

# Academic Policies and Regulations

## The Academic Calendar

The 9-month academic year consists of a fall and spring semester, with each semester encompassing 14 weeks of classes and one week of final examinations. Most classes meet for 150 minutes per week, though some first-year classes meet for 200 minutes per week. The standard class period is 50 minutes for classes that meet three days per week and 75 minutes for classes meeting two days per week. Detailed descriptions of the academic calendar and daily schedule can be found at the back of this Catalog or at [www.hendrix.edu/academics/academics.aspx?id=122](http://www.hendrix.edu/academics/academics.aspx?id=122).

The College posts three graduation dates - immediately prior to the fall semester, at the end of the fall semester, and at the end of the spring semester. Commencement occurs once per year on the first Saturday following final examinations in the spring semester.

## Courses and Units

The academic unit is the course credit, which matches or exceeds the standards required of a conventional quarter-hour or semester course. The conversion rate for a standard semester course is 4 semester hours.

## Course Load

The academic program at Hendrix College is arranged so that the normal student load is four whole-credit courses per semester. A student attempting at least three whole-credit courses in a given semester is classified as a full-time student. Courses not earning whole course credit, such as physical activity classes and music activity classes, do not count toward the student load. Students must receive permission from the Registrar to register as part-time students.

Under normal circumstances students who are making timely progress toward the completion of their degree programs in eight

semesters will be expected to enroll in no more than four whole-credit courses per semester. Students may not pre-register for a course overload. Students who wish to attempt more than four whole-credit courses in a semester must have at least sophomore standing. Exceptions to this policy require written permission of the student's academic advisor.

### Classification of Students

For purposes of registration, course selection, and catalog listings, class standing is defined annually at the beginning of the fall semester according to the following guidelines:

Class Standing	Credits
Fresher.....	0-6 credits
Sophomore.....	7-14 credits
Junior .....	15-23 credits
Senior .....	at least 24 credits

### Grades, Grade Point Average, and Earned Credits

Grading System. The grading system and associated grade points per whole credit are as follows:

A .....	4 .....	excellent
B .....	3 .....	good
C .....	2 .....	satisfactory
D .....	1.....	poor
F.....	0 .....	failing
CR.....	0 .....	credit, passed at a minimum level of C
NC .....	0 .....	no credit for a course taken for credit only
I .....	0 .....	incomplete
NR .....	0 .....	no report
W .....	0 .....	withdrawn
WE.....	0 .....	withdrawn by administrative action
AU.....	0 .....	audit

At the conclusion of each semester, students receive a grade, a GPA credit, and a degree credit for each course.

A GPA credit indicates the weighting factor assigned to a grade for use in the grade point average computation. A grade of A, B, C, D, F or NC may be assigned a GPA credit of 0, 1/4, 1/2, or 1, depending on the course. (Most Hendrix courses carry a GPA weight of 1. Study abroad credits, however, typically carry a GPA weight of 0, unless Hendrix is the originating institution for the grades. For example, Hendrix is the originating institution for the Costa Rica and Hendrix-in-London programs. Applied music and physical activity classes typically carry GPA weights of 1/4 or 1/2.) A grade of CR, I, NR, W, WE, or AU will always be assigned a GPA credit of 0. To compute the grade point average, multiply each grade by its assigned GPA credit, sum the results, and divide by the sum of the GPA credits. A grade of WE will be assigned to indicate withdrawn by administrative action including academic dismissal, disciplinary expulsion, academic suspension, and disciplinary suspension.

A degree credit indicates whether or not the received grade will be assigned an earned credit towards graduation. A grade of A, B, C, D or CR may be assigned a degree credit of 0 or 1, depending on the course. A grade of F, NC, I, NR, W, WE, or AU will be assigned a degree credit of 0. To compute the number of earned graduation credits, sum the total number of degree credits.

**Grade I (Incomplete).** The grade of I, or Incomplete, is assigned when a student, for reasons beyond her or his control, is unable to complete requirements of a course by the end of the semester. When an Incomplete grade is reported by an instructor, a form entitled “Report on Incomplete Grade” must be submitted by that instructor to the Registrar. This report stipulates the conditions and the deadline date that must be met for the removal of the Incomplete. Incomplete grades should be resolved by the conclusion of the following semester and may not extend beyond a calendar year. (The calendar year begins at the end of the semester in which the grade of Incomplete is assigned.) The student and the advisor will receive copies of this report. Removal of the Incomplete and the assigning of the course grade by the instructor occur once the student

has successfully completed the remaining course requirements. The Incomplete grade will revert to the grade specified on the “Report on Incomplete Grade” form if the requirements are not met by the specified deadline date. Forms submitted without a grade specified will convert to “F” after the deadline.

**Grade NR (No Report).** The NR grade is a temporary one and indicates that, due to circumstances beyond the control of the student, the Office of the Registrar did not receive the grade. The NR grade should be replaced by a letter grade as soon as possible and/or no later than graduation.

**Grade AU (Audit).** With the instructor’s permission, full-time students, employees, and employees’ dependents may audit a course without charge. Audited courses are not included in the calculation of course load, nor are they recorded on the permanent record. Part-time students or other individuals who are not matriculating at the college are required to pay the established fee per course. Courses with enrollments limited by space or equipment availability such as applied music, studio art, laboratory courses, etc., may not be taken as audit.

**Repeating a Course.** A student may repeat a course for which a grade already exists on the transcript. When a student repeats a course at Hendrix, the highest earned grade factors into the Hendrix grade point average, and the course receives an R designation. The lower grade, designated with an asterisk (\*), remains on the Hendrix transcript, but it does not factor into the grade point calculation. A repeat grade of CR is only higher than previously earned grades of D, F, NC, W, and WE. Repeated courses count only once toward earned degree credits. A course transferred in as a repeat course cannot replace a grade earned in the original Hendrix course.

## Academic Status

**Dean’s List.** At the conclusion of each semester, the Office of Academic Affairs publishes a list of students who, completing no fewer than four whole credit courses in the semester for a letter grade, have received no grade other than A. Note that students who choose to apply

the “courses taken for credit only” policy in a given semester will not meet the criteria for the Dean’s List in that semester. Note also that students who enroll for activity courses or graded activity courses will not meet the criteria for the Dean’s List unless they receive credit for the activity courses and an “A” for any graded activity course.

**Good Standing, Academic Probation, Suspension, and Dismissal.**  
A full-time student must meet the following standards for academic performance and progress to qualify as a student in good standing:

- a. The student’s cumulative grade point average must meet or exceed the following thresholds: Freshers - 1.75; Sophomores - 1.90; Juniors or above - 2.0.
- b. The student must have earned at least three course credits during the previous semester.
- c. The student must have earned at least six course credits after the first year of academic study, thirteen credits after the second year, twenty credits after the third year, twenty-seven credits after the fourth year, and credits sufficient for graduation after five years of academic study.
- d. The total number of incomplete (I) grades and unforgiven failing (F) grades on the student’s transcript may not exceed four.
- e. The student must exhibit integrity and personal honesty in the classroom and in other campus affairs.

Except in the case of extenuating circumstances, a student who fails to meet one or more of these criteria will be placed on academic and financial aid probation, effective for the next semester. The Registrar may remove a student from academic and financial aid probation when he or she meets each of the minimum academic performance standards defined above.

A student remaining on academic and financial aid probation after two consecutive semesters is subject to academic suspension for one semester. A student who is academically suspended may not enroll for classes at Hendrix during the suspension period. Following the academic suspension period, a student wishing to return to Hendrix must apply for

readmission through the Office of Admission. Any coursework completed at another institution while a student is on academic suspension must first be approved by the Registrar's Office.

A student who has been readmitted to the College after academic suspension may be dismissed from the College if he or she continues to fail to make satisfactory progress toward a degree. A student who is academically dismissed is barred from all further enrollment at the College. A student may not be readmitted to Hendrix following academic dismissal. Additionally, a student is subject to academic dismissal or suspension if he or she accumulates four F grades, fails all courses attempted in a single semester, or participates in an act or acts of academic dishonesty.

**Academic Warning.** A student will receive an academic warning when his or her semester grade point average (GPA) drops below 2.00 even though his or her cumulative grade point average may remain at or above the required minimums cited for academic probation. Academic warning is notice of unsatisfactory academic progress during a given semester. Receipt of an academic warning does not place a student on probationary status.

### **ADA Accommodations**

Students seeking accommodations in accord with the Americans with Disabilities Act should contact Academic Support Services at 505-2954 to make an appointment and begin the review process.

### **Class Attendance**

Students should regularly attend all classes for which they are enrolled. Absences will typically be excused for observance of religious holidays, documented cases of illness or emergency, sanctioned school functions, or other appropriate exigent circumstances. Students must notify instructors of their circumstances in a timely manner.

A course instructor can drop from the roster any student who fails to attend the following number of class meetings before the deadline to add a course:

- Two classes in a course meeting on a twice weekly schedule;
- Three classes in a course meeting three or more times per week.

At their professional discretion, course instructors may, by notifying the Registrar prior to the deadline for withdrawing from a course, remove from their courses any student whose unexcused absences over any three week period reach or exceed 50%. Instructors are not obliged to notify the student prior to taking this action. A student removed from a course under these circumstances will be notified by the Office of the Registrar through the student's Hendrix email account. A student may appeal this action by contacting the Registrar within three business days of the drop notice date. The Registrar will forward the appeal to the Academic Appeals Committee for review and action.

## Academic Integrity

Hendrix College is committed to high standards of honesty and fairness in academic pursuits. Such standards are central to the process of intellectual inquiry, the development of character, and the preservation of the integrity of the community.

Hendrix College is an environment intended not only to cultivate an active interest in the liberal arts but also to serve as a place for students to begin taking responsibility for their own actions. In keeping with this mission, the faculty and students of Hendrix College have adopted a set of standards and procedures designed to

- guarantee the integrity and value of each student's work
- demonstrate the student body's commitment to serious academic pursuits
- foster a capacity for ethical decision-making
- involve students and faculty mutually in the academic judicial process
- specify the procedures to be followed for incidents of academic dishonesty
- help create a supportive and fair learning environment

- cultivate an on-going dialogue about academic values within the Hendrix Community.

In pursuit of these goals, the students have committed to adhere to the following principles:

- All students have an equal right to their opinions and to receive constructive criticism.
- Students should positively engage the course material and encourage their classmates to do the same.
- No students should gain an unfair advantage or violate their peers' commitment to honest work and genuine effort. It follows that any work that a student submits for class will be that student's own work. The amount of cooperation undertaken with other students, the consistency and accuracy of work, and the test-taking procedure should adhere to those guidelines that the instructor provides.
- Members of the Hendrix community value and uphold academic integrity because we recognize that scholarly pursuits are aimed at increasing the shared body of knowledge and that the full disclosure of sources is the most effective way to ensure accountability to both ourselves and our colleagues.

Violations of these standards of academic integrity may take one of the following forms:

- a. Plagiarism, which involves the use of quotations without quotation marks, the use of quotations without indication of the source, the use of another's idea without acknowledging the source, the submission of a paper or project (or any portion of such) prepared by another person;
- b. cheating on examinations, laboratory reports, exercises, or projects that are to be done by individual students; giving or receiving answers and/or materials pertinent to any academic work without permission of the instructor;
- c. stealing, manipulating, or interfering with any academic work of another student;
- d. collusion with other students on work that is to be completed by an individual student;
- e. lying to or deceiving faculty; or

f. violating particular standards as determined and explicitly outlined by individual faculty members on a course by course basis. These particular standards should be clearly indicated on the syllabus for each course.

The Committee on Academic Integrity handles all instances of alleged academic dishonesty.

**Composition of the Committee:** The committee consists of six members of the Student Association and five faculty members. The Student Senate nominates and selects student members in the same manner as the College Judicial Council. The College's Committee on Committees will nominate the faculty members. The Committee on Committees also identifies one of the faculty members to serve as committee chair.

A minimum of five members of the Committee on Academic Integrity including at least two faculty and two student members is required to hold a formal hearing. Hearing groups are formed by the chair from the available committee members.

The Chair is responsible for the following: convening the Committee whenever a report has been filed; serving as the official, corresponding liaison between the Committee and the concerned parties; being the contact person for all questions concerning the process and procedure of the Committee; and transmitting all Committee decisions to the concerned parties through an Official Letter of Decision.

**Committee Process:** All alleged violations of academic standards must be reported to the Committee on Academic Integrity. Report of a violation can be filed in one of four ways:

- a. A student and a faculty member may agree to write, co-sign and send a report including agreed upon sanctions to the Chair of the Committee. The Chair could then accept the report and file it without committee involvement, unless further action was deemed warranted by inconsistencies of sanctions or by previous violations.
- b. A student may file a report directly with the Chair of the Committee

c. A faculty or staff member may file a report with the Chair of the Committee

d. A student may inform the instructor of record, who subsequently files a report directly with the Chair of the Committee.

All reports must be made in writing, with the Committee convening within two weeks of that report, provided this conforms to the academic calendar. Whoever files the alleged violation report to the Committee must attend the hearing. At this meeting, all statements and evidence will be presented. All parties have the right to introduce evidence or witnesses. A student facing academic integrity allegations must continue through the hearing process even if the student has withdrawn from the class in which the alleged violations took place.

A simple majority may postpone a decision if certain evidence deemed crucial to the case has not been presented. A decision may be postponed only twice, and on each occasion the Committee must reconvene within a week, provided this conforms to the academic calendar.

In order to protect the confidentiality of students, all Committee deliberations are held in confidence, as are all decisions and potential sanctions. Furthermore, at the beginning of each academic year, every member of the Committee must sign a Confidentiality Statement to protect the privacy of deliberations.

The Committee is to use the sentiments expressed within this document to render a decision on each particular case. The Committee has two options in rendering a decision:

- a. In violation
- b. Not in violation

A student is in violation of the standards of academic integrity only when a majority of the hearing committee concur that a violation has occurred. If the Committee finds a student to be in violation of the standards of academic integrity, it also hands down a particular sanction in direct consultation with the instructor of record. The Committee must strongly consider the recommended sanction from the instructor

of record. A majority of the hearing committee must agree upon specific sanctions. If a student is not found to be in violation of the standards of academic integrity, no further action will be taken.

All records pertaining to the case remain confidential within the Committee structure and are available only for the purpose of determining appropriate sanctions. The Committee will retain all records for a period of six years, after which the records are purged.

Appropriate sanctions may include one or more of the following:

- a. allowing the student to resubmit the assignment with the understanding that a predetermined number of penalty points will be deducted from the student's total score;
- b. giving the student a "O" on the assignment in question;
- c. giving the student an F for the course;
- d. placing the student on academic integrity probation. This means that if a student is later found guilty of another academic integrity violation, the sanction will automatically consist of suspension or expulsion (with such a recommendation, the Provost of the College is the consulting officer).
- e. in severe cases, placing the student on suspension and/or expulsion (with such a recommendation, the Provost of the College is the consulting officer).

Students are still subject to these sanctions if they have withdrawn from a class in which an academic integrity violation took place. When a decision has been reached, it is transmitted to the involved parties through an Official Letter of Decision from the Chair of the Committee. Included in this Letter is the decision of the Committee and the prescribed sanction, if the student is found to be in violation of the standards of academic integrity. Copies of this letter are also sent to the faculty advisor, the instructor of record, the Registrar's Office, the Provost of the College, the Vice President for Student Affairs, and the Associate Provost for Advising and Retention. Also, if the student is listed with the Registrar's Office as being financially dependent, the Committee will send a copy of the letter to those whom the student is dependent upon.

**Appeals:** All academic integrity-related decisions are subject to appeal. Intent to appeal must be filed in writing with the Office of

Academic Affairs no later than one week after the Committee's decision. The Provost will decide if there are sufficient grounds for appeal, and, if such grounds are found, the Provost will forward the case to the Committee on Academic Appeals, whose decision is final. The Appeals process should be completed within four weeks of filing, exclusive of breaks in the academic year.

### Academic Grievances

A student who believes that he or she has an academic grievance should discuss the concern with the faculty member in charge of the course in which the concern has arisen. If a mutually satisfactory resolution is not reached, the student should confer with his or her academic advisor and should take the matter to the relevant department chair. If no resolution is reached at this level or if the department chair is the faculty member in question in the first instance, then the student should take the concern to the relevant Area Chair. Concerns remaining unresolved at this level should be taken to the Provost. Students shall take all concerns regarding graduation requirements and their fulfillment to the Registrar.

### Academic Appeals

A student who wishes to appeal a policy or decision by the Office of Academic Affairs concerning interpretations of, or exceptions to, rules, procedures or decisions governing registration in courses and the management of academic records must make that appeal to the Committee on Academic Appeals. Examples of such appeals would include an appeal to drop a course with no mark after the no mark deadline or an appeal to withdraw from a course with a **W** after the **W** deadline.

To pursue such an appeal, the student should submit a formal petition in writing to the Registrar or to the Chair of the Academic Appeals Committee. This appeal should state the specific request being made and include some explanation of the situation relating to the request. The Registrar will forward the student's petition to the Committee

on Academic Appeals, which will review and rule on the appeal. The Committee will notify the student of the decision. Committee decisions are final.

The Committee on Academic Appeals does not hear appeals concerning grades (other than I, W or WE). Course grade issues are covered in the previous section under Academic Grievances.

## Schedule Changes

It is the student's responsibility to initiate and complete the necessary procedures for making course schedule changes such as adding, dropping, and withdrawing from courses. **All of these changes must be performed by the student's advisor online or in the Registrar's Office with the completed "Drop/Add Form" according to the academic calendar.**

**Adding a course.** The deadline for adding a course to a student's schedule is the second Friday of classes. Any student adding a course after this deadline must secure the explicit written consent of the instructor. Additions made after the deadline are subject to a \$100 late fee. Departmental placement policies may authorize transitions from certain courses to other courses within the same discipline beyond this deadline without a late fee assessment. Students may add Music Activity classes and Physical Activity classes without signature or penalty fee for one week following this deadline.

**Dropping a course.** Students may drop a course without having that course appear on their academic transcripts at any point through the fifth Friday of classes.

**Withdrawal from a course.** From the close of the drop period through the tenth Friday of classes, a student may withdraw from a course with a grade of **W**. A grade of **W** does not count in the calculation of the (semester or cumulative) grade point average. After this withdrawal period a student may not withdraw from a course. Students who register for a course but never attend classes for that course are required to initiate and complete the necessary course drop or course withdrawal procedure outlined above. Simply not attending class does not guarantee a student's automatic

withdrawal from that course and may even result in the grade of F for that course.

### **Withdrawal from the College**

A student who wishes to withdraw from the College should obtain a withdrawal application form ("Leave of Absence or Withdrawal from the College Application Form") from the Office of the Registrar. The student should then schedule an interview with the Dean of Students, the Associate Provost for Advising and Retention, or the Coordinator of Academic Support Services to discuss the student's particular situation and the withdrawal process. Following this interview, the student should complete the withdrawal form, secure the signatures required by the form, and submit the completed form to the Office of the Registrar.

The student is expected to leave the campus upon the completion of the withdrawal process. A copy of the form will be sent to the student. Failure to complete the withdrawal process may seriously affect the student's academic record as well as financial record. A student seeking to return to Hendrix subsequent to withdrawing must reapply for admission to the College. To reapply notify the Office of Admission no later than July 15 for the fall semester or December 1 for the spring semester. Withdrawals during a semester may have a negative impact on academic grades, credits, financial aid, student charges and access to housing and other College facilities. It is the responsibility of the student to understand the ramifications of his or her withdrawal and to incorporate that information into his or her decision process.

Hendrix deadlines for withdrawal from courses apply to students who withdraw. Final course grades for the semester just completed are not subject to modification for students who withdraw in the interim period between semesters. No courses may be retained by students who withdraw. Grades of incomplete (I) are not available to students who withdraw.

Students who complete a given semester at the College but do not return for the subsequent semester are considered to have withdrawn voluntarily from the College. Students who voluntarily withdraw forfeit

their security deposit and may subsequently apply for readmission through the Office of Admission. The deadlines for contacting the Office of Admission to begin the readmission application process are July 1 for the fall semester and December 1 for the spring semester.

### **Medical Withdrawal from the College**

Students experiencing serious medical or psychological problems may request a medical withdrawal from the College. The general withdrawal process and policies detailed in the section above apply in such cases. In addition, a Request for Medical Withdrawal must be accompanied by a statement from an appropriate professional recommending a medical withdrawal. Hendrix reserves the right to have the student examined by a physician selected by Hendrix. Students should note that preparation of this statement will require their formal consent to the release of relevant information from appropriate professionals to the College and from the College to those professionals.

Applications for medical withdrawal will be considered by a committee convened by the Provost. A student granted a medical withdrawal is expected to leave campus. If the last day to drop a course with no mark has passed, grades of W will be entered for all currently enrolled classes, even if the final deadline for withdrawal from classes has passed. The security deposit will be applied to the student's account or refunded if medical withdrawal is approved. A student who applies for readmission following a medical withdrawal must furnish a professional's statement that he or she has received appropriate medical attention and is, in the professional's expert opinion, ready to resume studies at the College. These materials must be received by the College by July 15 for the fall semester or December 1 for the spring semester.

Under certain circumstances, the College may require a student to take a medical leave of absence. Such action is warranted if, in the judgment of the Provost and the Dean of Students, the student poses a threat to the lives or safety of self or others, has a medical or psychological condition that cannot be properly addressed by the College, or has a

medical condition or behavior that seriously interferes with his or her ability to function and/or interferes with the educational pursuits of others.

### **Leave of Absence**

A student may apply for Leave of Absence status from the College under specific circumstances. Leave of Absence status indicates a continuing relationship with the College that allows the student to resume studies at a specific time without reapplication for admission. Leave of Absence status is limited to students in good standing who plan to return to Hendrix within the designated “leave” period. The maximum allotted time for Leave of Absence status is two semesters from the point at which the leave is requested.

A student who wishes to be placed on leave should obtain a “Leave of Absence or Withdrawal from the College Application Form” available from the Office of the Registrar. The student should then schedule an interview with the Dean of Students, the Associate Provost for Advising and Retention, or the Coordinator of Academic Support Services to discuss the student’s particular situation and the leave of absence process. Following this interview, the student should complete the leave of absence form, secure the signatures required by the form, and submit the completed form to the Office of the Registrar. The student is expected to leave the campus upon completion of the leave of absence process. A copy of the leave of absence form will be sent to the student. Failure to complete the leave of absence process may seriously affect the student’s academic record as well as financial record.

Taking a leave of absence during a semester may have a negative impact on academic grades, credits, financial refunds, financial aid, student charges and access to housing and other College facilities. It is the responsibility of the student to understand the ramifications of his or her leave of absence and to incorporate that information into his or her decision process.

Hendrix deadlines for withdrawal from courses apply to students who take a leave of absence. Final course grades for the semester just completed are not subject to modification for students who take a leave of absence in the interim period between semesters. No courses may be retained by students who take a leave of absence. The grade of incomplete (I) is not available to students who take a leave of absence.

Students who do not return to Hendrix within the maximum allotted time for leave of absence status (one calendar year) are considered to have withdrawn voluntarily from the College and forfeits their security deposit. Students who voluntarily withdraw may subsequently apply for readmission through the Office of Admission.

### **Medical Leave of Absence**

Students experiencing serious medical or psychological problems may request a medical leave of absence from the College. The general leave of absence process and policies detailed in the section above apply in such cases. In addition, a request for medical leave of absence must be accompanied by a statement from an appropriate professional recommending a medical leave of absence. Hendrix reserves the right to have the student examined by a physician selected by Hendrix. Students should note that preparation of this statement will require their formal consent to the release of relevant information from appropriate professionals to the College and from the College to those professionals.

Applications for medical leave of absence will be considered by a committee convened by the Provost. A student granted a medical leave of absence is expected to leave campus. If the last day to drop a course with no mark has passed, grades of W will be entered for all currently enrolled classes, even if the final deadline for withdrawal from courses has passed. A student returning from a medical leave of absence must furnish a professional's statement that he or she has received appropriate medical attention and is, in the professional's expert opinion, ready to resume studies at the College. This statement must be received by the College by July 15 for the fall semester or December 1 for the spring semester.

Under certain circumstances, the College may require a student to take a medical leave of absence. Such action is warranted if, in the judgment of the Provost and the Dean of Students, the student poses a threat to the lives or safety of self or others, has a medical or psychological condition that cannot be properly addressed by the College, or has a medical condition or behavior that seriously interferes with his or her ability to function and/or interferes with the educational pursuits of others.

### **Study Abroad Status**

A student who is accepted for study through any of the Hendrix College Study Abroad Programs will be placed on Study Abroad Status. The Office of International Programs will transmit notice of this status to the Office of the Registrar once a student's placement in the study abroad program is confirmed. To be eligible for this status, the student's GPA must be 2.0 or greater (however, some Hendrix and other study-abroad programs require a higher minimum GPA). It is important to note that Study Abroad Status is distinguished from Leave of Absence status in that students enrolled in such programs are considered, academically, to be enrolled at Hendrix.

### **Courses Taken For Credit Only**

To encourage selection of a broader range of courses, Hendrix permits students to take one course per year on a credit-only basis during their sophomore, junior, and senior years. In place of the letter grade of C or better, the student will receive the designation of CR. In place of the letter grade of D or F, the student will receive the designation of NC. Courses taken for credit-only must be at the 200 level or above. Courses taken for credit-only at Hendrix must be outside the student's major or minor. Moreover, because of the centrality of the Learning Domain requirements to the liberal arts curriculum, these credit-only courses may not be used to complete Learning Domain requirements. These credit-only courses also may not be used to satisfy Collegiate Center requirements. The

maximum number of credit-only courses counted toward graduation will be three. Intention to take a course under this option must be declared within the first month of the semester at the Office of the Registrar. A student may request that the **CR** designation be changed to the letter grade reported by the instructor if the course is later used to fulfill a major, minor, or Learning Domain requirement in existence at the beginning of the student's senior year. Courses typically assigned a grade of **CR**, such as Propylaea, Physical Activity classes, senior seminars, and some internships, will not count toward a student's limit of three credit-only courses. This policy also does not apply to graded music activity classes.

### Activity Course Credits

Course credit for graduation may be earned with the completion of a specific number of activity courses with a grade of **CR** or **C** or higher in a given type of activity. Physical activity courses are offered only on a **CR** basis with no assigned grade. Some music activity courses are offered only on a **CR** basis while others are offered either on a **CR** or on a graded basis. Details can be found in the *Catalog* section for the Department of Music.

The following combinations of activity course credits are equivalent to one course credit:

- Any four different physical activity courses
- Four semesters of *TARA A30 Dance Ensemble*
- In the Department of Music:
  - Four activity courses at the 200-level (ensembles) or 300-level (thirty-minute per week applied music lessons)
  - Two activity courses at the 400-level (sixty-minute per week applied music lessons)
  - One activity course at the 400-level and two at the 200- or 300-level.

*Physical activity course credits, dance ensemble credits, and music activity course credits may NOT be combined for whole course credits.*

Grades earned in activity courses will appear on the college transcript and will count in the student's grade point average. However, only whole credits (accrued as described above) will count toward the 32 course graduation requirement.

Any number of individual activity courses may be taken by a student; however, there are limitations on the number of whole course credits that a student may count toward graduation. Only one course credit in the Department of Kinesiology may count toward graduation, only one course credit in the Department of Theatre Arts and Dance may count toward graduation, and only two course credits in the Department of Music may count toward graduation. The exception to this rule is that Music majors may earn up to two additional course credits toward graduation from music activity courses.

Activity classes are subject to the same registration, add, drop, and withdrawal deadlines as standard semester courses.

### Transfer Credits

Students requesting transfer credit for courses already taken must first request an official transcript from the originating institution be sent to the Office of the Registrar. Transfer credit may be accepted, subject to the following conditions and restrictions.

The course(s) offered for transfer must be comparable in academic quality to Hendrix courses, have originated at an accredited institution, and have a recorded grade of C or better. Credit or Pass grades will not be accepted in transfer. For incoming transfer students, one credit will be awarded for every four semester-hours of accepted transfer work, rounding to the nearest whole credit. Once a student has matriculated at Hendrix, one credit will be awarded for every accepted transfer course, provided the transfer course carries at least three semester-hours of academic weight. Transfer credit must originate from courses taken at an accredited institution and those courses must appear on the student's transcript from the originating institution. No transfer credit is awarded for courses that have been applied toward an earned baccalaureate degree.

Current students are strongly urged to seek transfer approval from their advisor and the Registrar prior to enrollment in any course for which transfer approval might be sought. A form for this purpose may be obtained from the Office of the Registrar. The number of transfer

courses that can be used to fulfill graduation requirements is determined by the residency requirement in item VI of the Program for the Bachelor of Arts Degree.

If a course is accepted for transfer credit, the grade from the originating institution will not appear on the Hendrix transcript unless the originating institution has a direct, formal institutional exchange agreement with Hendrix. Transfer grades from institutions that are in direct, formal institutional exchange agreements with Hendrix (such as programs sponsored by the Associated Colleges of the South, Graz, ISEP, and Heilongjiang University) will be recorded but not calculated in the Hendrix grade point average. Transfer grades will be recorded and included in the Hendrix grade point average if Hendrix is the originating institution (such as the Accademia dell' Arte, Hendrix-in-London, and Costa Rica programs). A course transferred in as a repeat course may not be used to replace a grade earned in the original Hendrix course.

### **Advanced Placement and International Baccalaureate Credits**

The examinations and the courses for which AP and IB credit is granted are listed below. Credit granted for a specific course counts toward the satisfaction of any requirement toward which the listed course counts, with two exceptions: (1) Literature and Writing Courses, if taken to satisfy the Level I Writing Requirement, must be taken at Hendrix; and (2) Learning Domain and Collegiate Center requirements may not be satisfied by AP or IB credits. A maximum of six credits may be awarded for any combination of AP and/or IB examinations.

<b>AP EXAM</b>	<b>MIN. HENDRIX COURSE EQUIVALENT SCORE</b>
Art-Studio General Portfolio .....	4 ..... One course elective
Biology .....	4 ..... *
Chemistry .....	4 ..... **
Computer Science A .....	4 ..... CSCI 150 Foundations of Computer Science I
Computer Science AB .....	3 ..... CSCI 150 Foundations of Computer Science I
Computer Science AB .....	4 ..... CSCI 150 and CSCI 151 Foundations of Computer Science I and II
Economics-Macroeconomics.....	4 ..... ECON 100 Survey of Economic Issues
Economics-Microeconomics .....	4 ..... ECON 100 Survey of Economic Issues
English-Language and Composition.....	4 ..... ENGL 110 Writing
English-Literature and Composition.....	4 ..... One course elective
Environmental Science .....	4 ..... BIOL 104 Environmental Biology
Foreign Language-German.....	4 ..... GERM 110 German I
Foreign Language-French Language .....	4 ..... FREN 110 French I
Foreign Language-French Literature .....	4 ..... One French course credit
Foreign Language-Latin .....	4 ..... LATI 110 Latin I
Foreign Language-Spanish .....	4 ..... SPAN 110 Spanish I
Foreign Language-Spanish Literature .....	4 ..... SPAN 200 Conversation and Composition
History-American History .....	4 ..... One course elective (not for history major)
History-European History.....	4 ..... One course elective (not for history major)
History-World History .....	4 ..... One course elective (not for history major)
Human Geography .....	4 ..... One geography course for teaching license
Mathematics-Calculus AB .....	4 ..... MATH 130 Calculus I
Mathematics-Calculus BC.....	3 ..... MATH 130 Calculus I
Mathematics-Calculus BC.....	4 ..... MATH 130 and MATH 140 Calculus I and II
Mathematics-Statistics.....	4 ..... BUSI 250 Principles of Statistics
Music .....	4 ..... MUSI 201 Basic Musicianship Skills
Physics-Physics B.....	4 ..... ***
Physics-Physics C .....	4 ..... ****
Politics-U.S. Government.....	4 ..... One course elective
Politics-Comparative Politics .....	4 ..... One course elective
Psychology.....	4 ..... PSYC 110 Introduction to Psychology

IB EXAM	MIN. HENDRIX COURSE EQUIVALENT
SCORE	
Anthropology/Standard.....	5 ..... One course elective
Biology/Higher.....	5 ..... BIOL 101 Concepts in Biology
Chemistry/Higher.....	5 ..... **
Computer Science/Higher .....	5 ..... CSCI 150 Foundations of Computer Science I
Economics/Higher.....	5 ..... One course elective
English Literature/Higher.....	5 ..... One course elective
Foreign Languages .....	— ..... see placement policy
History of Americas/Higher.....	5 ..... One course elective
History/Higher .....	5 ..... One course elective
History of Europe/Higher .....	5 ..... One course elective
History of Africa/Higher.....	5 ..... One course elective
History of E. and SE.	
Asia/Higher.....	5 ..... One course elective
Hist./Cult. of Islamic	
World/Higher.....	5 ..... One course elective
Math/Higher .....	5 ..... MATH 130 Calculus I
Further Math/Standard.....	5 ..... Quantitative Skills capacity (no course credit)
Music/Higher (Skills) .....	6      MUSI 150 Survey of Western Classical Music or MUSI 201 Basic Musicianship Skills
Physics/Higher.....	5 ..... ****
Psychology/Higher .....	5 ..... PSYC 110 Introduction to Psychology
Social Anthropology/Higher .....	5 ..... ANTH 100 Introduction to Anthropology

\* Credit for BIOL 101 Concepts in Biology may be earned or, upon completion of BIOL 210 Botany, or a more advanced core biology course, with a grade of "C" or better, credit for BIOL 150 Cell Biology.

\*\* Credit for CHEM 100 Concepts of Chemistry may be earned or, upon completion of CHEM 120 General Chemistry II with a grade of "C" or better, credit for CHEM 110 General Chemistry I may be earned.

\*\*\* Credit for PHYS 210 General Physics I may be earned by scoring 4 or 5 on the Physics B exam and by completing PHYS 220 General Physics II with a grade of "C" or better. Credit for PHYS 220 General Physics II may be earned by scoring 4 or 5 on the Physics B exam and by completing PHYS 305 (Vibrations and Waves) with a grade of "C" or better.

\*\*\*\* Credit for PHYS 230 Calculus-Based General Physics I may be earned by scoring 4 or 5 on the Physics C: Mechanics Exam, and by completing PHYS 240 Calculus-Based General Physics II with a grade of "C" or better. Credit for PHYS 240 Calculus-Based General Physics II may be earned by scoring 4 or 5 on the Physics C Exam, and by completing PHYS 305 Vibrations and Waves with a grade of "C" or better.

## Credit Based on Departmental Placement Policy

The Departments of Foreign Languages, Music, and Mathematics and Computer Science have placement policies that may result in a course credit being awarded after completion of a higher level course. The total number of additional credits in each discipline that can be obtained by a student under these policies is limited to one credit.

## College Level Examination Program (CLEP) General and Subject Examinations

Hendrix will grant credit to students who make prescribed scores on the CLEP General Examinations. No student may receive credit in a General Examination area taken after receiving college-level credit in any course in that area. Hendrix will grant credit to students who pass the CLEP Subject Examinations approved by the department appropriate to the examination. The score necessary to receive credit through a Subject Examination will be the mean score achieved by "C" students in the national norms sample. The number of course credits to be given for passing a Subject Examination will be determined by the appropriate department. These exam course credits may not be used to satisfy Collegiate Center or Learning Domain requirements.

## Academic Records

### Transcript of Record

The Registrar prepares, maintains, and permanently retains a record of each student's academic work. Student files of pertinent documents are maintained up to five years following the last date of attendance. Students may view their documents in the Office of the Registrar.

The permanent record is the transcript, which reflects all undergraduate and graduate work completed at Hendrix College and work taken at other institutions but applied toward the Hendrix degree. It lists chronologically the courses, units, grades, cumulative grade-point average, and total units.

### Transcript Requests

Official transcripts bearing the seal of the College and Registrar's signature will be sent by first class postage to other schools, institutions, or agencies, upon written request by a student or alumnus. To request an official transcript one should complete a "Transcript Request" form (available at the Office of the Registrar or on the Registrar's Office website at [www.hendrix.edu](http://www.hendrix.edu)) or write to the Office of the Registrar, Attn: Transcripts, Hendrix College, 1600 Washington Avenue, Conway, AR 72032. Requests and completed forms may also be emailed from a Hendrix email address to [transcripts@hendrix.edu](mailto:transcripts@hendrix.edu) or faxed to (501) 450-1420. Requests must include the student's name while in attendance at Hendrix, Social Security Number and/or student I.D. number, dates of attendance, current phone number, and student signature for release. Official transcripts are not available to students who have any outstanding financial or administrative obligations to the College.

Transcripts and first-class postage are provided free of charge as a service to students and alumni. Transcripts are usually mailed within three to five business days, though a student may request that mailing does not occur until grades are posted. Other special methods of delivery may be available by request for an additional charge. Transcripts of work completed elsewhere must be requested directly from the campus or institution concerned.

Unofficial transcripts for personal or on-campus use are available only for currently enrolled students.

### Application for Graduation and Commencement

A student preparing to graduate must complete an "Application for Graduation" form in the Office of the Registrar no later than the mid-semester break in the semester immediately preceding the student's final semester at Hendrix. (Spring graduates must file applications by the fall mid-semester break.) Failure to do so may preclude the student from participating in Commencement and may result in his or her diploma not being available at Commencement.

All Hendrix graduates are expected to participate in Commencement unless excused by the Registrar. Students who have failed to satisfy two or fewer outstanding degree requirements may request permission from the Registrar to participate in Commencement and should complete their degree requirements prior to the start of the next academic year.

### Graduation With Distinction

The Bachelor of Arts with “Distinction in (a department or program name)” is conferred upon those graduating seniors who fulfill criteria determined by the department or program. In determining requirements for distinction, a department or program considers such criteria as the following:

- overall grade point average;
- grade point average in courses required by the department;
- grade on a comprehensive examination;
- independent project(s);
- recommendation from faculty in department or program;
- some evidence of collegiate breadth such as
  - grade point average in courses outside the major,
  - grade point average in the Collegiate Center,
  - course distribution,
  - recommendation from faculty member(s) outside the major,
  - papers done in departments other than the major,
  - extracurricular activities, and
  - other evidence deserving consideration.
- departmental interview open to all faculty;
- other appropriate criteria as the department determines.

The department or program reviews and evaluates the achievements of senior majors. Selection of students for graduation with Distinction is made by the department or program after evaluation of all available information.

The achievement of Distinction does not preclude graduation with collegiate Honors. For example, a student may graduate with a designation such as the following “Bachelor of Arts Cum Laude, with Distinction in Biology.”

## Graduation With Honors

In order to recognize graduating seniors who have done outstanding work in the collegiate curriculum, the College awards the Bachelor of Arts *Cum Laude, Magna Cum Laude, or Summa Cum Laude*. The Committee on Honors submits for faculty approval each year a minimum grade point average for the following year for each level of honors. Currently, the scale is the following:

<i>Cum Laude</i>	3.70-3.84
<i>Magna Cum Laude</i>	3.85-3.94
<i>Summa Cum Laude</i>	3.95-4.00

## Phi Beta Kappa

Members in course are elected to Phi Beta Kappa primarily on the basis of broad cultural interests, scholarly achievement, and good character.

The Phi Beta Kappa Society sets the minimum requirements that must be met in order for a student to be considered for election. A grade point average of at least 3.80 is required, though no right to election adheres to any student solely by reason of fulfillment of the minimum GPA. At least three fourths of the degree program must be in liberal work, i.e., not applied or professional work. Grades earned in applied or professional coursework are not counted in the GPA for purposes of Phi Beta Kappa eligibility. Applied and professional work includes all training intended to develop vocational skills or techniques. These courses include, but are not limited to, applied Education and Accounting courses.

Weight is given to the breadth of the program of study as shown by the number, variety, and level of courses taken outside the major(s). Weight also is given to the balance and proportion of the candidate's degree program as a whole. Therefore, exploration of areas outside the major(s) beyond the minimum coursework required for graduation will strengthen a student's qualifications. Fulfillment of the College's graduation requirements under the Foreign Language and Quantitative

Skills capacities generally satisfies the minimum criteria in those areas for Phi Beta Kappa eligibility, though completion of one or more courses in mathematics is viewed favorably.

Members are elected during the spring semester each year. In general, the Hendrix chapter considers only students who are in their last semester prior to graduation or who completed their degrees the previous December.

### **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act of 1974, commonly referred to as FERPA, is a federal law that protects the privacy of student education records. Hendrix College (“College”) is to inform enrolled students annually of their rights under the terms of the FERPA. The information below is provided in accordance with FERPA notification requirements. The act does not apply to students admitted to the College who have not officially enrolled. Enrolled students have the following rights under the Act:

#### **A. Policy Intent**

1. The College student record policy is intended to conform with all state and federal statutes dealing with access to information held by an educational institution on present and former students.
2. The College student record policy is formulated to protect the privacy of that student information that is maintained and yet provide access to student records for those having a legitimate purpose to view such records. Regulations and procedures to ensure adequate protection of the student are provided in this policy.
3. Copies of this policy are available upon request from the Registrar, who is responsible for the administration of the student record policy.

#### **B. Student Education Records**

1. “Education Records” refers to those files and their contents that are maintained by the College and which directly relate to a student. “Education Records” do not include:
  - a. Records which are in the sole possession of the maker thereof, are used only as a personal memory aid, and which are not

accessible or revealed to any person except a temporary substitute of the maker of the record.

- b. Records of the Admission Office concerning students admitted but not yet enrolled at the College.
- c. Records of a student regardless of age that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional made in connection with treatment of the student and only disclosed to persons providing treatment. Such records are, however, reviewable by a physician or psychologist of the student's choice upon proper notice and consent.
- d. Records of a law enforcement unit of the College.
- e. Records relating to an individual who is employed by the College except students employed by the College as a result of his or her status as a student.

**C. Access to Student Records by an Eligible Student or Parents of Non-Eligible Students.**

- 1. Students over the age of 18 and who are enrolled in the College ("Eligible Students") and parents of students who have not reached the age of 18 ("parents of non-Eligible Students) have the right to inspect the student's Education Records (as defined in B.1 above). The Eligible Student or parent of a non-Eligible Student must submit a request to the appropriate College official (as defined in Section B.6 below) to review the Education Records specifying the record to be reviewed. The Eligible Student or parent of a non-Eligible Student may request a reasonable explanation or interpretation of the applicable record in writing to the appropriate College official.
- 2. The College will disclose information in an Eligible Student's Education Records, including financial and disciplinary records, to his or her parents either a) upon an Eligible Student's written consent, or b) without the Eligible Student's consent, to parents of a dependant student as defined in Section 152 of the Internal Revenue Code of 1986. The student's age and his or her parents' custodial status are not factors in determining dependency. If either parent claims the student as a dependent on tax returns, then either parent may be afforded access to the student's Education Records.
- 3. Generally, Eligible Students have the right to review any Education Records that the College maintains on them. Information to which the Eligible Student does not have access is limited to the following:

- a. Confidential letters or statements of recommendation placed in the student's files if the student has signed a waiver of his or her right to review the letters or statements, and those letters or statements are related to
  - i) admission to an educational institution;
  - ii) application for employment; or
  - iii) receipt of an honor or honorary recognition.
- b. Parents' confidential financial statements.
4. Documents submitted to the College by or for the student will not be returned to the student. Normally, academic records received from other institutions will not be sent to third parties external to the College. Such records should be requested by the student from the originating institution to be sent to the appropriate third party.
5. Official records and transcripts of the College (signature and/or seal affixed) are mailed directly to other institutions or agencies at the student's request. When circumstances warrant, official records may be given directly to the student at the discretion of the proper College official. In such cases, the record will be clearly marked to indicate issuance to the student.
6. Only the following individuals are permitted to receive requests for records and to allow access to records: Registrar, Director of Career Services, Director of Counseling Services, Director of Financial Aid, Dean of Students, Provost, and the President of the College.

**D. Procedure for Requesting Amendment to Record.**

1. Should an Eligible Student or parent of a non-Eligible Student believe information contained in the student's Education Records is incorrect, a written request should be submitted to the appropriate College official as set forth in B.6. requesting that the record be amended. The appropriate official will respond within a reasonable period as to whether the amendment will be allowed. If the amendment is not allowed, the Eligible Student or parent of a non-Eligible Student may request a hearing before the Registrar.

**E. Access to General Directory Information.**

1. Certain information may be released by the College without prior consent of an Eligible Student or parent of a non-Eligible Student if considered appropriate by designated officials. Such information is limited to the following:
  - a. Student's name, address, telephone number (permanent and local);
  - b. Date and place of birth;
  - c. Dates of attendance at the College, major fields of study, current classification, degrees, honors, and awards;

- d. Previous schools attended and degrees awarded;
- e. Heights and weights of members of athletic teams;
- f. Participation in officially recognized activities;
- g. E-mail address;
- h. Class schedule/roster;
- i. Full or part-time status;
- j. Photograph.

2. General Directory Information will not be released for commercial purposes by administrative offices of the College under any circumstances. Students may request that General Directory Information not be released by written request to the Office of the Registrar.

**F. Access to Personally Identifiable Information.**

- 1. An Eligible Student or parent of a non-Eligible Student must authorize the release of Personally Identifiable Information through written consent, except as provided in Section G below, to anyone other than the Eligible Student or parent of a non-Eligible Student. "Personally Identifiable Information" includes the student's name, the name of the student's parent or other family members, the address of the student or student's family, a personal identifier, such as a Social Security number or student identification number, a list of personal characteristics that would make the student's identity easily traceable; or other information that would make the student's identity easily traceable. The written consent must state:
  - a) The records which may be disclosed;
  - b) The purpose of the disclosure;
  - c) The party or class of parties to whom the disclosure may be made.

**G. Access to Education Records and Personally Identifiable Information by Others without Consent.**

- 1. Access to Education Records and Personally Identifiable Information, without an Eligible Student's or parents of a non-Eligible Student's permission is permissible in certain circumstances set forth below:
  - a. Information designated as Directory Information;
  - b. To other school officials, including teachers, within the College whom the College has determined have a legitimate educational interest;
  - c. To officials of another institution where the student seeks or intends to enroll;

- d. To authorized representatives of certain government agencies including appropriate state officials and authorities pursuant to federal and state law;
- e. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as:
  - i) To determine eligibility for the aid;
  - ii) To determine the amount of the aid;
  - iii) To determine the conditions for the aid;
  - iv) To enforce the terms and conditions of the aid.
- f. To organizations conducting studies for, or on behalf of, the College to:
  - i) develop, validate, or administer predictive tests;
  - ii) administer student aid programs; or
  - iii) improve instruction provided that the study is conducted in a manner that does not permit personal identification of parents or students by third persons and the information is destroyed once the information is no longer needed.
- g. To accrediting organizations to carry out their accrediting functions;
- h. Pursuant to a judicial order or lawfully issued subpoena upon notice of the order or subpoena to the Eligible Student or parent of a non-Eligible Student;
- i. In connection with a health or safety emergency;
- j. The final results of any disciplinary proceeding conducted by the College with respect to a crime of violence or a non-forcible sex offense and only to the victim of the alleged crime;
- k. In connection with a disciplinary proceeding at the College provided that the College does not disclose the information unless the student is the alleged perpetrator of a violent or non-forcible sex offense, or the student has committed a violation of the institution's policies or rules;
- l. To the parent of a student under the age of 21 regarding the student's violation of any law or policy governing the use or possession of alcohol or a controlled substance if the College determines the student has violated its policy;
- 2. All other student information will be released only upon written request of an Eligible Student. When access is permitted, documents will be examined only under conditions that will prevent unauthorized removal, alteration, or mutilation.

#### H. Complaints.

An Eligible Student or parent of a non-Eligible Student may file a written complaint with the Family Post Compliance Office (“Office”) regarding an alleged violation under FERPA. The complaint must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA has occurred. The complaint must be filed within 180 days of the date of the alleged violation unless extended by the Office for good cause shown.

### Academic Advising

Academic advising is an integral part of the academic program of the College. All academic advisors are full-time faculty members. Faculty advisors serve as a central academic resource and mentor for Hendrix students. Each student has a faculty advisor who provides assistance in academic planning and who is available for counseling on academic and related issues and concerns. Each student is expected to work closely with his or her faculty advisor as he or she develops and pursues a coherent course of study shaped by his or her goals and interests and by College and departmental requirements.

Academic advising at Hendrix is viewed as a cooperative educational partnership between advisor and advisee, grounded in mutual respect and a common commitment to student growth and success. The advisor/advisee relationship respects the autonomy and intellect of each student and acknowledges the broader developmental and educational contexts within which academic advising occurs.

Though advisors and advisees work together in all areas related to academic planning, final responsibility for knowing and completing all graduation requirements, for planning and monitoring academic progress, and for using the faculty academic advising system rests solely with the individual student.

To assist students and advisors in meeting the responsibility for knowing and understanding the academic requirements of the College, and to promote each student’s initiative and autonomy in directing his

or her own academic program and progress, Hendrix publishes a *Hendrix Guide to Academic Planning* each year. The *Guide* contains both general guidelines and specific recommendations written by departmental and program faculty to facilitate effective academic planning. The *Hendrix Catalog* and the *Hendrix Guide to Academic Planning* are the two principal academic planning resource documents of the College. Print copies of both resources are provided to each entering student and are available online.

Within the context of student responsibility outlined above, academic advisors are responsible for providing their advisees with appropriate, accurate information concerning the academic policies, programs, procedures, and resources of the College. Advisors also assist advisees in defining, developing, and pursuing an educational plan consonant with their academic, career, and life goals, including the selection of an academic major consistent with their interests and abilities within the broader liberal arts curriculum.

Each new student at Hendrix is assigned a faculty advisor who is a member of the Council of New Student Advisors (CNSA), a group of faculty selected and trained specifically to work with new students at the College. Though students may change advisors at any time after their initial registration, most new students remain with their original CNSA advisor at least through their first year of study. Typically, at an appropriate point during the second year of study, when a major has been identified and confirmed through work in courses and with faculty in that discipline, each student chooses an advisor in the department or area of his or her major. In some cases this advisor will continue to be the student's original CNSA advisor. Junior and senior students are required to declare a major and an academic advisor in the department or area of that major no later than the first semester of their junior year. Forms and instructions for changing advisors are available in the Office of the Registrar.

In addition to the CNSA advisor, each new student is paired with an Academic Peer Mentor (APM) for his or her first year at the College. Academic Peer Mentors are upperclass students who are committed to

helping new students flourish in the Hendrix academic community.

Advisees are encouraged to meet regularly with their advisors in order to realize the full educational potential of the advising program. More specifically, each student works carefully with his or her advisor each spring to structure an appropriate course schedule for the upcoming year, based on the student's short and long-term academic objectives as well as his or her career interests and goals.

In addition to ongoing general discussions concerning academic planning and scheduling, career goals, and academic progress, students and advisors will want to discuss at least the following:

- Taking less or more than a standard load (four courses) in a given semester;
- Dropping a course in progress;
- Receiving an Interim Report in a course;
- Changing the year's schedule in any way;
- Selecting and declaring a major or minor;
- Changing a major or minor;
- Odyssey requirement;
- Study abroad opportunities;
- Transfer credit procedures;
- Internship possibilities;
- Going on leave or withdrawing from the College.

Academic advising at Hendrix is coordinated through the office of the Associate Provost for Advising and Retention. Questions and inquiries regarding academic advising may be directed to that office.

## Academic Support Services

The Office of Academic Support Services is responsible for providing services to promote academic success. The Coordinator of Academic Support Services and Academic Specialist work with faculty members to identify key content in their coursework that can be reinforced through support services such as peer tutoring, group facilitation, and workshops. It is also the coordinator's responsibility to assess the academic needs of the student body in order to provide services to meet those needs. For more information, call 505-2954, 450-1482 or visit our website by clicking

the Academic Support Services link at [www.hendrix.edu/academics](http://www.hendrix.edu/academics).

Services offered by the Office of Academic Support Services include:

- *One-on-one Academic Counseling*

The staff meets with students to discuss their academic status. These meetings are by appointment and often occur based on the referral of a faculty member. Students can contact the Coordinator or Academic Specialist to set up an appointment.

- *Academic Resources and Referrals*

Students may obtain information on a variety of topics, including time management, test preparation, and note-taking, through Academic Support Services. This information may be delivered in individual meetings or group settings. The staff also assists students in identifying and connecting with other campus resources, such as Career Services, Health Services, and Student Affairs.

- *Peer Tutoring*

Peer Tutors are essential to Academic Support Services. They assist students with coursework by helping them gain a better understanding of the material. Tutors are trained at the beginning of the academic year and monitored throughout the year. Tutoring is offered for the following subjects: biology, chemistry, foreign languages, physics and psychology. Assistance is also available for accounting, mathematics and writing. The hours during which tutors are available may vary each semester.

- *Services for Students with Disabilities*

Hendrix College is committed to providing “reasonable accommodation,” in keeping with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1992. Students requesting accommodations should contact Academic Support Services at 505-2954 or [brownj@hendrix.edu](mailto:brownj@hendrix.edu) to make an appointment and begin the review process. Additional information appears elsewhere in the Catalog under “Students with Disabilities.”

## Olin C. and Marjorie H. Bailey Library

As the center for intellectual endeavor at Hendrix College, the Bailey Library actively responds to the research and instructional needs of our students and faculty. The Library works with all members of the Hendrix community to establish a nurturing environment that promotes

scholarship, learning, creativity, and the freedom of inquiry that is the foundation of a democratic society.

Library services include access to print and electronic collections, Interlibrary Loan, Reference (research consultation) Services, the Media Center and the Educational Technology Center (in the Student Life and Technology building,) and Faculty Instructional Technologies. The Bailey Library building houses library collections, Reference Services, the Information Commons, the Hendrix College Archives, the United Methodist Archives, a student computer lab, a writing lab, 24-hour study rooms, an electronic bibliographic instructional lab, and a media classroom.

#### *Collections and Access to the World of Knowledge*

The Library boasts an outstanding small academic collection with 220,000 bound volumes, 30,000 government documents, and over 35,000 electronic journal titles. Most of the Library's electronic resources, including many full text journals, are accessible at [www.hendrix.edu/baileylibrary](http://www.hendrix.edu/baileylibrary). Access to books and journal articles not available in the Bailey Library can be requested through Bailey's Interlibrary Loan Service. On average, it takes requested materials six days to arrive. However, some digitized articles arrive within the hour while some materials take as long as six weeks to arrive.

Students may borrow books and materials from the main book collection for three weeks and reserve books for shorter periods of time. Reference books and periodicals are expressly for use in the Library. Presentation of a valid college identification card or an appropriate book card is necessary to borrow library materials. The privilege of borrowing the intellectual content of the Library requires a commitment to care responsibly for books/items, return items on time, and pay for damages as necessary. Hendrix students can also borrow materials from the University of Central Arkansas' Torreynson Library. Up to three books may be borrowed for 28 days upon presenting a Hendrix identification card.

Current issues of journals, along with the backfiles, are on the first floor. The reference collection, microforms, and government documents are also on the first floor. The second floor has main collection books, including juvenile books, the Hendrix College Archives, and group study rooms.

*The First Step to Effective Research: Ask a Librarian at the Reference Services Desk*

Librarians are happy to help locate quality resources supporting research and classroom work and to assist with the critical evaluation of academic information. Countless hours can be saved simply by asking a librarian to recommend reference works, research databases, Internet sites, or library collections that are appropriate to your research needs. Librarians additionally provide individual reference assistance, tours, and workshops. If needed information is not in the Bailey collections, then librarians can identify relevant materials within other libraries' print and electronic collections and can provide easy access through Interlibrary Loan.

*Library Hours*

Monday through Thursday .....	8:00 a.m. - midnight
Friday .....	8:00 a.m. - 5:00 p.m.
Saturday.....	noon - 5:00 p.m.
Sunday .....	2:00 p.m. - midnight

**Media Center and Educational Technology Center  
(Student Life and Technology Center)**

The Media Center, a branch of the Bailey Library housed in the Student Life and Technology Center, provides media event service to the Hendrix community through the circulation of video, music and digital resources and by providing audio/visual support of classroom presentations and campus events. Through the services of the Educational Technology Center (ETC,) the Media Center collaborates on new academic initiatives in web-streaming, videoconferencing, and multimedia production.

*New Media*

The Educational Technology Center is a multimedia production lab for faculty or student projects in film, music, image or new media. The 12 HP and 6 Mac computers in the ETC have higher, faster processing power for the high demand Adobe Creative Suite 4 and other multimedia production platforms including iMovie and Windows Movie Maker. Along with multimedia production, the ETC also offers the Hendrix community videoconferencing and web-streaming technologies in the ETC Videoconference Room.

*Classroom and Event Support*

The Media Center provides media support for faculty in their classrooms by installing and maintaining accessible, user-friendly audio-visual technology in classrooms across campus. Over 35 teaching spaces house audio-visual equipment, and the Media Center still delivers equipment to any space on campus as needed. The Media Center also supports events in the larger performance halls, Staples, Reves, Cabe Theatre and the Worsham Performance Hall with increasingly high quality sound, lighting and media technology.

*Media Collections (Bailey Library)*

The Media Collection contains over 2000 VHS and DVD of popular and academic titles and over 800 CD's including classical, jazz and popular--all available for 1-day checkout. These are available at the Bailey Library Check-Out Desk. Many of the titles in our collection are placed by faculty on reserve so that they can be viewed in-building in Bailey Library in media carrels by students for a particular course. All of the Media Center's video and music titles are searchable on the Library's online catalogue. The Media Center also circulates over 20 kinds of audio-visual equipment including camcorders, digital cameras, audio players, headphones from the Information Desk of the SLTC.

*Media Center and Educational Technology Center Hours*

The Media Center supports events whenever they are scheduled on campus. While the ETC is available to students for the same daily hours as the SLTC, the Bridge in the ETC is staffed for the hours below:

Monday- Thursday .....	8:00 a.m. - 10:00 p.m.
Friday .....	8:00 a.m. - 5:00 p.m.
Saturday.....	Not Staffed
Sunday .....	2:00 p.m. - 10:00 p.m.

*Faculty Instructional Technologies*

Faculty Instructional Technologies, housed in the Bailey Library building, assists faculty members in the use of academic software, including administration Educator Course Management System (for faculty and students) and other subject specific software such as SPSS, ArcGIS, Practica Musica, Turnitin, and others. FIT consults with faculty and staff on the use of teaching/learning technologies including symposiums and presentation technology. Assistance with project creation, scanning of still media, and providing resources to faculty are offered. FIT introduces emerging technologies through pilot projects, and provides general technology assistance as requested to improve teaching with technology at Hendrix.

**Information Technology and Academic Computing**

The College's computing facilities include multiple Windows-based servers performing web, e-mail, and administrative functions. Three general purpose computer labs contain a total of 75 PC and Macintosh computers and associated laser printers. Scanning equipment is available for use in creating Web pages and other graphics applications. During academic semesters, the computer lab in Bailey Library is open around the clock, seven days a week.

The campus-wide Hendrix Network (H-net) provides a direct Ethernet connection to the Internet from every classroom, office, and residence hall room. All students are assigned a computer account and e-mail address

upon registration. Approximately 85% of students living in residence halls have their computers connected to H-net. Students are provided information during the summer concerning connection to H-net from residence hall rooms. Information Technology should be contacted for further information at (501) 450-1340.

## Engaged Learning Opportunities

### Your Hendrix Odyssey: Engaging in Active Learning

This academic program is designed to encourage all Hendrix students to embark on educational adventures in engaged learning. Students are given recognition on an engaged transcript for completion of approved Odyssey projects. Graduation requirements include the completion of an approved activity in at least three of the following categories.

**Artistic Creativity (AC).** Experiences in which students explore their creative potential in art, music, dance, drama, or creative writing.

**Global Awareness (GA).** Experiences in which students immerse themselves in cultures or environments other than their own and engage in appropriate opportunities for reflection.

**Professional and Leadership Development (PL).** Experiences in which students apply their intellectual interests through internships, other opportunities for working alongside professionals on site, or leadership in community life or professional settings.

**Service to the World (SW).** Experiences within and beyond the Hendrix community in which students are engaged in helping meet the social, ecological and spiritual needs of our time.

**Undergraduate Research (UR).** Experiences in which students undertake significant research projects using the methods of their chosen disciplines.

**Special Projects (SP).** Experiences in which students extend, apply, connect or share different ways of knowing (e.g., oral, verbal, tactile, imaginative, intuitive), often in inter-disciplinary settings.

For more information about the Odyssey Program, contact the Odyssey Office or visit the program's website at <http://www.hendrix.edu/odyssey>.

### **Accademia dell' Arte**

Hendrix is the accrediting institution for courses through the Accademia dell' Arte in Arezzo, Italy. Located in a beautifully restored sixteenth-century villa just south of Florence, the Accademia dell' Arte offers intensive work in theatre, dance, music, and film production. Courses are offered during Fall, Spring, and two Summer semesters. Additional information and application forms are available at [www.dell-arte.org](http://www.dell-arte.org), or by emailing [info@dell-arte.org](mailto:info@dell-arte.org). Approved courses appear in the off-campus courses section of this Catalog.

### **Army ROTC**

Hendrix College students are invited to participate in the Army Reserve Officers Training Corps program conducted under the auspices of the University of Central Arkansas. The program is offered on a voluntary basis to first-year men and women enrolling at Hendrix. The courses available are Military Science I-IV, and incur no additional charge as a fifth course. For more information about the ROTC program, see the ROTC program's website at <http://www.uca.edu/division/academic/rotc/>.

### **Combined BA MPH Degree in Public Health**

Hendrix and the UAMS College of Public Health sponsor a 4+1 program for Hendrix students who would like to get a head start on a master's in public health. Students who have completed two years at Hendrix first apply for acceptance into the MPH program. Upon acceptance, students take up to five courses at UAMS which would count towards the Hendrix degree and co-count towards the MPH degree. These courses appear on the Hendrix transcript but are not included in the Hendrix GPA. The MPH courses can be taken during the academic year or in summer school. For example, a student could take 3 courses at Hendrix and one at UAMS (most MPH courses are taught in the evening or on weekends). Thus, students

are still full-time at Hendrix, but can reduce by one or two semesters the time needed to complete the MPH. Approved courses appear in the off-campus courses section of this Catalog.

## Combined Engineering Programs

Hendrix participates in cooperative programs in engineering with Columbia University, Vanderbilt University, and Washington University in St. Louis. Under provisions of these programs, students take three years of their work at Hendrix and two years at Columbia, Vanderbilt, or Washington University. These programs enable students to receive a liberal arts degree from Hendrix and a Bachelor of Science engineering degree from one of the three schools of engineering. Students desiring information about these programs should contact the Department of Physics.

## Crossings Program

The purpose of the Crossings Program is to allow faculty and students to explore and identify the hidden linkages that exist between disciplines and to provide a venue for students to deliberately explore those connections during their course of study. This program simultaneously expands curricular linkages and ties the theory of those interdisciplinary themes to experience. Groups of faculty design thematic interdisciplinary threads including three or four course opportunities that may fulfill other graduation requirements. Thus, these interdisciplinary programs (i.e. “Crossings”) are smaller than a “minor.”

Each of these threads also includes two Odyssey-worthy engaged learning experiences. First, the faculty working together on the thread designs an undergraduate research-based engaged learning experience, which serves as a capstone experience for each Crossing. For this, students will receive Odyssey credit in the Undergraduate Research category for completion of a research project and paper that explores a topic related to their Crossing. Furthermore, students opting to pursue a Crossing will receive Odyssey credit in the Special Projects category for

completion of the Crossing coursework and completion of a reflective component designed by the faculty that discusses connections between courses. Finally, completion of an interdisciplinary Crossing will be noted on the students' Odyssey transcripts.

### **Gulf Coast Research Laboratory**

Hendrix College is a formal affiliate of the Gulf Coast Research Laboratory in Ocean Springs, Mississippi. Courses that meet for five or more semester hours of at least junior level and dealing with marine biology may be taken in Ocean Springs during the summer. Credit for these courses is awarded through the University of Southern Mississippi and is accepted as an elective biology course credit at Hendrix College with the prior approval of both the student's academic advisor and the chair of the Biology Department.

### **Independent Studies**

Hendrix College encourages each student to include at least one independent study in the course work presented for the Bachelor of Arts. Independent studies are arranged by the student in consultation with a supervising faculty member, and each independent study proposal must be approved by the chair of the department within which the independent study is registered as a course. Independent studies should be designed to expand, complement, and deepen the college's regular course offerings and may be arranged as tutorials or undergraduate research experiences.

Students wishing further information on independent study opportunities should consult with the chair of the relevant department.

### **International/Intercultural Studies**

Hendrix College, through the International Programs Office, the Committee on International/Intercultural Studies, and individual faculty members and departments, promotes and coordinates overseas study opportunities for Hendrix students. These groups also aid in the development of international educational programs and activities. The Committee is made up of students, faculty members, and members of the administrative staff.

The Committee on International/Intercultural Studies must approve students for the various Hendrix-sponsored study abroad programs. The Committee determines holistically if each applicant has the academic and personal maturity to participate in an abroad program. A typical application will consist of GPA, student affairs record, extracurricular activities, personal statement, and letters of recommendation. Although there is no set minimum GPA requirement, many Hendrix and external programs require at least a 2.75. Applications for all Hendrix programs are available in the fall from the Office of International Programs website.

The College sponsors student participation in several study abroad programs. The International Student Exchange Program provides many exciting and varied opportunities for study abroad by arranging for direct enrollment of individual Hendrix students in nearly 140 colleges and universities on six continents, and allows Hendrix to bring students from overseas universities to the College. In recent years, ISEP placements have been arranged in such places as the Netherlands, Argentina, Japan, Hungary, Malta, Ghana, South Africa, Korea, Finland, Thailand, and Australia. A special direct exchange with Karl-Franzens University in Graz, Austria, facilitates overseas studies for students interested in German. A similar arrangement with Heilongjiang University in Harbin, China, allows Hendrix students to pursue intensive Chinese language study.

With the approval of the Committee, students may spend one or two semesters in Oxford, England. Under the auspices of the Oxford Overseas Study Course, they study with individual tutors in a wide variety of academic disciplines. Students develop individual study programs and participate in extracurricular activities, which have included internships at the British House of Commons, participation on an Oxford women's rowing team, and membership in the John Wesley and Fabian Societies. The program allows for extensive European travel during the long winter and spring recesses.

The Hendrix-in-London program sends a faculty director and a group of Hendrix students to live and study in the heart of London each fall semester. Students take courses on contemporary British culture, Shakespeare, British art and architecture, and a topic selected and taught by that year's faculty director. Participants profit immensely from the countless cultural and travel opportunities available in the British capital and elsewhere in the United Kingdom.

Two summer language study abroad options have recently been created. With the financial support of the Hendrix-Murphy Foundation, students on the Hendrix-in-Madrid program spend a month engaged in intense study at the Universidad Complutense de Madrid, participate in a wide variety of cultural activities and excursions to sites of interest, and receive two Hendrix course credits. Similarly, students on the Hendrix-in-Florence program spend a month studying Italian at the University of Florence and art history in the city's wonderful museums, and receive two Hendrix credits.

The Hendrix-in-Costa Rica program involves students in the hands-on study of the language, cultures and ecology of this rich and diverse country by offering courses in Spanish, psychology, anthropology and ecology taught by Hendrix professors who accompany the students on their summer adventure. The Hendrix-in-Shanghai program allows students to immerse in the fast-paced culture and excitement of the economic capital of China while studying Chinese and international business and economics. One of the College's newest programs, Hendrix-in-Brussels, allows students to study "all things European" in the capital of Europe. Not only do students study topics such as European history, law, government, integration, and identity, they also complete an in-depth research paper and an internship within a major governmental, private, or nonprofit organization. Similarly, the Hendrix-in-Rwanda program allows students to study African culture, literature and religion; peace and reconciliation; and development. Students also complete a three-month internship.

Both the Office of International Programs and the Department of Foreign Languages can provide students with information on additional options for language, cultural and literary studies abroad. The Office of International Programs seeks to expand study abroad opportunities and is exploring new programs in Mexico, India, and New Zealand, among others. The Director of International Programs also advises individual students on participation in programs not directly affiliated with the College. In addition, other campus organizations arrange special foreign travel, study, and activity programs such as European tours by various musical ensembles, volunteer work abroad organized by the Hendrix Miller Center, and summer travel opportunities.

Various scholarship funds are available to Hendrix students studying abroad. These funds are competitively awarded based on financial need, cost and type of program, and merit.

Information on all of these overseas activity and study programs may be obtained from the Director of International Programs. Scholarship information is available from the Office of Financial Aid.

The College also encourages students during their junior years to explore postgraduate international study opportunities such as the Rhodes Scholarship Program, the Thomas J. Watson Fellowships, Fulbright Fellowships, and others. Librarian Britt Murphy is the initial contact person for information on these awards.

Hendrix College cannot be held responsible for financial liability or other obligations of non-Hendrix study abroad programs.

## **Internships**

In an effort to provide students with the opportunity to gain additional experiences in areas of study and to clarify their career interests, Hendrix College offers an Internship Program. Coordinated through the Office of Career Services, this program encourages students to apply classroom theories to the solutions of actual problems at a work site. Host agencies assist interns by providing training, projects and supervision to students throughout the internship experience. This

program is available to sophomores, juniors, and seniors of all majors and may be combined with an internship for course credit.

Internships may be taken for a letter grade, credit-only, or transcript notation. Only one internship can be counted toward graduation and transcript notations are limited to one internship. Odyssey transcript credit is available through the Odyssey Program. Potential internship funding may be pursued through the Odyssey Program, the Miller Center, and the Hendrix-Murphy Programs. All interested students must meet with a Career Services professional to complete all learning contracts prior to beginning the internship experience. Contact the Office of Career Services, 450-1416, for additional information.

### Pre-Professional Programs

Available pre-professional programs exist for students interested in careers in dentistry, engineering, law, medicine, ministry, pharmacy, public health, social work, secondary teacher education, and veterinary medicine. The *Guide to Academic Planning* includes information on each of these programs.

### Semester in Environmental Science

The Semester in Environmental Science (SES) is offered each fall by The Ecosystems Center, Marine Biological Laboratory (MBL), located in Woods Hole on Cape Cod in Massachusetts. SES is a 15-week program in environmental science offered to Hendrix students and others enrolled in colleges participating in the MBL Consortium in Environmental Science. The MBL is the oldest private marine laboratory in North America, and has served as a home to researchers and students studying both basic biology and the environment for over 110 years. The SES program, which began in 1997, is dedicated to providing undergraduates with an opportunity to learn about ecosystems and conduct environmental research with some of the top scientists in the field. For more information, contact the chair of the Hendrix Environmental Studies Program.

## Undergraduate Research

Students are encouraged to explore the opportunities available in the department of their major for undergraduate research. In a variety of formats—on-campus or off-campus, as a paid internship or for academic credit—Hendrix students may participate in faculty-directed research projects. As a part of the undergraduate experience, student research is an instructional format providing first-hand understanding of methods through which knowledge is gained in a particular field. These projects often lead to the presentation of results at departmental colloquia or seminars, state or regional meetings, or the annual sessions of the National Conference on Undergraduate Research. Students interested in these opportunities should consult with their faculty advisors or the chairs of the major departments.

## The Washington Center

Hendrix students have the opportunity to participate in The Washington Center for Internships and Academic Semesters. TWC is a nonprofit, nonpartisan educational organization in Washington, D.C.; it places students, based on their interests, in substantive internships in the government, nonprofit, corporate, or international organizations. Once a Hendrix student is accepted into the program, a professional program advisor will be responsible for providing counsel, internship placement, supervision, and activity planning during the course of the summer term.

In addition to receiving Hendrix internship credit for a 32-36 hour per week placement and attending a leadership forum, a participating student can also receive one Hendrix academic credit for the required TWC academic course. The student will register for either AMST 380 Special Topics in American Studies or POLI 380 Special Topics in Politics and International Relations during fall semester after completing TWC program. Additionally, the student must identify a Hendrix AMST or POLI/IR professor to serve as instructor of record for the course and issue the final grade.

More detailed information is available from the Odyssey Office.

## The Washington Semester

Under an agreement with The American University in Washington, D.C., Hendrix College participates in the Washington Semester Program. Students selected to study under this program spend one of their final five semesters in Washington and are enrolled at The American University. This program affords students opportunity to continue their college education while observing the operation of government and international agencies in the nation's capital. The experience is pre-approved for Odyssey Professional and Leadership Development credit. Detailed information may be obtained from Peter Gess in the Odyssey office or by visiting [www.washingtonsemester.com](http://www.washingtonsemester.com).

## Special Programs

### The W.C. Buthman Endowed Visiting Scholar and Lectureship Program

Established and endowed by his family, colleagues, former students, friends, and admirers in November, 2000, the **W. C. Buthman Endowed Visiting Scholar and Lectureship Program** honors the distinguished legacy and service of the late Dr. Buthman, former Academic Dean and Professor of History at Hendrix College. In keeping with Dr. Buthman's interest in and commitment to international affairs and global issues, the program focuses on scholars and lecturers whose expertise speaks most directly to the concerns of the Collegiate Center section of the new Hendrix curriculum known as "Challenges of the Contemporary World." In this way, the Buthman Program solidifies and enhances a most integral part of the College's educational mission as it engages a new millennium replete with global issues and fundamentally articulated by global dynamics.

The W. C. Buthman Endowed Visiting Scholar and Lectureship Program brings up to two scholars per academic year to the campus, beginning in the Fall, 2001. As the endowment grows, additional visiting scholars and related programs may be included.

Selection of scholars will be undertaken by the Challenges of the Contemporary World Committee, which will solicit nominations from the Hendrix community at large. Nominations for Buthman Fellows should be made to the Chair of this Committee.

### **The Crain-Maling Center of Jewish Culture**

The Crain-Maling Center of Jewish Culture serves as a resource for students, faculty, staff, and members of the general public, Jews and non-Jews alike, who wish to engage in the study, discussion, or teaching of Jewish culture. Through lectures, symposia, films, discussions, and associated courses, we promote a broad understanding of Jewish culture as encompassing all aspects of sacred and secular Jewish life as well as its relationship to other cultures. The Center aims to foster interdisciplinary conversations that not only enhance knowledge about Jewish culture and raise awareness of Jewish life on campus but also inspire deeper understanding and tolerance across cultures.

In achieving its mission, the Center draws on the rich tradition of the liberal arts at Hendrix; that tradition values precisely the kind of critical inquiry, intellectual discussion, and development of character that are crucial components of Jewish culture and that are, consequently, at the heart of the Center's activities. We also take advantage of Hendrix's location in central Arkansas to highlight the long history of Jewish culture in the state. Through the sponsorship of Odyssey projects and internships, we seek to heighten our students' awareness of and interest in Jewish life in Arkansas. We intend that students' engagement with questions of Jewish identity inspire sensitive self-reflection about their own identities and a desire to work against violence and prejudice.

### **Robert and Lillian Drake Endowed Lectureship**

Established in 2001 by Robert Y. Drake, Jr., in memory of his parents, the Robert and Lillian Drake Endowed Lectureship series at Hendrix College funds an annual lecture. Professor Drake taught Southern Literature and creative writing at the University of Tennessee from 1965

until his retirement in 1999. His short stories about growing up in West Tennessee are familiar to a generation of Southern readers.

While on sabbatical during the fall of 1982, Drake was a visiting professor at Hendrix and taught a popular course in “Recent Southern Fiction” to 43 students. During his stay at the College, which was funded by the Hendrix-Murphy Foundation, he also gave public readings and lectures for the Bertie Wilson Murphy Symposium in Literature and Language. The affinity he developed for the College as a visiting professor inspired him to establish the lectureship in the English Department. In February 2004, Miller Williams, University Professor of English and Foreign Languages at the University of Arkansas, Fayetteville, gave the inaugural lecture.

### **Center for Entrepreneurial Studies**

The Center for Entrepreneurial Studies provides opportunities for the study of the current and historical role of entrepreneurs in market economies. It provides a forum for public debate about the roles played by entrepreneurs in local, regional, national and international economic spheres. The Center provides focus for public debate concerning the effects of economic policy in such areas as taxes, property rights, government spending, and the regulation of entrepreneurship. The Center engages in activities complementing the educational enterprise at the College, such as sponsoring nationally prominent speakers on an occasional basis. The Center will sponsor internships for Hendrix students with entrepreneurs and will undertake other educational activities for the public consistent with the above purposes, such as seminars, workshops, and retreats focused on business and business leadership in relation to the liberal arts. For additional information contact the Department of Economics and Business.

### **The Miller Center for Vocation, Ethics, and Calling**

In the formation of both its curricular and its co-curricular expectations, Hendrix College appeals to two founding traditions: the liberal arts and the United Methodist Church. The educational ideals of

both traditions hold that education is not merely about what our students know but who they become, not about mere information gathering but character and spiritual formation. An educational mission shaped around these ideals asks those who are learning, and those who are teaching, to make education speak to the questions of vocation: Why am I here and what shall I do with my time and talents? Who am I, and what kind of person should I strive to become? What sort of life's work will I find fulfilling and meaningful? What is it my enduring passion to do and what does the world need what I have to give? What does my God ask of me? Providing programming that encourages and assists students in the exploration of vocational questions and the consequent discernment of call is the purpose of the Miller Center for Vocation, Ethics, and Calling.

The Miller Center provides multiple pathways for individuals to explore the content and nature of their life's true calling. Following theologian Frederick Buechner's wisdom that one's calling may be found where the individual's "deep gladness and the world's deep hunger meet," many of the Center's programs involve students in individual and group service projects in the local area, across the United States, and in other countries. Students, faculty, and staff who wish to be involved in service to the world and to use that experience for the exploration of their passions and calling will find numerous forms of support from the Miller Center.

The Miller Center is committed to the idea that the life of wholeness and vocational fulfillment is marked by the successful integration of information and value, faith and knowledge, secular duties and faith commitments, material concerns and spiritual strivings. The Center therefore provides a variety of curricular and co-curricular activities designed to help participants explore the intersection of their academic study, their ethical ideals, and their religious understanding. The Center provides retreats, domestic and international mission trips, internships at non-profit agencies and faith-based institutions, conferences on faith and the academy, and undergraduate research opportunities on vocation. The Center supports the development of courses on vocation and workshops

for faculty and staff on the vocation of teaching at a church-related, liberal arts college.

The Miller Center seeks to create a space within where listening to the call of one's religious faith is respected, nurtured, and woven in the intellectual life of the collegiate community. The Miller Center provides programming for individuals across all religious and philosophical perspectives; however, in honor of the Methodist heritage of the College, some elements are designed specifically to assist those exploring a Christian vocation, whether through professional ministry or active lay leadership. Through the Center, students may participate in a ministry exploration group, apply for support to visit seminaries, intern with pastors, attend spirituality retreats, and experiment living in an intentional Christian community through on-campus themed housing.

### **Hendrix-Murphy Foundation Programs in Literature and Language**

Foundation programs enrich the study of literature and language on- and off-campus in traditional and innovative ways, from lecture and reading series to unique on- and off-campus experiential learning opportunities.

Nationally and internationally acclaimed scholars, novelists, poets, playwrights, and theatre directors present lectures, readings, and performances, and meet and work informally with students and faculty. These visitors explore such annual program themes as Southern literature, Africa, human-earth relations, biography, urban and rural culture, and Asia. The Foundation also hosts long-term residencies for award-winning visiting theatre directors and creative writers, as well as Chinese language instructors from Heilongjiang University in China, who teach for periods of from five weeks to a full academic year.

To extend students' horizons even further, the Foundation supports independent and group research projects throughout the world, "real world" internships, study abroad scholarships, and summer programs in England and Spain.

On campus many students also participate in Language House, a year's residential living experience rotating annually among French, German, and Spanish; a Writing Center that provides peer tutoring and English as a Second Language services; creative writing competitions; foreign and other film series; classical and other literature readings; classical, German, French, and Spanish cultural activities; reading groups and book clubs; and an innovative student- and faculty-taught senior/junior seminar course in contemporary literary and other works.

## Special Events

Hendrix Special Events presents special, non-class programs in the fine and performing arts. Outstanding events of the past have included Marcel Marceau, The North Carolina Dance Theatre, Pilobolus, Pere Ubu, Garth Fagan Dance, The Mystic Arts of Tibet, The Preservation Hall Jazz Band, Steven Petronio Dance Company, Lucinda Williams, T Bone Burnett and Sam Phillips, John Cale, Van Dyke Parks, Richard Thompson, Gillian Welch and David Rawlings, The National Theatre of the Deaf, The Arkansas Symphony Orchestra, Taj Mahal, The Miami String Quartet, Zuill Bailey, Alejandro Escoveda, Saul Williams, James 'Blood' Ulmer and The Turtle Island Quartet. For seasonal information call (501) 450-4545 or visit <http://www.hendrix.edu/specialevents>.

## Steel Center

The Marshall T. Steel Center for the Study of Religion and Philosophy is named for Dr. Marshall T. Steel, distinguished alumnus and President of the College from 1958 to 1969. The Steel Center was made possible by a bequest from Mrs. Ruth Veasey of Dermott, Arkansas. The purpose of the Steel Center is the enhancement of the College's capacities in the fields of religion and philosophy. It does this by sponsoring lectures throughout the year by notable speakers from throughout the nation; by offering workshops on philosophy of religion, theology, and related topics; and by sponsoring the Friday Afternoon Discussion in the Raney Building each

Friday. In addition, the Steel Center offers opportunities for continuing education for clergy and laity in the region by sponsoring the annual Steel-Hendrix lecture and awards ceremony. Dr. Jay McDaniel, Professor of Religion, 450-1284, serves as director.