

# BENNINGTON COLLEGE

## IN ABSENTIA APPLICATION

Student's name: \_\_\_\_\_

Email address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Focus of study at Bennington: \_\_\_\_\_

Credits completed at Bennington to date: \_\_\_\_\_

Credits earned at other institutions: \_\_\_\_\_

Proposed Graduation date (December or June and year): \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

Please include the following materials with your application:

- Statement describing in detail how you plan to complete your Bennington education
- Timeline for completion (please note most students complete their work in one year)

For applicants who are currently withdrawn from Bennington College, the following materials are required in addition to those listed above:

- Resume
- Transcripts from other colleges (if applicable)
- Two letters of recommendation (one of which must be from a current employer or an instructor who is not affiliated with Bennington College)

Please return this form and all materials to Barn 120 or mail to:

Noelle Murphy  
Academic Services  
Bennington College  
One College Drive  
Bennington, VT 05201

## IN ABSENTIA GUIDELINES

Students wishing to earn their degrees from Bennington College must be enrolled at Bennington College for their final term. Under extraordinary circumstances, students may earn their final credits at an institution other than Bennington College and, upon official transfer of these credits, graduate with their diploma from Bennington College; a second option is for students to complete a final project under the long-distance supervision of a Bennington faculty member. This practice is known as graduation *in absentia*. Students must demonstrate a compelling reason to graduate *in absentia*. Students must complete this application and return it to Noelle Murphy in Academic Services.

**For consideration to graduate *in absentia*, a student must meet all of the guidelines specified in this application.**

### Guidelines

- Student may take no more than 32 credits on an *in absentia* basis but normally students take no more than 16 credits
- Student must have prior approval from the Provost and Dean's Office
- Student must submit course descriptions of all courses for consideration and receive approval from Noelle Murphy in Academic Services
- Students must submit a detailed statement explaining how the credits earned elsewhere will integrate with work at Bennington
- Student must define projected grad date within 1 yr (ie--2 full terms) of in absentia application.
- The institution from which the credits are earned must be an accredited institution of higher education
- Student must be in good academic standing
- Student must send official transcripts to Bennington College in a timely manner to ensure transfer of credits is completed prior to expected date of graduation. Student who wishes to graduate with a December graduation date must submit an unofficial transcript by December 31, and will receive their diploma as soon as an official transcript is produced and verified. Student who wishes to graduate with a June graduation date must submit an unofficial transcript by May 31, and will receive their diploma as soon as an official transcript is produced and verified. Diplomas will be ordered as soon as the unofficial transcript is received in our office.
- Student maintains *in absentia* status until their proposed graduation date. If students have not made satisfactory progress towards the completion of their degree, and/or if we do not hear from them about a possible extension before the deadlines listed above, they are officially withdrawn as of the last term of their *in absentia* status.
- Fees apply to complete degrees *in absentia*; additional fees apply if student extends graduation date beyond original proposed graduation date
- Applications are due July 15 for the fall term and January 15 for the spring term