Hall and to build community, and promote a safe, clean and responsible living environment.

Ringers  
Purpose: to promote school spirit and sisterhood.

Sigma Tau Delta Honor Society  
Purpose: to promote scholastic achievements of English majors.
Sister to Sister
Purpose: to provide mentoring for the students at the Middle College.

Social Work Club
Purpose: to help all Social Work majors socialize with each other as well as enhance their leadership skills; to allow majors in Social Work to have input into the operation and activities of professional meetings and conferences.

Southern Belles Club
Purpose: to provide awareness regarding southern traditions and culture.

Spirit of David Dance Ministry
Purpose: to minister to everyone through dance.

Student Christian Fellowship
Purpose: to assist students with the keys to spiritual success through the word of God; to promote and to enhance spiritual growth and development, unity and sisterhood.

Student Government Association (SGA)
Purpose: to serve as the official governing body for students. The SGA affords students the opportunity to practice self-imposed responsibility. All students, upon registration, become members of the SGA.

Student North Carolina Association of Educators (SNCAE)
Purpose: the curriculum and instruction undergraduate organization that helps students make a smooth transition from campus to the classroom and give them an edge during the first years of teaching.

Student Union Advisory Board (SUAB)
Purpose: to provide programs to include educational, cultural and social recreation, entertainment and community building.

Students in Free Enterprise (SIFE)
Purpose: to give students the opportunity to apply what they are learning in the classroom to solve real world problems through teaching and learning.

United Methodist Women
Purpose: 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 motives of the United Methodist Church.

West Coast Connect (Formerly the California Club)
Purpose: to allow Belles from the state of California to stay connected and support other Cali sisters.

Zeta Phi Beta Sorority, Incorporated
Purpose: to promote civil and cultural endeavors and to promote scholarship and service projects.
GREEK LIFE PROGRAMS

Membership Intake Policy

All Greek-Letter organizations on the campus of Bennett College 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 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 2.7 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 your 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.
- 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 (1) 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 completed a minimum of fifty (50) community service hours (on record in the Office of Community Service) by February 1 of the spring semester. 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 Executive Board shall consist of one (1) representative from each Greek lettered organization registered on the campus. 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 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 or precondition of gaining acceptance, membership, office, or other status in a college organization.

The College defines hazing as any willful act by one (1) student alone or acting with others, directed against any other student(s) that:

• Subjects the student intentionally or unintentionally, on or off campus to indignity, humiliation, mental or physical discomfort, embarrassment, harassment, ridicule, the violation of College rules and regulations, the violations of laws or policies of the parent organization and/or the violation of any local, state or national laws;
• 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 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, nudity at any time, 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 for informing 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 action and legal action.

**North Carolina Hazing Law:**

**CHAPTER 14. CRIMINAL LAW**

**SUBCHAPTER 03. OFFENSES AGAINST THE PERSON**

**ARTICLE 9. HAZING**

Go to the North Carolina Code Archive Directory


Â 14-35. Hazing; definition and punishment

*It is unlawful for any student in attendance at any university, college or school in this State to engage in hazing, or to aid or abet any other student in the commission of this offense. For the purposes of this section, hazing is defined as follows: “to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group.” Any violation of this section shall constitute a Class 2 misdemeanor.*

HISTORY: 1913, c. 169, ss.1,2,3,4; C.S., s. 4217; 1969, c. 1224, s. 1; 1993,, c. 539, s. 19; 1994, Ex. Sess., c. 24, s. 14(c); 2003-299, s.a.

**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 lifestyle 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 will 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.

Each student will sign and receive this **POLICY STATEMENT** during registration along with the Bennett Honor Code.

**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 #1 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.

**CAMPUS LIFE**

**Residency Policy**

Bennett College is a residential college and encourages its students to live on campus during their enrollment. Students classified as freshwomen 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 Dean of Students on an individual basis.

Residence Life provides the student with an important opportunity for learning and practicing the value of group living. Five (5) residence halls house approximately 80% of the Bennett students. The remaining 20% 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 freshwomen are required to sign out of their residence halls when leaving the campus on weekends and after 6pm during the week nights. They must sign in upon their return. Failure to do so will result in disciplinary action as determined by the Dean of Students.

**Residence Hall Policies**

**Freshwomen Hall Closing and Curfew Hours**

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<thead>
<tr>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>Sunday-Thursday</td>
<td>11pm</td>
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<tr>
<td>Friday-Saturday</td>
<td>12am</td>
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</table>
The residence hall doors are locked at 6pm. Access to residence halls before 11pm is by swipe card during the week. The doors are locked all day during the weekend. Public Safety is required to access freshwomen halls after curfew.

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.

**After-Hours Admission to Residence Halls**

Students returning to the campus after their residence hall closes may be 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 by 12 noon.

**Policy on Male Guests**

All male visitors are to check in at the Public Safety Office, presenting appropriate identification and the name of the student they are requesting to visit. Once the student arrives at Public Safety to escort her guest, there will not be a need for the visitor to return to the Public Safety office if he is being escorted to another location on the campus by the student. All students may receive male guests in the parlors and reception areas of the residence halls during guest hours only. Under no circumstances should men be any place other than the public areas of the residence halls without appropriate authorization from a college official. 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. Males may visit the Wellness Complex, Holgate Library, Coffeehouse, LeBelle Shoppe, The GLC Patio, the Honors lawn and the Quad during visiting hours only. If an event is being sponsored by the college in other venues on campus, they may also visit with our Belles there, e.g., GLC, Chapel and the Little Theatre.

The student is responsible for her guest at all times. Even when he must go to the men’s room in the Student Union, the Belle must escort him to the building.

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

The hours for male visitation are:

- Sunday – Thursday  4:30pm – 10:45pm
- Friday – Saturday  2:00pm – 11:45pm

When male visitors are here for Gym Jams, they must stay on Gorrell Street after 11:45pm.

**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 Resident Director. The fee for each guest is $25.00 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 $25.00 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 Residence Director 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 the Dean of Students 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 15. If a student does not have an assignment by July 30, she should report for the new term to the fiscal registration arena, and pay the room reservation fee of $100.00 to the Business Office. The Dean of Students or a designee during 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 Dean of Students or her designee. The room change period is determined by the Dean of Students each semester. Notices will be posted in each residence hall.

**Single Rooms**

Single rooms will be assigned based on availability and approval by the Dean of Students for an additional charge. Preference will be given to students with documented medical needs. Availability is generally determined after registration if the medical documentation is not supplied by the due date each semester.

**Vacating Rooms**

Seniors should vacate their rooms by 5pm the day of commencement. According to the academic calendar, the residence halls will close at 5pm on Commencement day for graduating seniors and other commencement/reunion activity participants. If additional accommodations are needed, prior approval must be received at least one (1) week in advance from the Dean of Students.

**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 five (5) residence halls, Barge, Jones, Pfeiffer, Player and Honors on the first and sometimes the second floor of each hall only. 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 on the second, third and/or basement floors of each of the five (5) halls. Honors eligible entering new students may reside in the Honors Hall with a 3.3 GPA from high school and returning students must continue to maintain a 3.3 GPA to reside in Honors.
**Room Deposit/Breakage Fee**
A non-refundable room reservation fee of $100.00 and key rental fee of $25.00 are charged to residents at the time of spring housing sign-up. Transfer students must pay an enrollment deposit of $250.00 before assignment is determined by the Dean of Students. 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. Failure to report the lost key could jeopardize your safety and the safety of the residents. 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 computer rooms, recreation rooms, parlors, laundry rooms, and beauty salons. 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. Failure to comply with residence hall rules may result in suspension of these privileges.

**Care of Room and Furniture**
Student rooms are furnished with air conditioners, microfridges, 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 the Resident Director. Adhesive tape supports are to be used for hanging pictures. No nails or masking tape or scotch tape along with tacks are to be used on walls, doors or woodwork. **STUDENTS WILL BE CHARGED FOR DAMAGE TO WALLS, DOORS, 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 the safety of each resident. 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 8:00pm to 8:00am Sunday through Thursday. Quiet hours for the weekend are 9:00pm – 9:00am. 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 and may be used if granted permission by the RD or a residential staff. 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 sign 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: heaters, coffee mugs, toasters, coffee makers, immersion type heating elements, hot plates, George Forman Grills, toaster ovens, and skillets. A fee will be assessed for non-compliance and confiscation may occur for violations.

Cooking
No cooking is permitted in residence halls and is prohibited in the rooms. Food, which is kept in rooms, should be stored in plastic containers with airtight lids for microwave use only.

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 yourself and 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 336-370-8621 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 only. 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 Office of Student Activities provides an array of activities and programs for the wellness and holistic development of the students of Bennett College. Fitness activities such as Grow Green Get Fit and Garden of Hope 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). Other additions to the athletic program include volleyball, golf, soccer, and softball clubs which are available to all students. A walking track, swimming pool, outdoor basketball court and tennis courts are available for the students and community members.

**PERSONAL & PROFESSIONAL DEVELOPMENT CENTER**

Career services are offered on the first floor of the Student Union and support 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, and Alumnae Career Forums. 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 (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 encourages 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 things that easily identify them as a woman of the 21st Century—a Bennett woman—who knows what is appropriate.

**Procedures**

Students are to follow all procedures as written to receive credit. Students must attend all events on time and 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. If your ID card is lost, damaged or is invalid, please see Ms. Odessa Oglesby as soon possible after the program, but no later than two (2) business days after the program. 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 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 at Bennett. Each program is assigned a point value of one (1) or three (3). A grade will be awarded during each 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-bar bing tops, ankle or drawstring pants or shower shoes will not be awarded credit. White dresses, blouses and skirts, skirt suits 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 pant suits for formal convocations. See the Bennett College Dress Code on page 65 in the Belle Handbook.

**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 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. Yolande Johnson, Office of the Provost, Catchings Complex before the date. ACES waiver requests are subject to approval or disapproval 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 any semester. To run for a class office or SGA office, your ACES grade must be “S” for one (1) 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 (5) business days after the date of the program. You will receive a response in writing within three (3) business days, if applicable. It is your responsibility to check with the Office of Provost after every program to verify your attendance.
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, 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. For needs beyond services that the Center provides professional referrals and resources are available.

Emergencies
Bennett College has an established emergency protocol for any student that is in need of psychiatric evaluation or hospitalization. All faculty, public safety, resident directors 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.

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 consent of student. The only time confidentiality can be released is if a student is in danger of harming themselves 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 Rose Catchings 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 in the Center four (4) days a week, and a Nurse Practitioner is available Tuesday through Thursday during business hours.

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 including three (3) Diphtheria Pertussis Tetanus (DTP Vaccines), one (1) Tdap (Tetanus Booster) done within the last 10 years, two (2) MMR (Measles, Mumps, Rubella) vaccines, three (3) Polio vaccinations, the Meningococcal vaccine, 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. Three (3) Hepatitis B vaccines are required for students born after 1994.
After Hours Emergencies
Urgent problems should be reported 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 336-370-8621. They will contact 911. **Students, faculty and staff should not call 911 directly.** This may negatively impact their response and possibly delay service. Public Safety will need to know the location of and the nature of the emergency.

Student Health Insurance
April, 2012, the Federal Affordable health Care Act became effective and it is required that all students have health insurance that meets a minimum standard, which will be charged to the Student Account, unless a waiver is received. The electronic waiver process can be accessed through [www.Bennett.edu](http://www.Bennett.edu) at Quicklinks. Additional information about this requirement can be obtained from the Bennett Health Center, 336-517-2230.

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.** This is the responsibility of the student or a College official. A cooperative effort between the Health Center, Campus Life, Public Safety and the student is necessary to ensure immediate, 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 exposure 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 flu, mononucleosis, 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 parent, if the student is under 18 years. Injuries sustained during a violation of college policy or that endangers the welfare of the community, including the student involved, will be communicated to the appropriate staff member (i.e. Associate Provost for Student Affairs, Counseling Services, Public Safety).

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, through the Resident Director, or via email to health center staff. **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. Students should bring their excuses to the Office of Student Affairs **within a week** of their absence and fill out an excuse form.
Referrals
Referrals to other physicians and health care facilities are made as necessary by the College Physician or the Director of Health Services. 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 over are responsible for notifying their parents of 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
All pregnant students must provide written documentation to the Health Center and the Dean of Students that they are receiving appropriate prenatal care and sign a waiver form releasing the College of any liability. The obstetrician will need to notify the campus in writing when it becomes unsafe for a resident student and/or her unborn child to continue to live in the residence hall and/or attend classes. Pregnant students who live off-campus need to report their status to the Health Center as well regarding their prenatal care and risk of attending classes and college sponsored functions.

RELIGIOUS SERVICES
The Office of the Chaplain

RELIGIOUS LIFE POLICIES AND PROCEDURES

POSTING AND ADVERTISING

While we greatly appreciate the support of all churches, worship centers and religious affiliated organizations, if you have an announcement that you wish to make others aware of, share 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 my office and are 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 to the community, it is necessary to complete the Guest Speaker/Ministry Form which includes submitting a copy of a manuscript, CD or DVD 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 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, in the event 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 your event.

The Office of The Chaplain and Campus Ministry adhere to the policies of the Office of 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 Director of Student Activities.
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 are already scheduled.

Fliers for all approved activities and speakers must be reviewed by the Chaplain before submitting 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 sponsor in any type of Bible or religious study, worship service, support and/or 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.

This policy is in place to avoid any hint or the appearance of favoritism or discrimination and to avoid a contention 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.

**NOTE:** The Chaplain, in conjunction with the Dean of Students and/or the President, reserves the right to cancel or close out any event which goes beyond the scope of the intended program or operates without approval.
Office of the Chaplain
Bennett College
Guest Speaker/Ministry Request Form

The Office of The Chaplain is excited by your interest in bringing outstanding speakers to share with the Bennett College community. In order to facilitate their visit, the following information is required prior to the scheduling of the event featuring them.

Academic Year: _________________________

Date of request: _________________ 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 CD, DVD 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 in a timely manner.

If the approved activity is cancelled or postponed, I must notify the Office of The Chaplain and the Director of Student Activities within five (5) days prior to the event. I recognize it is also my responsibility to contact all the event participants and notify the community of the change.

Responsible Officer’s Signature: ____________________________ Phone: ______________

Office/Position: ____________________________ Email: ______________

On Campus Faculty/Staff Advisor: ________________________________

Phone: ____________________________ Email: ____________________________

FINAL APPROVAL: Approval: Yes_____ No_____

Signature: ____________________________ Date: ______________
**FOOD SERVICES**

**Food Safety Procedures**

All campus events which 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 their vending license and food service certificate presented to the Office of Student Activities one (1) 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 (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 – 6:30pm

- **Saturday and Sunday:**
  - Brunch: 10:00am – 1:00pm
  - Dinner: 4:30pm – 6:00pm

*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.

**PUBLIC SAFETY**

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

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**Public Safety Services**

The Department of Public Safety provides the following services to the members of the Bennett College Community:
- 24-hour public 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 Public Safety; in case of true emergencies 911
- 24-hour campus wide surveillance
- Crime prevention programming to assist all community members in 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
Fire, health, safety and risk management responsibilities

Safety and Crime Prevention Programs
The Department of Public Safety presents safety awareness and crime prevention programs each year during orientation and at special events. The Department of Public 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:

Public Safety Alert Bulletins - The Department of Public 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 Systems - 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 Public Safety provides a monthly updated registry of sex offenders that reside within a one mile radius of Bennett College’s Campus.

Public Safety Tips
1. Keep your room locked at all times.
3. Do not prop exterior residence hall doors.
4. When walking across campus at night, walk with a friend or in a group.
5. Report suspicious persons or activities to the Department of Public Safety.
6. Report theft or other crimes to the Department of Public Safety immediately.
7. Lock your vehicle. Do not leave valuables unattended.
8. Maintain accurate records of your belongings and their serial numbers.
9. Do not let strangers into your residence hall or room.

The Department of Public Safety encourages all students to be conscious of their own safety and security and to report unsafe conditions.

EMERGENCIES AND CRIMES ON CAMPUS: DIAL 911
For routine non-emergency information and assistance, call the Department of Public Safety at 336-370-8261. When calling 336-370-8621 line on your cell or land-line phone which serves as the central dispatcher for the Department of Public Safety, and is located in the Public Safety Building. The base dispatcher is trained to handle emergencies. Remember to: give your name, location and phone number; be prepared to respond to the operator's questions or instructions.
In response to your call, the base dispatcher will dispatch public safety personnel and the appropriate local police, fire or emergency medical teams to your location immediately. The Department of Public Safety Officers are in direct communication with Base dispatcher in the Public Safety Office. The Department of Public Safety is operational 24 hours a day, seven days a week, 365 days a year.

**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 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 Public Safety. **(The student parking permit is $60.00 per year and $30.00 for additional permit.)** 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 and Bennett College ID
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 in the designated location preferably the rear window driver’s side at the bottom.
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 5 m.p.h.
2. Pedestrians always have the right-of-way.
3. 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 as parking areas.

*Moving (Civil) Motor Vehicles Infractions*

As authorized by the Director, the Department of Public 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 does not affect one’s insurance. Excessive moving violations may result in having a motor vehicle on campus revoked. The operator of that vehicle is responsible for the issued citation. All citations issued to a vehicle counts 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**

Parking violations are 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

*Fines must be received by the OFFICE OF FISCAL AFFAIRS within 14 days of this citation. Appeals must be received by the Director of Public Safety within 7 days!*

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

**Penalties for Violation of Parking Regulations**

1. Tickets for violations vary depending on the violation and fines are payable within fourteen (14) 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 (14) days.
2. Cars parked in restricted or prohibited areas are subject to towing at the owner’s expense.

**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 Public Safety Office. The sticker is to be displayed inside the left rear window behind the driver.
AUXILIARY SERVICES

MAIL CENTER

Mail Center Hours
Monday - Friday
8:00am – 5:00pm

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

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 one telephone jack 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 Information Technology Services staff and will be corrected as quickly as possible. Service calls to telecommunications or cable vendors may take one to three (1-3) days.

To have voicemail in your room, you must purchase an answering machine for your particular room.
TRANSPORTATION
Each semester you will be able to ride the Higher Education Area Transit (H.E.A.T.) bus with your Valid 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 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 Office of Student Affairs. 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 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 517-1479 to report malfunctioning equipment or machines that is 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  Public Safety Office
Ida Goode Gym  Pfeiffer Hall
Willa Player Hall  Carrie Barge Hall
Ethel Black Hall  Henry Pfeiffer Science Building
Annie Merner 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 Senior Associate Provost for Academic Affairs.
5. If the issue is still unresolved, appeal to the Provost 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 the Academic Affairs and Student Affairs to complete the withdrawal process. The signatures of the associate provosts 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

FIRST YEAR EXPERIENCE OVERVIEW (FYE)

Vision
The First Year Experience Office will provide an exceptional educational experience dedicated to achieving the highest level of excellence within Bennett’s academic community. As a consequence, Bennett will advance a philosophy of teamwork and cooperation throughout the College.

Mission
The mission of the comprehensive First-Year Experience Program is to increase Freshwomen to sophomore retention rates by providing an exceptional educational experience common to all first-year students. The experience will assist students in maximizing their potential for academic success. The First Year Experience program also facilitates the integration of all Freshwomen as they matriculate into Bennett College. Programs are designed to promote engagement and to help students develop academic and life skills essential for success in college and the global community.
Core Values

To encourage learning communities in which each individual is potentially both a teacher and learner. To foster an atmosphere that respects diversity, promotes creative thinking and inquiry in an environment that is conducive for learning.

Program Goals

To maximize every Freshwoman’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 that will ensure student success through the collaboration and coordination of all divisions on campus.

First Year Experience Components

♦ Living Learning Communities
♦ Orientation
♦ Academic Advising & Community Service
♦ Curriculum Learning Center
♦ Disability Services
♦ ACES
♦ Faculty & Staff Development

Office of Disability Services (ODS)

The Office of Disability Services (ODS) at Bennett College purpose is to maximize the academic success, autonomy, social integration, and participation of each student, in addition to insuring suitable working conditions for its faculty and staff. This department will work arduously to assist persons with emotional, physical, developmental, cognitive, and mental disabilities to achieve their academic or professional goals. Staff of this department will advocate for its consumers (i.e. students, faculty, & staff) by eradicating attitudinal & institutional barriers.

The Office of Disability Services works closely with the college community to ensure that the programs and facilities of the College are accessible to every student and that accommodation plans are provided with the issuance of proper documentation. Students with a diagnosed disability are asked to submit documented evidence along with a Request for Accommodations form of the disability to the ODS. Once appropriate documentation is received students are required to schedule an appointment with the department to receive these benefits.

Policy of Non-Discrimination

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 in any aspect of the access to, admission, or treatment of students in its programs and activities, or in employment and application for employment. Furthermore, the College 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 non-discrimination laws or filing a complaint should be directed to:

Jeremy L. Rogers, MS  
Director of Disability Services  
Bennett College  
Catchings Complex Suite A

Community Service Hours

All students enrolled at Bennett College must complete a minimum of 80 hours of community service. To assist students in locating community service sites, the Office of Community Service provides an annotated guide of approved agencies and resources of the greater Greensboro Community. If the agency or organization is not in the Community Service Resource Guide you must submit a proposal form. If the community service is linked to a campus organization that organization must submit a proposal form. All service to be counted from outside of the Triad area must be approved in advance through the Office of Community Service. All hours must be recorded on a documentation form provided by the Office of Community Service.

Financial Aid

The Office of Financial Aid is a provider of accessible and affordable education experiences to students by offering a variety of financial opportunities.

The purpose of the Bennett College Office of Financial Aid is to assist students and their families in locating the resources necessary for financing their education. The Office of Financial Aid administers need-based and non-need-based funds in the form of grants, scholarships, loans, and work-study. These funds originate from federal, state, private, institutional, and other sources.

Applicants seeking financial aid must submit the Free Application for Federal Student Aid (FAFSA). The priority deadline is March 15th of each year. The purpose of the priority deadline is for students to be considered for grants within their own state. The application can be completed online in order to facilitate the purpose.

Processing of the FAFSA generally takes 3 to 5 business days electronically and 4 to 6 weeks by the federal processor via mail. After this time, you should receive a current Student Aid Report (SAR). If you list Bennett College as your school of choice, the Office of Financial Aid will be able to receive an ISIR (Electronic SAR). Bennett College’s Title IV school code is 002911.

Office Location:  
Enrollment Management Center  
Gorrell Street  
Office Hours:  
Monday–Friday  
8:00 A.M.–5:00 P.M.
Eligibility Criteria
Eligibility for financial aid is determined by the U.S. Department of Education from information provided on the FAFSA—Free Application for Federal Student Aid—which is often referred to as the need analysis document. A need analysis is a systematic method of measuring the ability of the student to pay for educational costs and student’s eligibility to receive funds from federal, state, institutional, and/or other need-based financial aid programs. The FAFSA is the first step of the financial aid process. A completed FAFSA application is required in order to receive an award letter from Bennett College.

Cost of Attendance
Is defined as the total cost of attending college to include tuition, fees, room, board, books and supplies, transportation, and miscellaneous expenses as determined by the college business office. If you have questions about the cost of attendance, please contact the Office of Student Accounts, (336) 517-2121.

Deadlines
Interested students may begin to apply for financial aid as early as January 1st annually. If you plan to file a tax return, we recommend that you complete it before completing the FAFSA application. In order for your financial aid process to run smoothly, prior to enrolling at Bennett College, it is imperative that you adhere to the timeline. The deadlines below are strictly enforced as there are some programs that are based on funding availability, e.g., SEOG, Perkins, Work Study, State Programs, etc.

If you are interested in receiving the maximum possible award, please complete your FAFSA and submit all of the requested documents by the priority deadline of March 15 each year. Effective during the 2012-2013 Academic Year, colleges are required to obtain tax transcripts for students who are selected for verification. Transcripts can be ordered by calling IRS (Internal Revenue Services) at 1-800-908-9946.

<table>
<thead>
<tr>
<th>Deadlines</th>
<th>Dates</th>
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<tr>
<td>Priority Deadline</td>
<td>March 15</td>
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<tr>
<td>Fall</td>
<td>August 1</td>
</tr>
<tr>
<td>Spring</td>
<td>December 1</td>
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</table>

Apply
The Free Application for Federal Student Aid (FAFSA) is the first step in the financial aid process. The FAFSA is used to apply for federal student aid such as grants loans, work-study, non-federal, and scholarship aid. Each student must complete the FAFSA and sign the application electronically with her personal identification number (PIN). A second PIN will be required for the custodial parent if the student is classified as a dependent student. Please follow the three steps below to complete the FAFSA application process.

1. Obtain a PIN # ➔ www.pin.ed.gov
2. Complete the FAFSA ➔ www.fafsa.ed.gov
3. Submit Completed forms as requested ➔ Institutional Application

Types of Aid
There are four types of financial aid available to all students who meet the eligibility requirements. Financial Aid comes in the form of federal and state grants, scholarships, work study, and student loans.
Grants
Grants are classified as “free money” or forms of financial assistance that do not have to be repaid. Grants are often based upon funding availability, financial need, merit, and academic progress. Federal and state grants are the two types of grant opportunities.

Scholarships
Scholarships are also classified as “free money” or forms of financial assistance that do not have to be repaid. Scholarships are often based upon criteria set by the donor, unmet need, merit, and funding availability. Scholarship inquiries for new students should be directed to the Office of Admission and inquiries for continuing students should be directed to the Office of Financial Aid.

Work Study
Work Study is a form of financial assistance awarded through on or off campus student employment opportunities. Interested students should complete the FAFSA as early as possible. Work Study is awarded based on eligibility and availability of funds.

Loans
Student loans are forms of self-help financial assistance that must be repaid. Student loans are completely optional and are often used to aid in meeting the cost to attend college. Federal loans are available regardless of income level or credit history. Students and parents should always exhaust federal loan options first before considering a private loan.

Federal & State Grants
Federal Pell Grant—The Federal Pell Grant program is a federal grant funded through the United States government made available to all undergraduate students who demonstrate financial need. Eligibility and financial need are determined through successful completion of the Free Application for Federal Student Aid. Federal Pell Grants are considered to be the “foundation” upon which all other financial aid is awarded. The maximum annual amount for aid depends on the federal budget approved by Congress. Students must be U.S. citizens or eligible noncitizens either enrolled or planning to enroll for the upcoming term. There is a standard formula established by Congress used to evaluate the information reported on the FAFSA. The Expected Family Contribution (EFC) number recorded on the FAFSA determines the award amount. Federal Pell grants are a source of financial assistance that does not have to be repaid.

Federal SEOG Grant—The Federal Supplemental Educational Opportunity Grant (SEOG) program is a form of campus-based aid funded through the United States government awarded to colleges and universities for students who meet the same eligibility requirements as the Pell Grant program. Students must demonstrate need and are required to complete the FAFSA. Due to funding limitations, it is recommended that all applicants complete the FAFSA early. SEOG grants at Bennett College are awarded up to $800 annually. SEOG grants are also a form of financial assistance that does not have to be repaid.

Federal TEACH Grant—Through the College Cost and Access Act of 2007, Congress created the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program that provides grants of up to $4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low income families. Interested students must complete the FAFSA, be a U.S. citizen or eligible noncitizen, maintain a cumulative grade point average of 3.25, and sign a TEACH agreement. If the student fails to complete the service obligation, the TEACH grant will be converted into a Federal Direct Unsubsidized Stafford Loan. The loan will then have to be repaid and interest will be charged from the disbursement date of the grant.
**North Carolina Need Based Scholarship (NCNBS)**—The NCNBS grant is available to North Carolina residents, who are enrolled or planning to enroll in college. The NCNBS program is a need based scholarship contingent upon funding availability and early completion of the FAFSA. Students must complete a NCNBS application (short form or long form) and be enrolled at least half-time. Awards usually range from $3,600 to $6,800 annually.

**DC TAG Grant**—The DCTAG grant is available to students from the District of Columbia in the amount of $2,500 and $10,000 annually. The deadline is June 30 each year. The D.C. application process is enforced. For more information, please visit the Web site made available by the Office of the State Superintendent at www.osse.dc.gov.

**DC Achievers Scholarship**—The DC Achievers Scholarship Program is a multifaceted scholarship program that supports students from six high schools in Washington, DC with a high percentage of low-income students. It is funded by a grant from the Bill & Melinda Gates Foundation. The first cohort of applicants was selected in 2007 and entered college in 2008. Achievers Scholars receive support services while in high school and through their college career. The DC Achievers Scholarship supported up to $11,400 in scholarships per student this year. For more information, please visit www.collegesuccessfoundation.org.

**DC CAP Grant**—The DC CAP grant is available in the amount of $2,000 to students who graduated from a D.C. public high school. The high school guidance counselor coordinates the process.

**Rhode Island Grant**—The Rhode Island grant is available in the amount of $1,400 annually to students whose permanent residence is Rhode Island. The amount may change pending state legislation.

**PHEAA Grant**—The Pennsylvania Higher Education Authority grant is a program available to students from Pennsylvania who demonstrates unmet financial need. The amount of the PHEAA grant is $400 annually. The amount may change pending state legislation.

**Scholarships**

Scholarships are forms of “free” money that do not have to be repaid. Bennett College currently offers four types of scholarships: Institutional Scholarships, Endowed Scholarships, Restricted Scholarships and Non-Endowed/External Scholarships. Scholarships at Bennett College are donor specific and are awarded to students based on criteria. Scholarships are awarded as merit and/or unmet need.

**Prospective students** scholarships awarded through Bennett College are determined by the Office of Admission where your SAT/ACT scores are recorded and your grade point average from high school is on file. You may call 1-800-413-5323 for further information regarding the process. If you are deemed eligible for a scholarship, the Office of Admission will forward your scholarship award to Financial Aid for inclusion in your award letter. If it is determined that you are a recipient, the scholarship award will be included in your financial aid offer letter or in some cases, a revised award offer letter.

**Continuing students** scholarships awarded through Bennett College will become available after final grades have been submitted and 2012-2013 classifications have been confirmed through the Office of the Registrar. Please note that your academic progress and funding availability will determine your eligibility for “institutional” scholarships. Institutional scholarships are also pro-rated for students who choose to live off-campus. On Campus students receive the full-amount of eligibility. All Institutional awards are considered “discounted” scholarships that are based on funding availability. Please check your Bennett e-mail as we will send electronic announcements regarding scholarship opportunities that require an application.

**Scholarship Committee**

Bennett College has a scholarship committee that consists of faculty and staff persons representing various
areas on campus. The Scholarship Committee reviews applicants, student profiles, institutional, endowed, restricted and donor specific programs throughout the year.

**Work Study**

Federal Work Study (FWS) consists of student employment opportunities throughout the campus. Work Study at Bennett College is a form of campus-based financial aid where funding availability and FAFSA eligibility determines the recipients. Federal Work Study provides part-time jobs for undergraduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the recipient's course of study. The FAFSA serves as the application. Student recipients are compensated once each month at a rate of $7.00 per hour, on campus, and $8.00 per hour, off campus.

All Federal Work Study recipients are notified through their financial aid award offer letter. Further contact will be made from the Work Study Coordinator to complete the necessary forms prior to participating in the program.

**Loans**

Federal loans allow students and their parents the opportunity to borrow money to help pay for college through programs supported by the federal government. Bennett College currently participates in the William D. Ford Federal Direct Loan Program. Federal loans offer borrowers benefits that are not typically found in private loans, which includes low, fixed interest rates, income based repayment plans, loan forgiveness, deferment, and forbearance options.

Federal loans are available regardless of income level or credit history. Students and parents should always exhaust federal loan options first before considering a private loan. Completion of the FAFSA is required to apply for federal loans.

**Types of Federal Loans**

There are currently four types of federal loans available to assist students with paying for college. The four types of loans consists of Federal Stafford Subsidized Loans, the Federal unsubsidized loan, the Federal Perkins loan, and the Federal PLUS loan (Parent Loan for Undergraduate Students). Each student is required to complete a loan entrance counseling session upon accepting a federal loan as a first-time borrower. In addition, prior to separating from the college through withdrawal, transfer, or graduation, the student is required to complete a loan exit counseling session.

**Federal Stafford Subsidized Loan**

The Federal Stafford Subsidized Loan program is a need-based loan made available to students as a means of financial aid to help cover the cost of attendance. Federal Stafford loan amounts are determined based upon student enrollment and classification. The current interest rate is 6.8% and repayment begins six months after separation or graduation from college and if the student falls below half-time status. The government pays the interest on the subsidized loan while the student is enrolled. A credit check is not required for this loan, however, completion of the FAFSA serves as the application.

<table>
<thead>
<tr>
<th>Year In School</th>
<th>1st year</th>
<th>2nd year</th>
<th>3rd year</th>
<th>4th year</th>
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<tbody>
<tr>
<td>Classification</td>
<td>Freshwoman</td>
<td>Sophomore</td>
<td>Junior</td>
<td>Senior</td>
</tr>
<tr>
<td>Earned Credit Hours</td>
<td>0–25</td>
<td>26–57</td>
<td>58–91</td>
<td>92+</td>
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<tr>
<td>Subsidized Loan Amounts</td>
<td>$3,500</td>
<td>$4,500</td>
<td>$5,500</td>
<td>$5,500</td>
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</tbody>
</table>
Federal Stafford Unsubsidized Loan

The Federal Stafford Unsubsidized Loan program is a loan made available to students as a means of financial aid to help cover the cost of attendance. Federal Stafford loan amounts are determined based upon student enrollment and classification. The current interest rate is 6.8% and repayment begins six months after separation or graduation from college. The student is responsible for the interest, which may be paid while the student is in school or accrued and then added to the principal balance when the student enters repayment. A credit check is not required for this loan, however completion of the FAFSA serves as the application.

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<td>$2,000</td>
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<td>$2,000</td>
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</table>

Federal Perkins Loan

The Federal Perkins loan program is a need-based loan made available to students as a means of financial aid to help cover the cost of attendance. The current interest rate is 5% and repayment begins nine months after separation or graduation from college. At Bennett College, the loan amounts range between $1,000 and $4,000 within a school year. The college is the lender, the FAFSA is required as the application, and the student must demonstrate exceptional need. The amount of Federal Perkins loan award is contingent upon enrollment, annual funding availability, collection efforts, and the colleges default rate.

Federal PLUS Loan

The Federal Plus Loan program is a Parent Loan program for Undergraduate dependent Students. PLUS loans are means of financial aid that allow the parent to borrow money to help the student pay the cost of attending college. PLUS loans require a credit check and in some instances an eligible cosigner. The interest rate is currently 7.9% and repayment begins following the final disbursement for the year. Parents have the option to defer payment on the loan until after the student graduates. Interested parents must initiate the deferment request with Direct Loans. The amount of the PLUS loan cannot exceed the annual cost of attendance. If the parent is denied the parent plus loan due to credit, the student will become eligible to receive an additional unsubsidized loan in her name.

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<th>3rd year</th>
<th>4th year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification</td>
<td>Freshwoman</td>
<td>Sophomore</td>
<td>Junior</td>
<td>Senior</td>
</tr>
<tr>
<td>Earned Credit Hours</td>
<td>0–25</td>
<td>26–57</td>
<td>58–91</td>
<td>92 +</td>
</tr>
<tr>
<td>Additional Unsubsidized Loan Amounts</td>
<td>$4,000</td>
<td>$4,000</td>
<td>$5,000</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

The parent must provide documentation from the lender before an additional unsubsidized loan is offered to the student. The additional unsubsidized loan amounts are $4,000 for first- and second-year students and $5,000 for third- and fourth-year students.
Additional unsubsidized loans are available only to dependent students whose parent is denied the parent plus loan due to adverse credit or independent students.

**Satisfactory Academic Progress:**
In regulation Section 668.32, the U.S. Department of Education revised the requirements for Colleges & Universities to define and administer Satisfactory Academic Progress (SAP) standards for students receiving Title IV Federal Financial Aid. As required, the Bennett College SAP policy for Title IV students is the same as or stricter than the school’s standards for students enrolled in the same educational program who are not receiving Title IV aid. Aid recipients must maintain sufficient progress to assure successful completion of their educational objectives as measured by quantitative and qualitative standards. The Office of Financial Aid (OFA) is responsible for ensuring that all students who receive federal financial aid are meeting these standards. The College Satisfactory Academic Progress Committee is responsible for conducting annual reviews of its SAP Policy to ensure federal compliance and dissemination to students. This policy utilizes up to 150% of total time period for acquisition of the baccalaureate degree, a one year review cycle for eligibility and utilizes quantitative and qualitative measures of progress. To ensure Satisfactory Academic Progress, students must meet all of the following standards and requirements.

I. **Satisfactory Progress Requirements:**
   - **Parameters:**
     - Minimum Cumulative Grade Point Average (GPA)
     - Minimum Completion Standard for Attempted Credit Hours
     - Maximum Time Frame for Degree Completion

These requirements apply to the following programs: The Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant, the Federal TEACH Grant, Federal Work Study, Federal Direct Stafford Loans, Federal Perkins Loans, Federal Parent PLUS Loans, and all Institutional Aid. Bennett College also uses this standard to renew need-based aid. Recipients of DC, PHEAA, Rhode Island & NC Grant aid must also follow certain academic progress guidelines. Bennett College has designed a SAP policy that meets the requirements of both federal and state agencies.

II. **Qualitative and Quantitative Minimum Academic Standards:**
   - **Qualitative Standard:**

Bennett College student cumulative GPA must meet the academic standards established by the college in the Bennett College Catalog.

<table>
<thead>
<tr>
<th>Year</th>
<th>Minimum</th>
<th>Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Completed Credit Hours</td>
<td></td>
</tr>
<tr>
<td>Semester 1</td>
<td>12</td>
<td>1.75</td>
</tr>
<tr>
<td>Semester 2/year 2 &amp; onward</td>
<td>24/48</td>
<td>2.0</td>
</tr>
<tr>
<td>3</td>
<td>72</td>
<td>2.0</td>
</tr>
<tr>
<td>4</td>
<td>96</td>
<td>2.0</td>
</tr>
</tbody>
</table>
Minimum Grade Point Average (GPA) -- Non-remedial coursework assigned with a letter grade of A, B, C, D or F contributes to the cumulative GPA. Students who have 25 or more attempted credit hours (excluding remedial coursework) must maintain a minimum 2.00 cumulative grade point average measured on a 4.00 scale at the end of each semester. Achieving a GPA of less than 2.0 will result in academic/financial aid warning the next term of enrollment. During the warning period, the student must maintain a minimum GPA of 2.00 each term. The warning status will be removed when the student's cumulative GPA is 2.00 or higher.

NOTE: Remedial coursework does not count in the GPA. Financial aid may be granted for up to thirty (30) credit hours of remedial coursework as long as the student is meeting all other standards. However, remedial courses are included in the quantitative calculation.

- **Quantitative Standard**
  In addition to maintaining the specified grade point average, a student must complete her degree within a maximum time frame.

Maximum Time Frame -- Students are expected to complete 67% of their cumulative attempted hours. Completing less than 67% of the cumulative attempted hours will result in FINANCIAL AID WARNING for the next term of enrollment. During the warning period, the student must complete all (100 percent) hours attempted. The warning status will be removed when the student completes 67% of their cumulative hours. Courses assigned a letter grade of A, B, C, D, F, I, S, U, or W count in quantitative and maximum time frame calculation, as do transfer credits accepted toward degree programs and any repeated coursework. Enrollment status for financial aid is defined based on hours enrolled at the end of the College's 100 percent fee refund period. For Example:

<table>
<thead>
<tr>
<th>Total Hours Attempted</th>
<th>Minimum Hours Required to Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>20</td>
</tr>
<tr>
<td>60</td>
<td>40</td>
</tr>
<tr>
<td>90</td>
<td>60</td>
</tr>
<tr>
<td>120</td>
<td>80</td>
</tr>
<tr>
<td>150</td>
<td>100</td>
</tr>
</tbody>
</table>

Students who are receiving financial aid are expected to complete all requirements for a Bachelor's degree within a maximum time frame of attempted program hours. A student reaches maximum time frame after having attempted the credit hour equivalent of 150% of the program hours required for the current degree or certificate. The student will be INELIGIBLE for Financial Aid if she cannot finish the degree or certificate program within the maximum time frame. The student has the option of appealing the INELIGIBILITY (see section under Appeal and Reinstatement).

**Withdrawals, Incompletes, and Repeats** -- Withdrawals, incompletes, and repeated courses will not be exempt from the calculation of attempted hours. Students will be required to complete the minimum number of credits as outlined in the above chart.
Remedial Coursework -- Students may receive financial aid for up to thirty (30) credits of remedial coursework. The first 30 credit hours are excluded in determining maximum timeframe. However, remedial courses are included in the quantitative calculation.

Transfer/Second Degree/ Second Major/Consortium Coursework -- Many students transfer to Bennett College. Only the credits transferred in count toward the maximum timeframe; we do not count the grades on those transfer credits toward the qualitative measure.

Many students return to Bennett for a subsequent degree and/or obtain a second degree. In many cases a portion of the earned credits from the first degree(s) count toward the subsequent degree. This transfer of earned credits reduces the number of credits the student will need to earn in order to complete the subsequent degree objective. Consequently, this also reduces the maximum time frame applicable to the subsequent degree.

In order to determine the maximum time frame for the subsequent degree, determine the number of credits in the subsequent degree program and multiply this figure by 1.5. Determine the number of credits from the previous degree(s) that transfer to the subsequent degree. The transferred credits are subtracted from the calculated number (program credits times 1.5) that constitutes 150 percent of the subsequent program. The result is the student’s remaining maximum time frame eligibility for the subsequent degree.

Many students attend multiple institutions under a consortium agreement. When a student’s program includes attendance at multiple institutions, it is the responsibility of the college that provides federal student aid to track the student’s satisfactory academic progress.

Summer Semester -- Coursework taken during the Summer semester is treated as any other semester and is counted in the qualitative (GPA), quantitative (completion rate), and maximum time frame standards along with the Fall and Spring semesters.

Federal Return of Funds -- Federal financial aid recipients who withdraw or stop attending all classes before the 60 percent point in the term will owe money back to the federal government and/or Bennett College.

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 WARNING for one semester. At the end of that semester, if the student has not met the minimum requirements, the student will be INELIGIBLE to receive student aid.

Students who are INELIGIBLE 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 the student’s own resources or an appeal and acceptance of an Academic Plan known as an (ESP) plan through the Academic Advising unit at Bennett College. Students will be notified in writing when they are in either Financial Aid WARNING or INELIGIBILITY status. Where unusual circumstances exist, students may appeal when INELIGIBLE as described in Section IV.

- Appeal of Financial Aid INELIGIBILITY

The Financial Aid Satisfactory Progress requirements may be waived under certain conditions and/or mitigating circumstances 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 mitigating circumstances exist, the student should appeal the INELIGIBILITY status & accept an Academic (ESP) plan.

A student wishing to appeal when deemed INELIGIBLE for Financial Aid should submit a completed Financial Aid Appeal Form, accept an Academic (ESP) plan and submit 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. August 1st will be the last day to submit appeal materials for the fall semester and December 1st will be the last day to submit appeal materials for the spring semester.

IV. Reinstatement of Financial Aid

A student on deemed INELIGIBLE for Financial Aid may apply for reinstatement of financial aid & be placed on FINANCIAL AID PROBATION when one of the following conditions prevails:

1) The INELIGIBILITY has been successfully appealed and the student has accepted an Academic (ESP) Plan as outlined in Section III; or

2) The student has earned the minimum GPA and hours needed to meet the Satisfactory Progress of requirements as described in Section II and/or is adhering to the Academic (ESP) plan.

In addition, students may be able to increase their GPA by successfully completing courses without financial aid. The Office of Financial Aid will notify the student in writing of the Appeals Committee’s decision. The decision of the Appeals Committee is final.

Reports will be run each semester to determine Satisfactory Academic Progress for students receiving financial aid. Information concerning Satisfactory Academic Progress will be maintained in the student’s file.

Withdrawals

RETURN OF TITLE IV FUNDS, REFUNDS, AND WITHDRAWAL POLICY

All schools that administer Title IV funds must adhere to the various rules and regulations concerning the Return of Title IV Funds (R2T4). The student must meet the eligibility requirements in order to be determined a Title IV recipient. After determination has been made that the student is actually a Title IV recipient, or has met the conditions for a late disbursement and funds have in fact disbursed, the institution, Bennett College for Women, proceeds to enforce the following policy:

If a recipient of Title IV aid withdraws during a payment period (or a period of enrollment), the college calculates the amount of Title IV aid the student did and did not earn. Unearned Title IV funds are returned to the Title IV programs as soon as possible, but no later than 45 days after the date of determination of withdrawal. Students who are subject to verification are required to complete the verification process prior to the disbursement of funds. The Process: When a student withdraws, the student is sent to the Office of Financial Aid with a withdrawal form issued by the Registrar to obtain a signature and complete a loan exit counseling session (if the student has loans). A copy of the form is maintained in the financial aid file of the student.

The official withdrawal form is then completed by other stations on campus and returned for confirmation to the Registrar, a calculation is completed based on the official withdrawal date and the unearned funds are returned to Title IV programs. The student accounts office calculates how much the student earned in Title IV aid, completes the calculation for the amounts that were disbursed, communicates to the financial aid office, the financial aid office returns the funds to Title IV programs, and proceeds with the removal of the funds from the students account. The Office of Financial Aid will send written notification to the student reflecting the amount of aid that has been returned and a print out of the calculation is kept in the financial aid file of the student. In the event an unofficial withdrawal occurs, the Office of Financial Aid receives a monthly listing of withdrawals from the Office of the Registrar.
According to federal regulations, the Return of Title IV Funds (Return) regulations do not dictate an institutional refund policy. Instead, a statutory schedule is used to determine the amount of Title IV funds a student has earned as of the date he or she ceases attendance. The amount of Title IV program assistance earned is based on the amount of time the student spent in academic attendance; it has no relationship to the student’s incurred institutional charges.

Refunds for official withdrawal from Bennett College are prorated based upon the percentage of weeks enrolled. Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds. The Office of Business and Finance (Student Accounts) uses the Department of Education’s software to calculate refund amounts when students withdraw from the College. This software has automated the Return calculation process. No refunds are made for official withdrawals after 60 percent of the enrollment period has passed.

The Department of Education has developed worksheets and software to assist colleges in implementing the Return regulations. The student is responsible for all unearned Title IV program assistance that the school is not required to return. However, the student does not have to repay a grant overpayment of $50 or less for grant overpayments resulting from the student’s withdrawal. The student loans that remain outstanding consist of the loans disbursed to the student minus any loans the school repaid. Outstanding loans are repaid according to the terms and conditions recorded on the student’s promissory notes. If at any time a student who previously negotiated a repayment arrangement fails to comply with the terms of his or her agreement to repay, that student immediately becomes ineligible for additional Title IV funds.

Bennett College returns Title IV funds to the Programs from which the student received aid during the payment period or period of enrollment as applicable in the following order, up to the net amount disbursed from each source:

1. Unsubsidized Federal Direct Stafford Loans
2. Subsidized Federal Direct Stafford Loans
3. Federal Perkins Loans
4. Federal Direct PLUS Loans
5. Federal Pell Grants
6. Federal TEACH Grants
7. Federal SEOG Grant
8. Any other assistance for which a return is required

The prorated withdrawal schedule for each semester is publicized through the College media after it is established. Copies of withdrawal refund calculations are completed by the Office of Business and Finance using the Title IV Refund software and are forwarded to the Office of Financial Aid. The Office of Financial Aid will key adjustments (if any) and forward revised award letters to the student. All necessary adjustments are made in the financial aid award screen (Power Faids) and in the student's file. The student's account is then updated. A copy of the refund calculation sheet is placed in the student's file. The college is required to return unearned Title IV funds within 45 days from the date the student withdrew from the College.

When a Direct Loan is part of the award and a refund is due, a memo is sent to the Accounting Office to make a check payable to the Direct Loan Processing Center or request for authorization to auto-debit (EFT) electronically. The check is requested through the Student Accounts office, made by the Accounting Office, disbursed by the Business Office, channeled back to the Office of Financial Aid for mailing to the lender on
behalf of the student. A letter is sent to the lender with each check explaining the reason for its return or documented when using the EFT feature for returning loan funds.

Unusual Enrollment History

Effective with the 2013/2014 academic school year, the U.S. Department of Education established a new regulation for Colleges & Universities in an effort to prevent fraud and abuse within the Federal Pell Grant Program. Students will be identified, flagged and notified after FAFSA (Free Application for Federal Student Aid) completion and categorized as having Unusual Enrollment History (UEH) patterns. Regulations require schools to review enrollment history and determine if academic credit was earned within the last three years. Based on the outcome of the review, schools will also be required to determine if the student was only enrolled to receive Title IV credit balances (refunds).

Bennett College will communicate with (UEH) flagged students and determine eligibility once verification of enrollment history is complete. The Unusual Enrollment History (UEH) review will determine eligibility for Title IV financial aid. Ineligible students will be notified and will have the option to appeal by submission of a (UEH) Unusual Enrollment History form and supporting documents. Bennett College cannot award Title IV funds to (UEH) students until there is adequate resolution as outlined by the Department of Education.

What this Means for Bennett Students:

A. Students who received the Federal Pell Grant at multiple institutions during the last three recent academic years (2010/2011, 2011/2012 & 2012/2013), will be flagged on the 2013/2014 Free Application for Federal Student Aid (FAFSA) for Unusual Enrollment History (UEH).

B. The flags “2” and “3” will be indicated on the Student Aid Report (SAR) and the Office of Financial Aid will be required to review enrollment history to determine if enrollment was only long enough to receive credit balances (refunds) of Federal Student Aid.

C. Federal Pell Grant recipients who did not earn credit hours with (passing letter grades “A-D”) at each institution attended during the three award years above may be INELIGIBLE for Financial Aid.

D. The Office of Financial Aid at Bennett College will determine if there was a legitimate (valid) reason for having unusual enrollment at multiple institutions.

E. Students may be asked to provide valid documentation explaining the reason behind the unusual enrollment history (UEH).

F. If documentation is needed, the Office of Financial Aid at Bennett College will notify selected students by requesting submission of a completed Unusual Enrollment History (UEH) Appeal form along with appropriate documentation.

• **NOTE:** Unusual Enrollment History (UEH) must be resolved before Financial Aid can be awarded.

Unusual Enrollment History Flags Defined

The UEH Flag (2013-2014) indicates whether the student has an unusual enrollment history with regard to the receipt of Federal Pell Grant funds. UEH Flag values of ‘2’ or ‘3’ will generate a ‘C’ Code to indicate to Bennett College that the student’s records must be reviewed. For students, the FAFSA or Student Aid Report (SAR) Comment Code 359 is included when the UEH Flag value is ‘2,’ and SAR Comment Code 360 is included when the UEH Flag value is ‘3’.
In setting the UEH Flag value, the Department of Education’s FAFSA processing center will review Pell Grant disbursement information for the past three award years for all 2013-2014 Free Application for Federal Student Aid (FAFSA) applicants. After that review, the student is assigned a UEH Flag of ‘N,’ ‘2’ or ‘3’. Note that there is no UEH Flag value of ‘1.’

A **UEH Flag value of ‘N’** indicates that there is no unusual enrollment history issue and, thus, no ‘C’ Code, no comments, and no action required by the institution. A UEH Flag with a value of ‘2’ or ‘3’ requires resolution by Bennett College, as described below.

A **UEH Flag with a value of ‘2’** indicates an unusual enrollment history that requires review by Bennett College of the student’s enrollment records to determine if additional information should be collected regarding the student’s prior enrollment. An example of an enrollment pattern that would generate a UEH Flag value of ‘2’ would be when the student received Pell Grant funds at three institutions over two award years.

A **UEH Flag with a value of ‘3’** indicates that the Bennett College must review academic records for the student and, in some instances, must collect additional documentation from the student, as explained below. An example of an enrollment pattern that would generate a UEH Flag value of ‘3’ would be when the student received Pell Grant funds at three or more institutions in one award year.

**Resolving Unusual Enrollment History Flags**

Bennett College will take the following steps to resolve UEH Flagged students.

**UEH Flag value of ‘N’**: No action is necessary as the student’s enrollment pattern does not appear to be unusual.

**UEH Flag value is ‘2’**: Bennett College will review the student’s enrollment and financial aid records to determine if, during the three award year review period (Award Years 2010-2011, 2011-2012, and 2012-2013), the student received a Pell Grant at Bennett College.

If review is satisfactory, then no additional action is required unless the institution has reason to believe that the student is one who remains enrolled just long enough to collect student aid refunds. In this case, the institution must follow the guidance that is provided below for a UEH Flag of ‘3’.

**UEH Flag value is ‘3’**: Bennett College must review the student’s academic records to determine if the student received academic credit at the institutions the student attended during the three award year period (Award Years 2010-2011, 2011-2012, and 2012-2013). Using information from the National Student Loan Data System (NSLDS), Bennett College must identify the institutions where the student received Pell Grant funding over the past three award years (2010-2011, 2011-2012, and 2012-2013).

Based upon academic transcripts we may already possess, or by asking the student to provide unofficial academic transcripts. If Bennett College questions the validity of the unofficial transcripts, we may require an official copy of academic transcripts. Bennett College must determine, for each of the previously attended institutions, whether academic credit was earned during the award year in which the student received Pell Grant funds. Academic credit is considered to have been earned by view of a passing letter grade of A, B, C or D if the academic records show that the student completed any credit hours.

- **Academic Credit Earned**: If Bennett College determines that the student earned any academic credit at each of the previously attended institutions during the relevant award years, no further action is required unless the institution has other reasons to believe that the student is one who enrolls just to receive the credit balance (refund). In such instances, the institution must require the student to provide additional information as discussed below under “Academic Credit Not Earned.” If it is determined that academic credit was not earned at one or more of the previously attended institutions, Bennett College must follow the “Academic Credit Not Earned” guidance below.
**Academic Credit Not Earned:** If the student did not earn academic credit at a previously attended institution and, if applicable, at the institution performing the review, Bennett College must obtain documentation from the student explaining why the student failed to earn academic credit. Bennett College must then determine whether the documentation supports (1) the reasons given by the student for the student’s failure to earn academic credit; and (2) that the student did not enroll only to receive credit balance funds.

In some cases, the student may present personal reasons to explain the failure to earn academic credit. These reasons could include illness, a family emergency, death in the family, a change in where the student is living, or military obligations. To the extent possible, the student will be required to obtain third party documentation to support the claim.

In other instances, the student may present academic reasons to explain the failure to earn academic credit. For example, the student might explain that the first enrollment was at an institution that presented unexpected academic challenges, or that the student determined, before completing any academic credit, that the academic program did not meet the student’s needs. To the extent possible, the student will be required to obtain third party documentation to support the claim.

Bennett College UEH appeal determinations are final and not appealable to the Department of Education, and the reasons for the decision will be documented and maintained for review.

**Unusual Enrollment History (UEH) Appeals Process**

UEH flags will be evaluated throughout the semester. Students flagged as “2” or “3” will be required to complete a UEH appeals form. The student must complete the form in its entirety. The UEH committee will then review the appeal form and supporting documentation. Decisions will be rendered within (14) business days from the date of submission. Students will then receive an approved or denied appeals decision letter. Incomplete UEH appeals applications will automatically be denied.

**Approval of Continued Eligibility**

If Bennett College approves the student’s continued eligibility, students will be required to establish an academic plan, similar to the type of plan used to resolve satisfactory academic progress (SAP) appeals as provided in the regulations at 34 CFR 668.34(c) and (d). The approval will be a condition of the academic plan and the student will regain one term of financial aid eligibility and placed on Financial Aid Probation. Students will be required to earn a 2.0 grade point average and academic credit by passing at least 67% of all attempted credit hours. The financial aid administrator at Bennett College will also counsel the student about the Pell Grant duration of eligibility provisions [Lifetime Eligibility Used (LEU)] and the impact of the student’s attendance pattern on future Pell Grant eligibility.

**Denial of Continued Eligibility**

If a student did not earn academic credit at one or more of the relevant institutions and does not provide, to the financial aid administrator’s satisfaction, an acceptable explanation and documentation for each of those failures, Bennett College must deny the student any additional financial aid assistance. The student will be notified and advised to earn a minimum of 6 (six) credit hours during the denial and ineligibility period.

**Regaining Aid Eligibility**

If Bennett College denies a student continued financial aid program assistance under the circumstances described above, the student will be provided with information as to how she may subsequently regain program eligibility. The student will be notified and advised to earn a minimum of 6 (six) credit hours during the denial and ineligibility period. Since the basis for the denial is the student’s academic performance, it is expected that successful completion of academic credit would form the basis for the student’s subsequent request for renewal.
of student aid program eligibility. The student would also need to meet the requirements of an academic plan established by Academic Advising with the student and her advisor.

**UEH Effected Programs**

Ineligible students will not qualify for any of the following programs: The Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant (SEOG), the Federal TEACH Grant, Federal Work Study, Federal Direct Stafford Loans, Federal Perkins Loans, Federal Parent PLUS Loans, and all Institutional Aid. Bennett College also uses this standard to renew need-based aid. Recipients of DC, PHEAA, Rhode Island & NC Grant aid must also follow certain academic progress guidelines. Bennett College has designed a UEH policy that meets the requirements of both federal and state agencies.

**Authority**

The authority for Bennett College to deny title IV, HEA program assistance under the circumstances described in this policy is section 484(a)(4)(A) of the Higher Education Act of 1965, as amended, which now requires the student to sign a Statement of Educational Purpose. (See also 34 CFR 668.32(h)). By signing the Statement of Educational Purpose as part of the student’s submission of the FAFSA, the student certified that he or she would use the title IV, HEA program assistance received only to meet educational costs.

**FAQs**

- Why fill out a FAFSA?
  
The FAFSA is the first step in the financial aid process. You use the FAFSA to apply for federal student aid, such as grants, scholarships loans, and work study. In addition, most states and colleges use information from the FAFSA to award nonfederal aid.

- Why all of the questions?
  
The questions on the FAFSA are required to calculate your Expected Family Contribution (EFC). The EFC measures your family’s financial strength and determines your eligibility for federal student aid.

- How do I find out what my Expected Family Contribution (EFC) is?
  
Your EFC will be listed on your Student Aid Report (SAR). Your SAR summarizes the information you submitted on the FAFSA. It is important to review your SAR to make sure all of your information is correct and complete. Make corrections or provide additional information, as necessary.

- How much aid do I get?
  
Using the information on your FAFSA and your EFC, the Financial Aid office will determine the amount of aid you will receive. The College uses your EFC to prepare a financial aid package to help you meet your financial need. Financial need is the difference between your EFC and your college’s cost of attendance (which can include living expenses), as determined by the College. If you or your family have unusual circumstances that should be taken into account, contact the Financial Aid office.

- When do I get the aid?
  
Any financial aid you are eligible to receive will be paid to you through the College. Typically, the aid will be first used to pay tuition, fees, and room and board. Any remaining aid is paid to you for your other educational expenses. If you are eligible for a Federal Pell Grant, you may receive it from only one college for the same period of enrollment.

- Where can I get more information on student aid?
The best place for information about student financial aid is the Office of Financial Aid at the college you plan to attend. The financial aid administrator can tell you about student aid available from your state, the college itself and other sources.

**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 kept throughout matriculation. 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 $75.00 fee has been paid in the Cashier’s 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, enter student activities and ride the H.E.A.T. bus. After closing hours, students must show their identification to Public Safety to be admitted to the residence halls. The **ID card is used to gain entry into the residence halls and must be carried at all times.**

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) and also Public Safety. Articles are held for one (1) 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 Campus 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 appearances or other legitimate reasons. The Dean of Students reviews these requests and determines their validity and communicates this information to appropriate offices on a weekly basis. To ensure consideration, excuse requests must be submitted to the Office of Student Affairs **within one (1) week** 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 Bennett 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 to and agree to abide by all policies and procedures outlined in the Bennett College Catalog and other official College 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 and contrary to the Code of Conduct (e.g., underage drinking, drug use, smoking and use of foul language).

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 and ACES).

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

Student Affairs (original); Student (copy)
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, and educational, however, sanctions 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 in this section of the book. 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, 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.
j. Cyber bullying and threatening behavior, whether written, verbal, or physical. Cyber bullying is using the internet, interactive and digital technologies, or mobile phone to harass or threaten someone. It is a class 1 or 2 misdemeanor to send repeated communications or to post real or doctored photos or post private or personal information with the intent to intimidate or torment someone. Punishments for cyber bullying can include suspension and because of state laws, fines or serving time in a jail.

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), conditions(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 Dean of Students 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 includes:

- **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 (1) 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 Disciplinary Action Conduct Committee (or appointed hearing panel) will conduct disciplinary hearings in cases referred by the Dean of Students. 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 less than five (5) members at each actual hearing. A quorum for the board will be three (3) with at least one (1) member from each category. Committee members will be appointed by the Dean of Students, 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 Dean of Students.

The Dean of Students reserves the option to include additional members of the community or change the composition of these committees.

G. Campus Resource and Administration

The Dean of Students administers the Bennett College Code of Conduct and is the primary source for information on the Student Handbook, the Disciplinary Action Conduct Committee and the Honor Code. The Dean of Students 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 with the Dean of Students. 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 Dean of Students 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 Dean of Students for review. Grievances involving a faculty and/or staff member may be referred to the Office of the Provost, but that office will most often forward them to the Office of Human Resources for review. The Dean of Students 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 (3) 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 thirty (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 Dean of Students, the appropriate College representative and department head will be contacted.
BENNETT COLLEGE DRESS CODE

In order to fully prepare the women of Bennett for success in their future careers and life endeavors, it is our responsibility to provide an educational experience that develops the whole student. Subject knowledge, character development and appearance enhancement are all key elements of the educational experience that we are committed to provide. To that end, a dress code is appropriate for all students as follows:

1. Clothing must be appropriate, neat, clean and inoffensive. Examples of inappropriate and offensive attire are:
   - Bare midriffs
   - Obscene or profane language and lewd pictures on clothing
   - Symbols of alcoholic beverages, tobacco, drugs or drug paraphernalia on clothing
   - Visible undergarments when wearer is bending, sitting or walking
   - Pajamas worn outside of the residence hall
   - Shower or bedroom shoes worn outside of the residence hall
   - Pant legs dragging or touching the floor
   - Slits that are higher than 3 inches above the knee in skirts and dresses
   - Skirts and shorts that are higher than 3 inches above the knees
   - Hair rollers, pin curls, shower caps and “Doo Rags” outside of the residence hall

2. Bottom wear must be the appropriate size for the wearer, with no sagging or bagging and must be secure around the waist as not to reveal undergarments and tattoos.

3. Professional attire must be worn when on a community service assignment or attending all ACES sessions. Professional attire means young ladies wear a dress, skirt suit (minis not allowed) or pant suit or skirt with a comfortable fitting blouse.
   - Many ACES events require dresses and skirts only, especially convocations
   - Blouses must not be too tight or low cut and pants must fit properly
   - Jeans, capris and khaki pants are not appropriate professional attire
   - Earrings of extraordinary large size are distracting and not recommended for professional attire
   - Visible tattoos and facial piercings may cause you to lose an opportunity

4. You are never fully dressed without a smile.

Society has relaxed its standards, and at times away from BC it may be appropriate to wear some of the items mentioned as “inappropriate” above. However, it should always be remembered that we at BC are a particular people, set apart and striving for excellence. We believe we must be models for those who will come after us. Therefore, we should make every effort to be our best
at all times. Practice makes perfect, so we wear professional attire for ACES and other special events. We bathe/shower daily, comb our hair, fix our faces and select appropriate clothing because we may meet someone who can make a change in our lives or just because we want to feel good (“A little powder and a little paint can make us feel like what we ain’t”). We must not forget that visitors come on campus daily, males and females, young and old, who will take away an impression of us by what they see us doing. Ours is a fantastic institution and we do not want anyone to get a mistaken view of us.

Here are some specific tips on how to present yourself as a Belle.

**Formal Convocations:**
- White dresses or skirt suits only; should fit properly
- Tops should not show cleavage, nor should the buttons pull open
- Skirts should not be above the knee; nor should they be so tight as to limit your ability to maneuver on stairs
- The fabric should not be what might be worn for “after 5” events
- No back out, halter top, spaghetti strap, or see through tops should be worn without a jacket or cover-up
- No pants are permissible at formal convocations
- Black pumps with flesh tone hosiery
- Heels should not be so high as to limit your ability to maneuver safely on stairs
- Closed toe pumps are required when wearing academic regalia.
- Evening shoe wear is generally not appropriate for college daytime events.
- Satchels/large handbags are not appropriate for formal convocations and usually should not be used at evening events. A small evening bag and a small clutch should be staples in your wardrobe to hold your keys, telephone, tissue/handkerchief, make-up and “mad money”.

**Presentations or Official Activities:**
Black dresses, appropriate skirts or pant suits are required when presenting at ACES. To serve as a Marshal the appropriate attire is a black skirt suit or dress, and occasionally at other special events. This is usually for daytime wear; there are other occasions when black evening attire may be needed.

**Academic Cultural Enrichment Series (ACES):**
Professional attire is required for all ACES programs that are held in the Merner Chapel. On a few occasions, ACES events are held elsewhere (Gym, Coffee House, Pfeiffer Hall, etc.) and the required attire may be different to suit the event.

Professional attire is as stated previously, but with no color restraints. There should be no athletic gear, jeans, capris, khaki pants, flip/flops, Timberland boots, shorts and T-shirts, baseball caps, and sleepwear worn in the Chapel.
If dresses and skirts are not preferred, slacks with shirts or blouses are permitted (except for convocations) with dress shoes (pumps, loafers, oxfords, flats, or sandals).

**Off campus visits and official events:**
Professional attire is always appropriate for luncheons, interviews and community meetings. Students often have interviews for scholarships, internships and jobs, invitations to dinner at the home of the President, and participation in town meetings, luncheons, dinners and conferences.

Some official uniforms or designated attire may be required by approved organizations.
APPROPRIATE ACES ATTIRE

CONVOCATION ATTIRE

- White or light cream dress or skirt suit. The dress or skirt suit should NOT be short. It can may knee-length. Backless/halter top, sleeveless or strapless dresses/suits are not appropriate. Pantsuits are prohibited.

- Wear black shoes and flesh-tone hosiery.

- Only wear minimum jewelry. Too much jewelry detracts from the solemnity of the occasion. Pearls always works best.

ACES 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, gauchos, capris, halter tops, tennis shoes or flip-flops will not receive credit for attendance.
OFFICE OF THE REGISTRAR

DIRECTORY INFORMATION AT BENNETT COLLEGE

Bennett College routinely makes available in an annually updated printed directory and in an online directory certain information about its students. In compliance with FERPA, Bennett College will continue this policy of releasing directory information without the prior written consent of the student. Directory information at Bennett College consists of the following: name; address (local and permanent); college email address; telephone number (local and permanent); major; dates of attendance; admission or enrollment status; currently enrolled (y/n); campus, school, college, or division; class standing; degrees and awards; activities; sports/athletic information; and previous educational institutions attended.

If any student does not wish this directory information released without prior consent, the student must contact the Office of the Registrar.

FAMILY EDUCATION RIGHTS & PRIVACY ACT OF 1974 (FERPA)

In accordance with the Family Educational Rights & Privacy Act of 1974 (FERPA) guidelines, Bennett College and the Office of the Registrar are not able to provide confidential information pertaining to students without written consent from the student or visual confirmation of parent claim of student on most recent tax return.

HOW CAN A STUDENT GIVE ACCESS TO INFORMATION?

Students can authorize others to access their educational information, such as a parent or guardian. This is done using BELLENET, a secure OneStop tools page. A student can click on the FERPA Release form and list those persons that may have access to their student information. The authorization is valid until the student initiates changes or updates.

Faculty and staff have access to this information through their departmental administrators or advising centers.

PARENTAL ACCESS TO INFORMATION

In the absence of prior written consent of the student, a parent may obtain information by submitting his or her most recent tax statement indicating that the student in question is a dependent of the parent. In no case, except with written consent of the student, may a parent amend any information on a student’s record, including but not limited to change of address, change of name, or course registration.